

NHTI, Concord's Community College

# Academic Catalog 2016-2017



***www.nhti.edu***

**DISCLAIMER:** The information contained in this catalog is to be used as a guide to NHTI, Concord's Community College for the students, staff members, prospective students and other educational institutions. All information including but not limited to: costs, rules, regulations, program requirements, course content and staff, is subject to change at any time. The college reserves the right to modify aspects of college operations as well as to change tuition and other charges without notice.

**Limitations:** The information contained in this catalog is to be used as a guide to NHTI, Concord's Community College for its students, staff members, prospective students and other educational institutions. Information provided in the publication is reflective of that which is in effect at the time of preparation June 14, 2016. Program information, program requirements as well as information on policies, courses and fees are subject to change without notice. An Addendum containing updated information not included in this publication is available at the Main Office of NHTI, Concord's Community College and on the college website. Information in this catalog should also be verified by a college Academic Advisor. NHTI, Concord's Community College reserves the right to cancel, postpone, or combine class sections, to limit registrations, as well as change instructors.



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# Academic Programs (Alphabetical)

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# Academic Calendar

For most up-to-date and comprehensive academic calendar, to go

[www.nhti.edu/academics/academic-calendar](http://www.nhti.edu/academics/academic-calendar)

## Fall Semester 2016

### August

- 15 Tuition due for Fall 2016 semester
- 17 New Student Orientation/Registration
- 28 Residence Halls open to new and returning students at 12:00 Noon
- 29 Full semester Day, Evening, Online & Hybrid classes begin
- 29 First ½ semester classes begin (end 10/21)
- 29 Last day to add a first ½ semester class without instructor permission
- 29 Last day to add an online class without instructor permission

### September

- 5 Labor Day holiday – NHTI closed
- 6 Last day to add a full semester class without instructor permission
- 6 Last day to drop a first ½ semester class with a refund
- 12 Last day to drop a full semester class with a refund
- 13 Convocation - all NHTI
- 13 Activities Fair and Campus Barbecue
- 16 Last day to resolve 'I' grades for summer classes
- 26 Mid semester grades available on SIS for first ½ semester classes
- 30 Last day to drop a first ½ semester course with a "W"

### October

- 10 Columbus Day - All classes meet
- 21 First ½ semester classes end
- 24 Mid semester grades available on SIS for full semester classes
- 24 Final course grades available on SIS for first ½ semester classes
- 24 Second ½ semester classes begin (end 12/16)
- 24 Last day to add a second ½ semester class without instructor permission
- 31 Last day to drop a second ½ semester class with a refund

### November

- 2 Open House at 4 – 6:30 pm
- 3 Last day to drop a full semester course with a "W" grade
- 3 60% completion for Financial Aid requirements
- 6 Daylight Savings Time ends; set clocks back one hour
- 11 Veterans' Day holiday – NHTI closed
- 21 Warning grades available on SIS for second ½ semester classes
- 23 Residence Halls close at 5:00 pm
- 23 No Evening Classes
- 24-27 Thanksgiving holiday – NHTI closed
- 27 Residence Halls re-open at 12:00 Noon
- 28 Classes Resume
- 28 Last day to drop a second ½ semester class with a "W" grade

### December

- 9 Last day of full-semester Day Classes
- 12-15 Final Exams for full semester Day Classes
- 16 Snow Day for Final Exams
- 16 Last day of classes for fall semester
- 16 Residence Halls close at 5:00 pm
- 22 Final Grades available for students on SIS
- 23 Chancellor's Holiday – NHTI closed
- 26 Christmas holiday observed – NHTI closed

## Spring Semester 2017

### January

- 2 New Year's holiday – NHTI closed
- 3 Tuition due for the Spring 2016 semester
- 4 New Student Orientation/Registration
- 4 Open House at 5:00 - 7:00 pm
- 16 Residence Halls open at 12:00 Noon
- 16 Martin Luther King, Jr./Civil Rights Day holiday - NHTI closed
- 17 Full semester Day, Evening, Saturday, Online & Hybrid classes begin
- 17 First ½ semester classes begin (end 03/10)
- 17 Last day to add a first ½ semester class without instructor permission
- 17 Last day to add an online class without instructor permission
- 23 Last day to add a full semester class without instructor permission
- 23 Last day to drop a first ½ semester class with a refund
- 30 Last day to drop a full semester class with a refund

### February

- 3 Last day to resolve 'I' grades for fall semester classes
- 14 Midterm grades for first ½ semester classes available on SIS
- 17 Last day to drop a first ½ semester class with a "W" grade
- 20 Presidents' Day holiday - No Day Classes; Evening Classes Meet

### March

- 10 First ½ semester classes end
- 10 Residence Halls close at 5:00 pm
- 11-19 Spring Break; No Day or Evening Classes
- 12 Daylight Savings Time begins; set clocks ahead 1 hour
- 13 Mid Semester Warning grades for full semester classes available on SIS
- 13 Final course grades for first ½ semester classes available on SIS
- 13 Second ½ semester Online classes begin (end 05/05)
- 13 Last day to add a second ½ semester online class without instructor permission
- 19 Residence Halls re-open at 12:00 Noon
- 20 Classes resume
- 20 Second ½ semester Day & Evening classes begin (end 05/08)
- 20 Last day to add a second ½ semester day/evening class without instructor permission
- 20 Last day to drop a second ½ semester online class with a refund
- 27 Last day to drop a second ½ semester day/evening class with a refund
- 28 Last day to drop a full semester course with a "W" grade
- 28 60% completion for Financial Aid requirements

### April

- 4 Open House at 5:00 – 7:00 pm
- 10 Warning grades available on SIS for second ½ semester classes
- 11 Awards Day
- 14 Last day to drop a second ½ semester online class with a "W" grade
- 18 Last day to drop a second ½ semester day/evening class with a "W" grade

### May

- 1 Last day for full-semester Day Classes
- 2-5 Final Exams for full-semester Day Classes
- 5 Last day of Online classes
- 5 Residence Halls close at 5:00 pm
- 8 Last day of Spring Semester
- 8 Make up day for Final Exams
- 11 Final course grades available on SIS
- 19 Commencement at 10:00 am

## Summer Session 2017

### May

- 9 Full session Summer Evening, Hybrid and Online classes begin (end August 25)
- 9 First ½ semester Evening, Hybrid and Online classes begin (end June 30)
- 9 Last day to add a first ½ summer session class without instructor permission
- 9 Last day to add a full session online class without instructor permission
- 9 Orthopaedic Technology courses begin
- 11 Paramedic courses begin
- 15 Last day to add a full session summer evening or hybrid class without instructor permission
- 15 Last day to drop a first ½ summer session class with a refund
- 15 LPN-RN Completion Option, Dental Hygiene, Dental Assisting, Radiologic Technology 2nd year, Radiation Therapy courses begin
- 22 Diagnostic Medical Sonography courses begin
- 22 Last day to drop a full summer session evening, hybrid or online class with a full refund
- 29 Memorial Day holiday – NHTI closed
- 30 Summer Day (10 Week) classes begin (end August 4)
- 30 Summer Day Session I begins (ends June 30)

### June

- 5 Last day to drop a summer session I day class with a full refund
- 5 Last day to drop a full summer session day class with a full refund
- 6 Radiologic Technology first year summer courses begin
- 16 Last day to resolve 'I' grades from spring semester classes
- 30 First ½ semester Evening, Hybrid and Online classes end
- 30 Summer Day Session I ends

### July

- 3 Second ½ semester Evening and Online classes begin (end August 25)
- 3 Last day to add a second ½ summer session evening or online class without permission
- 3 Final course grades for first ½ summer session classes available on SIS
- 4 Independence Day holiday - NHTI closed
- 7 Final course grades for summer session I day classes available on SIS
- 10 Summer Day Session II begins (ends August 11)
- 10 Last day to add a summer session II day class without instructor permission
- 10 Last day to drop a second ½ summer session evening or online class with a refund
- 17 Last day to drop a summer session II day class with a refund

### August

- 4 Summer Session Day (10 week) classes end
- 11 Summer Day Session II ends
- 18 Final course grades for summer session II day classes & full summer session day classes available on SIS
- 25 Second ½ summer session evening and online classes end
- 25 Full summer session evening and Online classes end
- 30 Final course grades for full summer session classes available on SIS

# Message from the President

Open access and affordability are the tenets of NHTI, Concord's Community College. This is why NHTI offers a wide array of programs to students from throughout the state and region, and why we work to keep tuition and expenses the lowest in New Hampshire higher education.

Opened in 1965 as a technical college, NHTI has evolved into a comprehensive community college accredited by the New England Association of Schools and Colleges. We offer 65 academic programs, including associate degrees and professional certificates that prepare students for self-sustaining careers or for transfer to 4-year colleges and universities in New Hampshire and across the country. In addition, a growing number of students with baccalaureate and graduate degrees come to our campus for opportunities to change careers, acquire technical skills or for personal enrichment.

Our 4,500 students come from a vast array of backgrounds and have diverse aspirations; the students are the heart and soul of NHTI. My colleagues—the faculty, staff, and administration—are committed to delivering affordable and very high-quality education that will help students achieve their personal and academic goals, whatever they may be.

Please take some time to learn about the college. Stop by our beautiful, riverside campus and picture yourself as a student here. When you come, be sure to talk to a few students and faculty or staff. If I can be of assistance, please let me know. We might be the best place to help you shape and work toward your goals. You may find it is true that you can “start here . . . go anywhere!”

Kind Regards,

**Susan B. Dunton, Ph.D.**

President NHTI



Susan B. Dunton, Ph.D.

## 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:

<b>Learning</b>	We foster intellectual curiosity and the application of knowledge to promote lifelong critical and creative thinking.
<b>Mutual respect</b>	We encourage an environment in which civility, humor, kindness, and collegiality cultivate an open exchange of ideas.
<b>Engagement</b>	We actively seek interaction, collaboration, and partnership with individuals, businesses, and community organizations for mutual enrichment in a diverse community and global economy.
<b>Accountability</b>	We are committed to individual and institutional responsibility in the stewardship of our human, physical, and fiscal resources.
<b>Innovation</b>	We support responsible risk-taking and the pursuit of new ideas to thrive in an evolving world.
<b>Integrity</b>	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 and Memberships

## 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., 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](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 ETACCT Commission of ABET, [www.abet.org](http://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)\*

**Legal Nurse Consultant** - Approved by the American Bar Association

**Nursing** - The NHTI Nursing Associate Degree program is approved by the New Hampshire Board of Nursing (NHBN), 121 South Fruit Street, Concord, NH 03301; (603) 271-2323; [www.nh.gov/nursing](http://www.nh.gov/nursing). The Program is also accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; [www.acenursing.org](http://www.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** - Accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**Radiation Therapy** - Joint Review Committee on Education in Radiologic Technology (JRCERT, [www.jrcert.org](http://www.jrcert.org))

**Radiologic Technology** - Joint Review Committee on Education in Radiologic Technology (JRCERT, [www.jrcert.org](http://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](http://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).

# Admission

## 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 27 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](http://www.nhti.edu). For a paper application, contact the Admissions Office at (603) 230-4011, (800) 247-0179 or [nhtiadm@ccsnh.edu](mailto:nhtiadm@ccsnh.edu), or download the application at [www.nhti.edu/admissions](http://www.nhti.edu/admissions).
3. **Apply for federal financial aid** at [www.nhti.edu/admissions/financial-aid](http://www.nhti.edu/admissions/financial-aid).

## Fees

- A \$20 non-refundable application fee must be submitted;
- Candidates accepted into degree 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 \$100 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](http://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](http://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.

## 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

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 degree 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. For more information, students may contact Admissions at (603) 230-4011, the Academic Center for Excellence (ACE) 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.
  - 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.
2. Inquiries regarding the test should be addressed to: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540, USA or [www.ets.org](http://www.ets.org). Official TOEFL scores must be sent directly from the testing site to the Admissions office. Students earning a TOEFL score lower\*\* than those listed above may be evaluated for language study.
3. Letter of support from the person(s) who will be financially responsible for the student; letter should include student's name, intent to attend NHTI, Concord's Community College and the amount of money available, must be in English and funds must be stated in US dollars.
4. Letter from the financial institution which holds funds of the person(s) financially responsible for the student; statement should be on official letterhead, indicate the sponsor's and student's names, the amount of money available for the student stated in US dollars and be in English.
5. Copies of current passport and immigration documents including current visa, Duration of Status (D/S) card, I-20, etc.
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](http://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](http://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](http://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](http://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.
12. Students seeking transfer credit for prior college coursework completed at an institution outside of the United States will need to provide an official foreign credential evaluation to the Admissions Office for review; a list of accredited credential evaluation services can be viewed at [www.naces.org/members.html](http://www.naces.org/members.html).

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](http://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/Dual Major Request" 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/Dual Admission at [www.nhti.edu/academics/requirements-policies/change-program](http://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](http://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](http://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](mailto: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](http://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](http://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 Academic Center for Excellence (ACE) 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](http://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](mailto:nhtiadm@ccsnh.edu).



# Financial Aid

## What is Student Financial Aid (SFA)?

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

Most aid is need-based, and the four types of aid are grants, loans, Federal Work-Study and scholarships. Information and application materials for these programs are available from the Financial Aid Office at (603) 230-4013 or from the website at [www.nhti.edu/admissions/financial-aid](http://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, or professional certificate 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](http://www.nhti.edu/admissions/financial-aid))

# Tuition and Fees

The following table presents a summary of fees established for the 2016-2017 academic year. Fees for 2017-2018 will be set around July 1, 2017. For most current rates go to [www.nhti.edu/student-resources/how-do-i-pay-my-tuition-and-fees/tuition-and-fees](http://www.nhti.edu/student-resources/how-do-i-pay-my-tuition-and-fees/tuition-and-fees). Tuition and fees are due two 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](http://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	\$ 200	\$ 300	\$ 450

**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 22)

- **Tuition Deposit:** \$100 (Non-Refundable; will be credited toward first semester tuition.)
- **Comprehensive Fee:** \$22 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 \$60.00 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: BIOL 195C A&P I                      (Lecture) 3                      (Lab) 2                      (Credit) 4       $4 - 3 = 1 \times 60 = \$60$
- **Ceramic Studio Fee:** All students taking the following courses VRTS 135C and VRTS 235C will be charged **\$50** ceramic studio fee for each class.
- **Child and Family Development Center (CFDC) Lab Fee:** All students taking the following courses ECE 101C, ECE 141C, ECE 142C, ECE 155C, ECE 167C and ECE 215C will be charged **\$25** lab fee for each class.
- **Clinical Surcharge:** \$350 per semester  
All students enrolled in clinical Dental, Diagnostic Medical Imaging, Nursing, Orthopaedic Technology and Paramedic Emergency Medicine, courses will be charged a \$350/per semester clinical surcharge. The following courses carry this charge: ADED 113C, ADED 114C, ADED 191C, ADED 196C, ADED 212C, ADED 221C, DGMS 296C, DGMS 297C, DGMS 298C, NURS 115C, NURS 116C, NURS 117C, NURS 178C, NURS 215C, ORTH 150C, ORTH 220C, PEM 194C, RADT 159C, RADT 164C, RADT 165C, RADT 294C, RADT 295C, RDTH 190C, RDTH 195C, RDTH 290C, RDTH 293C, RDTH 295C and RDTH 296C.
- **Nursing NCLEX-RN Licensure Exam Preparation Fees:** All students taking the following courses will be charged the following fees to help cover the costs associated with ATI online practice and proctored assessments and tutorials, detailed individualized remediation plans, and end of program testing to prepare students for the NCLEX-RN licensure exam:
  - NURS 115C, \$280 taken Fall semester;
  - NURS 116C & NURS 117C, \$255 if taken Fall semester, \$250 if taken Spring Semester;
  - NURS 178C, \$285 taken any semester;
  - NURS 215C, \$255 taken Spring semester, plus an additional \$350 for an ATI Live NCLEX-RN Review Course.
- **Orientation Fee: \$30** (Mandatory one time charge for new, readmitted and transfer students upon matriculation into their degree or certificate program.)
- **Orthopaedic Technology Specialty Supplies Fee:** \$500 per semester  
All students enrolled in the Orthopaedic Technology Degree or Orthopaedic Technology Certificate Program will be charged a \$500 per semester clinical surcharge. The following courses carry this charge: ORTH 105C and ORTH 205C
- **Paralegal Studies Fee:** A \$100 fee will be assessed for all students taking PLGL 225C. This fee will cover costs associated with ABA dues, Lexis/Nexis, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.
- **Travel Fee:** A \$75 fee will be assessed for all students taking HSTM 101C. 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.
- **Graduation Fee** (charged in last semester): For all Associate Degrees \$110; for Dental Assisting (Professional Certificate) \$50; for Orthopaedic Technology (Certificate) \$25
- **Liability Insurance: Personal Professional Liability Insurance** is MANDATORY for all students in health and human service related programs which include clinical requirements. 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	DEPOSIT††	ROOM TOTAL
<b>Double/Triple</b>					
Fall 2016 Semester	\$ 2,896	\$ 1,507	\$ 75	\$ 100	\$ 4,578
Spring 2017 Semester	2,896	1,507	75	0	4,478
<b>Total</b>	<b>\$ 5,792</b>	<b>\$ 3,014</b>	<b>\$ 150</b>	<b>\$ 100</b>	<b>\$ 9,056</b>
<b>Single</b>					
Fall 2016 Semester	\$ 3,414	\$ 1,507	\$ 75	\$ 100	\$ 5,096
Spring 2017 Semester	3,414	1,507	75	0	4,996
<b>Total</b>	<b>\$ 6,828</b>	<b>\$ 3,014</b>	<b>\$ 150</b>	<b>\$ 100</b>	<b>\$ 10,092</b>
<b>Super Single (Available only when residence halls are not at full capacity)</b>					
Fall 2016 Semester	\$ 3,574	\$ 1,440	\$ 75	\$ 100	\$ 5,256
Spring 2017 Semester	\$ 3,574	\$ 1,440	\$ 75	\$ 0	\$ 5,156
<b>Total</b>	<b>\$ 7,148</b>	<b>\$ 3,014</b>	<b>\$ 150</b>	<b>\$ 100</b>	<b>\$ 10,412</b>

† 15-meal plan: \$1507 (\$1407 + \$100 flex)/semester; 19-meal plan: \$1638 (\$1538 + \$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 \$100 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](http://www.nhti.edu/student-life/residence-life)

# Payment and Refund Policies

## Payment of Tuition and Fees

**Due date and Payment options:** Each semester tuition and fees are due two weeks prior to the first class day. It is the student's responsibility to view their tuition, fees, and housing charges online through the Student Information System (SIS) account after they register and routinely throughout the semester. NHTI does not send paper bills. Students should monitor their account balance and status routinely via their SIS.

Students can make payment through their SIS account using a bank account (e-check) or credit/debit card. Payment can also be made in person at the Bursar's Office using cash, check, MasterCard/ VISA, Discover and debit cards. Checks can be mailed to NHTI, Attn: Bursar Office, 31 College Drive, Concord, NH 03301. NHTI also offers an online installment payment plan option each semester. Additional information regarding NHTI's payment options is available under the *How to Pay Your Tuition and Fees* section of the NHTI Bursar website at [www.nhti.edu/student-resources/bursar](http://www.nhti.edu/student-resources/bursar)

**Unpaid Balances:** If payment arrangements have not been made for your entire balance by the tuition due date, a late fee of \$50 may be applied to your student account. Students with outstanding balances at the end of the semester will be sent to an outside collection agency, which will result in additional fees being added to the student's account. Please see NHTI's Delinquent Accounts Collection Policy for more information regarding NHTI's collection policy.

**Financial Aid Recipients:** All financial aid requirements must be completed to have your financial aid applied to your tuition bill. To verify that you have completed all of your financial aid requirements, please do the following:

1. **Be sure that all of your financial aid requirements are met:** Go to your SIS and click on the "Financial Aid" tab. Choose "Overall Financial Aid Status". Select Campus. Select 2016-2017 Aid Year. If you have outstanding requirements that need to be completed, you will see "You have unsatisfied student requirements for this aid year" displayed. Click on the link to view requirements.
2. **Verify that your Financial Aid will cover your tuition charges:** Go to your SIS and click on the "Financial Aid" tab. Choose Award. Choose Award for Aid Year. Select Campus; Select 2016-2017 Aid Year. Click on Award Overview Tab. Scroll down to "Financial Aid Award by Term". If you have been awarded financial aid, the amount of your estimated aid for the term will be displayed here. Deduct your estimated total amount of your award for the term from your tuition charges.

**Please Note:** Students that do not have their financial aid in place by the tuition due date, or have a remaining balance due after their estimated financial aid award, may have a \$50 late fee assessed to their account.

If you have questions about your financial aid, please contact the Financial Aid office at [nhtifinaid@ccsnh.edu](mailto:nhtifinaid@ccsnh.edu) or (603) 230-4013.

**Military Benefit Recipients:** If you are eligible to receive military education benefits, please complete the following steps. Additional information on applying for VA educational benefits may be found on the NHTI Veterans webpage at [www.nhti.edu/student-resources/veterans](http://www.nhti.edu/student-resources/veterans).

1. Complete all required paperwork through your military service and/or the VA at least 10 weeks prior to the start of the term (the VA may take 10 weeks to process your paperwork).
2. You must submit your VA eligibility paperwork to NHTI's VA Certifying Official, TA authorizations to the Bursar's Office, and National Guard Waivers to the Bursar's Office.
3. Be sure to make payment arrangements for your semester charges that are not covered by your military benefit by the semester due date. Tuition will always be due two weeks prior to the start of the semester.

## Third Party Payments

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

1. If your employer, company or agency (insurance company, voc rehab, CAP, etc.) is paying for your tuition, you need to have an official letter or Tuition Authorization Form from the company authorizing us to bill them. This must be submitted at the time of registration for day, evening or business training courses prior to the meeting of the first class for all classes. The company must be willing to pay upon receipt of invoice.
2. **If the third party states that there are any contingencies, (i.e. grade of "C" or better, upon completion, reimbursement, etc.), NHTI cannot bill the third party. The student must pay the semester charges by the tuition due date and receive reimbursement directly from the third party.**
3. For NHTI to send an invoice to your company the letter must be on official letterhead and include:
  - Your Name
  - Company Contact Name
  - Company Billing Address and email address
  - Company Telephone
  - If applicable, the course and/or maximum amount of tuition allowable.

**Note:** 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.

4. A separate letter is needed for each semester.
5. If your company offers a reimbursement program, you are responsible for your tuition. We do not offer deferments. For payment information go to the Bursar's Office webpage at <https://www.nhti.edu/student-resources/bursar>.
6. If your company is not in good standing with NHTI we reserve the right to not accept future authorizations for payment from them.
7. If you have any questions, please contact the Third Party Payables representative in the Bursar's Office at (603) 230-4000 ext. 4112.

## **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 and the debt will be reported to the credit bureau. The cost of the outside collection agency, (up to a maximum of 35% of the amount due) any legal fees and any bounced check fees will be added to the total amount owed. Students that owe a past due balance will not be eligible to receive official transcripts or register for courses at NHTI and/or other CCSNH colleges until the balance is paid in full.

## **NHTI Refund Policies**

**Refunds from overpayment of account (including but not limited to Title IV Stafford Sub/Unsub Loans, Scholarships, Grants, Parent Plus loans, or overpayment):** Students can choose to receive their refund by ACH Direct Deposit, Paper Check or Reloadable Debit Card; this is done through the Student Information System (SIS) account. For more information on how to sign up for electronic refunds and/or monitor the status of your refund please visit Community College System of NH Refunds webpage at [www.ccsnh.edu/ccsnh-student-refunds](http://www.ccsnh.edu/ccsnh-student-refunds)

Students may check their SIS account to find out when their account has a credit (due to a dropped class or disbursement of financial aid funds) or when a NHTI Refund has been posted to their account. Once the NHTI Refund is processed students can expect to receive it as follows:

- ACH Direct Deposit and Reloadable Debit Card in three business days
- Paper check refunds up to 14 business days. Please make sure the most current mailing address is on file with our college (address changes are made in the Registrar's Office).

All Federal Title IV funds (i.e. PELL, SEOG, Perkins Loan) are refunded according to the rules and regulations mandated by the U.S. Department of Education.

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

Students must officially withdrawal form a course with the Registrar's Office. Student's that do not formally withdraw from a course by the deadline to drop with a refund, will be responsible to pay for the course. A list of drop dates can be found on the Dropping Classes/Withdrawing from NHTI website at [www.nhti.edu/academics/requirements-policies/dropping-classeswithdrawing-nhti](http://www.nhti.edu/academics/requirements-policies/dropping-classeswithdrawing-nhti). Please note that certain fees are non-refundable.

(See related webpages: Withdrawal from NHTI [www.nhti.edu/academics/requirements-policies/withdrawal-nhti](http://www.nhti.edu/academics/requirements-policies/withdrawal-nhti); Academic Requirements and Policies [www.nhti.edu/academics/requirements-policies/withdrawal-nhti](http://www.nhti.edu/academics/requirements-policies/withdrawal-nhti); Financial Aid Standards of Satisfactory Progress [www.nhti.edu/admissions/financial-aid/standards-satisfactory-progress#withdrawal](http://www.nhti.edu/admissions/financial-aid/standards-satisfactory-progress#withdrawal); Withdrawal [www.nhti.edu/admissions/financial-aid/standards-satisfactory-progress#withdrawal](http://www.nhti.edu/admissions/financial-aid/standards-satisfactory-progress#withdrawal).)

### **Refunds from Business Training Center (BTC) courses and workshops:**

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

## **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 two 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](http://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 1-888-442-4551 or 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](http://www.nhti.edu/student-resources/does-nhti-have-special-resources-veterans/veterans-educational-programs)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## **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](http://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.



# Academic Support Services

## Library

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, collaborative learning and Tablet technology – natural lighting, soft seating, numerous data ports, wireless connectivity and wireless printing 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, over 300,000 eBooks, as well as numerous periodicals, DVD's, CDROMs, maps, eJournals, video and audio recordings, and CAD 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 (EDGMS ) 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 (AIA NH) 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.

## Academic Advising Center

At NHTI, we encourage students to work closely with an academic advisor to help define academic, career, and life goals. Whether a student needs guidance selecting classes, transferring to a four-year school, or clarifying long-term goals, an advisor is available to assist in the process.

Students who are enrolled in academic programs like Criminal Justice, General Studies, or Nursing are advised by their department heads or other faculty advisors in their departments. The Academic Advising Center, located in Sweeney Hall 103, serves students who are taking classes exclusively in the evening or are not enrolled in an academic program. Selected General Studies and Liberal Arts students are also advised in the

### Philosophy and Goals for Advising

The advising program at NHTI provides students with the knowledge needed to identify their personal, academic, and career goals; develop an appropriate educational and career plan; and monitor their progress toward achieving those goals.

- To empower students to be active participants in their own decision-making processes
- To connect students to the community through facilitating active participation in school resources, student clubs and organizations, athletic teams, work-study programs, and student activities
- To help students understand themselves, develop critical thinking and reasoning skills, and clarify personal values
- To provide advising services that are visible and available to all students

## 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](http://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.

## Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) 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 degree 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, and computer applications. 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.

# Campus Life

## Student Activities

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

## 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](http://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 guests 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](http://www.nhti.edu/student-life/residence-life).

## Student Organizations

A student activity period is scheduled from 12 -2 pm 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](http://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 students as active citizens through work with community partners 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.

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NHTI provides Gainful Employment (GE) Disclosure information about certificate 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](http://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/AcademicSectionssystempolicies-5-7-12WITHTABLE\\_000.pdf](http://www.ccsnh.edu/sites/default/files/content/documents/AcademicSectionssystempolicies-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 9).

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.

\* Available in Honors format

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

\*\*\* All Visual Arts courses can meet Fine Arts requirement

### COMMUNICATIONS

ENGL 120C - Communications (3)\*

ENGL 120MC - Communications (3)

ENGL 125C - Communication and the  
Literature of Science & Technology (3)

### ENGLISH

All literature courses listed plus the following:

ENGL 120C - Communications (3)\*

ENGL 120MC - Communications (3)

ENGL 135C - Introduction to Media Studies (3)

ENGL 201C - English Composition (3)

ENGL 286C/TECP 86C Introduction to Linguistics (3)

### FINE ARTS

All Visual Arts courses listed plus the following:

DANC 101C - Dance Survey I (2)

DANC 102C - Dance Survey II (2)

DANC 140C - Introduction to Modern Dance (3)

DANC 141C - Ballet Fundamentals (1)

MUSC 105C - Introduction to Music (3)

MUSC 106C - The History of Jazz, Blues and Rock and Roll (3)

MUSC 107C - World Music (3)

MUSC 150C - Introduction to Guitar (3)

MUSC 155C - Vocal Production and Performance (3)

THTR 101C - Acting I (3)

THTR 102C - Acting II (3)

THTR 110C/ENGL 110C - Introduction to the Theatre (3)

THTR 220C - Playwriting (3)

### FOREIGN LANGUAGE

ASL104C - American Sign Language for Beginners (3)

ASL 105C - Advanced American Sign Language (3)

CHIN 130C - Mandarin Chinese I (3)

CHIN 132C - Mandarin Chinese II (3)

FREN 121C - French I (3)

FREN 122C - French II (3)

GERM 115C - Elementary German I (3)

GERM 116C - Elementary German II (3)

SPAN 111C - Elementary Spanish I (3)

SPAN 112C - Elementary Spanish II (3)

### HUMANITIES +

All literature courses listed plus the following:

HIST 104C Western Civilization: Antiquity to 1650 (3)

HIST 105C Western Civilization: 1650 to Present (3)

INDL 101C STEM in the First Year Experience (3)

INDL 120C Global Public Health Issues (3)

PHIL 110C Introduction to Philosophy (3)

PHIL 226AC Comparative World Religions (3)

PHIL 242C 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

ENGL 102C Introduction to Literature (3)\*

ENGL 110C/THTR 110C Introduction to Theatre (3)

ENGL 121C Introduction to Film (3)

ENGL 125C Communication and the

Literature of Science & Technology (3)

ENGL 150C Introduction to Drama (3)

ENGL 160C Introduction to Poetry (3)

ENGL 210C British Literature I (3)

ENGL 211C British Literature II (3)

ENGL 214C American Literature Survey I: to 1865 (3)

ENGL 215C American Literature Survey II: 1865 to the Present (3)

ENGL 221AC Images of Light (3)

ENGL 221BC Films of 1962 (3)

ENGL 221CC American Independent Cinema (3)

ENGL 221DC The Modern Classics (3)

ENGL 221EC German Expressionism (3)

ENGL 221FC America Cult Cinema (3)

ENGL 221GC Darkness & Light: Film Noir (3)

ENGL 221HC Alfred Hitchcock (3)

ENGL 221IC Stanley Kubrick (3)

ENGL 251C Contemporary Drama (3)

ENGL 255C Shakespeare (3)

ENGL 260C The Novel (3)\*

ENGL 272C Modern Short Fiction (3)

ENGL 285C Literature, Technology and Culture (3)

ENGL 287C Women in Literature (3)

ENGL 291AC Comparative Issues and World Literature: Contemporary  
Latin American Literature (3)

ENGL 291BC Comparative Issues and World Literature: Contemporary  
Spanish Literature (3)

ENGL 295AC Creative Writing: Fiction (3)\*

ENGL 295BC Creative Writing: Poetry (3)

ENGL 295CC Creative Nonfiction (3)  
 ENGL 295DC Playwriting (3)  
 ENGL 295EC Creative Writing: Young Adult Fiction (3)

## **MATHEMATICS**

MATH 120C Topics in Applied College Mathematics (4)  
 MATH 124C College Algebra (4)\*  
 MATH 125C Finite Mathematics (4)  
 MATH 140C Precalculus (4)  
 MATH 205C Calculus I (4)  
 MATH 206C Calculus II (4)  
 MATH 208C Multivariable Calculus (4)  
 MATH 210C Differential Equations (4)  
 MATH 215C Mathematical Proofs (4)  
 MATH 220C Elementary Linear Algebra (4)  
 MATH 251C Statistics (4)  
 MATH 271C Probability and Statistics for Engineers and Scientists (4)

## **SCIENCE**

BIOL 111C General Biology I (4)  
 BIOL 112C General Biology II (4)  
 BIOL 115C Introduction to Ecology (4)  
 BIOL 116C Field Ornithology (4)  
 BIOL 117C Introduction to Plant Biology (4)  
 BIOL 120C Human Biology (4)  
 BIOL 122C Basic Pathophysiology (3 no lab)  
 BIOL 123C The Biology of Human Reproduction (3 no lab)  
 BIOL 125C Human Genetics and Society (4)  
 BIOL 129C Introduction to Sports Nutrition (3 no lab)  
 BIOL 159C Personal Nutrition (4)  
 BIOL 180C Tropical Ecology and Conservation (4)  
 BIOL 195C Anatomy and Physiology I (4)  
 BIOL 196C Anatomy and Physiology II (4)  
 BIOL 202C Microbiology (4)  
 BIOL 211C Genetics (4)  
 BIOL 212C Ecology (4)  
 BIOL 215C Freshwater Ecology (4)  
 BIOL 222C Pathophysiology (3 no lab)  
 BIOL 229C Nutrition in Exercise and Sports (3 no lab)  
 BIOL 235C Principles of Evolution (3 no lab)  
 BIOL 259C Normal and Therapeutic Nutrition (4 no lab)  
 BIOL 260C Cell Biology (4)  
 BIOL 279C Life Cycle Nutrition (3 no lab)  
 CHEM 103C General Chemistry I (4)  
 CHEM 104C General Chemistry II (4)  
 CHEM 105C Chemistry (4)  
 CHEM 110C Introduction to Biochemistry (4)  
 CHEM 115C - Brewing: The Science Behind Beer (4)  
 CHEM 120C Introduction to Forensic Science (4)  
 CHEM 205C Organic Chemistry (4)  
 ENVS 101C Fundamentals of Environmental Science (4)  
 GEOL 101C Essentials of Geology (4)  
 PHYS 133C Physics I (Algebra-Based) (4)  
 PHYS 135C Physics II (Algebra-Based) (4)  
 PHYS 231C Physics I (Calculus-Based) (4)  
 PHYS 232C Physics II (Calculus-Based) (4)  
 PHYS 233C Physics III (Calculus-Based) (4)  
 SCI 104C Astronomy and Space (4)

SCI 107C Introduction to Meteorology (4)  
 SCI 110C Alternative Energy Fundamentals (4)

## **SOCIAL SCIENCE**

ANTH 101C Introduction to Anthropology (3)  
 ANTH 210C Native American Studies I (3)  
 ECON 101C Macroeconomics (3)  
 ECON 102C Microeconomics (3)  
 GEOG 110C Introduction to Cultural Geography (3)  
 HIST 120C United States History: to 1870 (3)  
 HIST 121C United States History: 1870 to present (3)  
 HIST 131C World History I: to 1500 (3)  
 HIST 132C World History II: 1500-present (3)  
 HIST 221C New Hampshire History (3)  
 INDL 101C STEM in the First Year Experience (3)  
 INDL 120C Global Public Health Issues (3)  
 POLS 110C American Government (3)  
 POLS 210C State and Local Government (3)  
 PSYC 105C Introduction to Psychology (3)\*  
 PSYC 205C Crisis Intervention (3)  
 PSYC 209C Educational Psychology (3)  
 PSYC 210C Abnormal Psychology (3)  
 PSYC 220C Human Growth and Development: The Life Span (3)\*  
 PSYC 225C Social Psychology (3)  
 PSYC 226AC Sport and Exercise Psychology (3)  
 SOCI 105C Introduction to Sociology (3)\*  
 SOCI 205C The Individual and Society (3)  
 SOCI 214C Race and Ethnic Relations (3)  
 SOCI 226AC Service, Citizenship and Community (SRV)\*\* (3)  
 SOCI 240C Marriage, Family and Personal Relationships (3)  
 SOCI 298C Study Abroad Experience (3)

## **VISUAL ARTS \*\*\***

VRTS 101C Introduction to Drawing (4)  
 VRTS 102C Introduction to the Visual Arts (3)  
 VRTS 103C Two-Dimensional Design (3)  
 VRTS 104C Three-Dimensional Design (3)  
 VRTS 111C Survey of Western Art History I (3)  
 VRTS 112C Survey of Western Art History II (3)  
 VRTS 115C History of Modern Art (3)  
 VRTS 120C Introduction to Oil Painting (4)  
 VRTS 121C Introduction to Watercolor (4)  
 VRTS 125AC Woodworking in the Hand Tool Tradition (4)  
 VRTS 126C Introduction to Printmaking (4)  
 VRTS 130C Introduction to Photography (4)  
 VRTS 133C Introduction to Figural Sculpture (4)  
 VRTS 135C Introduction to Ceramics (4)  
 VRTS 140C Digital Photography (3)  
 VRTS 193C Introduction to Photoshop (3)  
 VRTS 201C Drawing II (4)  
 VRTS 210C Life Drawing (4)  
 VRTS 220C Painting II (4)  
 VRTS 230C Photography II (4)  
 VRTS 235C 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 Programs

## Accounting

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

**Excellent** is the best word to describe the career potential for today's accounting students. The U.S. Bureau of Labor Statistics states that jobs for bookkeeping, accounting, and auditing clerks are projected to grow 11 percent through 2022. As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services. 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](http://www.nhti.edu/docs/busstudassess.pdf).

NHTI has articulation agreements for accounting program students with Franklin Pierce University, New England College, Southern NH University, and a 2 + 2 agreement with Plymouth State University.

### 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 MATH 093C *and* MATH 094C, both with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ACCT 101C Accounting I	3	0	3	# ACCT 102C Accounting II	3	0	3
# BUS 170C Principles of Marketing	3	0	3	ENGL xxxC English Elective	3	0	3
ENGL 101C English Composition	4	0	4	IST 200C Spreadsheets	3	0	3
IST 102C PC Applications	3	0	3	MATH125C Finite Math <i>or</i>			
MATH124C College Algebra	4	0	4	MATH251C Statistics	4	0	4
			17	XX xxxC Lab Science Elective*	3	2	4
							17

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ACCT 205C Intermediate Accounting I	4	0	4	# ACCT 206C Intermediate Accounting II	4	0	4
# ACCT 250C Cost Accounting	3	0	3	# ACCT 230C Taxes	4	0	4
# BUS 225C Business Law I	3	0	3	# BUS 250C Principles of Finance	3	0	3
# BUS 270C Principles of Management	3	0	3	XX xxxC Social Science Elective	3	0	3
ECON 101C Macroeconomics <i>or</i>				XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3	0	3
ECON 102C Microeconomics	3	0	3				17
			16				17
				<b>TOTAL CREDITS</b>			<b>67</b>

# Indicates major field courses.

\* BIOL 100C, CHEM 100C and PHYS 100C do not meet this requirement

### Technical Requirements

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



## Accounting Basic Certificate

The basic accounting certificate is designed to provide students with specific accounting, computer and related business skills for entry into business or industry. Upon completion of the basic accounting certificate, students will have sufficient skills to obtain jobs as accounts receivable clerks, accounts payable clerks, accounting technicians, bookkeepers or payroll clerks. For more information, contact Lynn Hedge at (603) 271-6484 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
ACCT 101C Accounting I	3	0	3
ACCT 102C Accounting II	3	0	3
BUS 170C Principles of Marketing	3	0	3
BUS 225C Business Law I	3	0	3
IST 102C PC Applications	3	0	3
IST 200C Spreadsheets	3	0	<u>3</u>
<b>TOTAL CREDITS</b>			<b>18</b>

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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
ACCT 205C Intermediate Accounting I	4	0	4
ACCT 206C Intermediate Accounting II	4	0	4
ACCT 230C Taxes	4	0	4
ACCT 250C Cost Accounting	3	0	3
BUS 250C Principles of Finance	3	0	3
BUS 270C Principles of Management	3	0	<u>3</u>
<b>TOTAL CREDITS</b>			<b>21</b>

**Prerequisite:** Applicants must submit proof of high school level Algebra I with a grade of “C” or higher *or* NHTI’s MATH 093C *and* MATH 094C both with grades of “C” or higher.

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

# Business Programs

## 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, Granite State College, New England College, Plymouth State University, Rivier University and Southern New Hampshire 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](http://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 MATH 093C *and* MATH 094C, both with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
ACCT 101C Accounting I	3	0	3	ACCT 102C Accounting II	3	0	3
# BUS 101C Introduction to Business	3	0	3	# BUS 170C Principles of Marketing	3	0	3
ENGL 101C English Composition	4	0	4	BUS xxxC Business Elective*	3	0	3
IST 102C PC Applications	3	0	3	ENGL 120C Communications <i>or</i>			
MATH124C College Algebra	4	0	<u>4</u>	ENGL xxxC English Elective	3	0	3
			17	MATH125C Finite Mathematics <i>or</i>			
				MATH251C Statistics	4	0	<u>4</u>
							16

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
ACCT 110C Managerial Accounting	3	0	3	# BUS 240C Small Business Management	2	2	3
# BUS 225C Business Law I	3	0	3	# BUS 273C Human Resource Management	3	0	3
# BUS 270C Principles of Management	3	0	3	XX xxxC Social Science Elective	3	0	3
BUS xxxC Business Elective*	3-4	0	3-4	XX xxxC Lab Science Elective**	3	2	4
ECON 101C Macroeconomics <i>or</i>				XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3	0	<u>3</u>
ECON 102C Microeconomics	3	0	<u>3</u>				16
			15-16				
				<b>TOTAL CREDITS</b>			<b>64-65</b>

# Indicates major field course.

\* BUS, ACCT, IST, or REST course that is not a required course, as well as HLTH 101C or HLTH 104C

\*\* BIOL 100C, CHEM 100C and PHYS 100C DO NOT meet the science requirement.

*Internship Considerations*, see page 35.

# Business Administration 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](http://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 MATH 093C *and* MATH 094C, both with grades of "C" or higher.

## FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
CL	LAB	CR	CL	LAB	CR
ENGL 101C	English Composition	4 0 4	# ACCT 101C	Accounting I	3 0 3
IST 102C	PC Applications	3 0 3	# BUS 152C	Foundations of Leadership	3 0 3
MATH124C	College Algebra	4 0 4	# ENGL 120C	Communications <i>or</i>	
# SPTS 101C	Introduction to Sports Management	3 0 3	# ENGL xxxC	English Elective	3 0 3
XX xxxC	Humanities/Fine Arts/ Foreign Language Elective	3 0 <u>3</u>	MATH125C	Finite Mathematics <i>or</i>	
		17	MATH 251C	Statistics	4 0 4
			# SPTS 180C	Public Relations and Advertising for the Sports Industry	3 0 <u>3</u>
					16

## SECOND YEAR

FALL SEMESTER			SPRING SEMESTER		
CL	LAB	CR	CL	LAB	CR
# ACCT 102C	Accounting II	3 0 3	# SPTS xxxC	Sports Management Elective <i>or</i>	3 0 3
# BUS 270C	Principles of Management	3 0 3	SPTS 290C	Sports Management Internship	0 9 3
ECON 101C	Macroeconomics <i>or</i>		# SPTS 210C	Sports and Fitness Facilities Management	3 0 3
ECON 102C	Microeconomics	3 0 3	# SPTS 250C	Sports and Society	4 0 4
# SPTS 170C	Sports Marketing	3 0 3	XX xxxC	Social Science Elective+	3 0 3
# SPTS 225C	Sports Law	3 0 <u>3</u>	XX xxxC	Science Elective*	3 0-2 <u>3-4</u>
		15			16-17
					<b>TOTAL CREDITS 64-65</b>

# Indicates major field courses.

+ Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

\* BIOL 100C, CHEM 100C and PHYS 100C 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.

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
ACCT	101C Accounting I	3	0	3
BUS	101C Introduction to Business	3	0	3
BUS	225C Business Law I	3	0	3
BUS	270C Principles of Management	3	0	<u>3</u>
				12
<i>Choose <b>two</b> electives:</i>				
BUS	152C Foundations of Leadership	3	0	3
BUS	170C Principles of Marketing	3	0	3
BUS	174C Principles of Sales	3	0	3
BUS	221C Health Care Management	3	0	3
BUS	242C Business Ethics	3	0	3
BUS	245C Organizational Behavior	3	0	3
BUS	273C Human Resource Management	3	0	<u>3</u>
				6
<b>TOTAL CREDITS</b>				<b>18</b>

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

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
SPTS	101C Introduction to Sports Management	3	0	3
SPTS	170C Sports Marketing	3	0	3
SPTS	180C Public Relations and Advertising for the Sports Industry	3	0	3
SPTS	210C Sports Facilities	3	0	3
SPTS	225C Sports Law	3	0	3
SPTS	250C Sport and Society	4	0	<u>4</u>
<b>TOTAL CREDITS</b>				<b>19</b>

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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](http://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 MATH 093C and MATH 094C with grades of "C" or higher;
3. Computer keyboarding skills are essential.

## FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
ENGL 101C English Composition	4	0	4	ACCT 101C Accounting I	3	0	3
# HSTM 101C Introduction to Hospitality and Tourism ¥	3	0	3	BUS 170C Principles of Marketing	3	0	3
# HSTM 110C Introduction to Hotel Operations	3	0	3	# GEOG 110C Introduction to Cultural Geography	3	0	3
IST 102C PC Applications	3	0	3	# HSTM 205C Quality Service Management	3	0	3
MATH120C Topics in Applied College Mathematics <sup>^</sup> <i>or</i>				# XX xxxC Hospitality Elective*	3	0	<u>3</u>
MATH124C College Algebra	4	0	<u>4</u>				15
			17				

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
BUS 225C Business Law <i>or</i>				HIST xxxC US History/History Elective++	3	0	3
# HSTM 227C Legal Issues for the Hospitality Industry+	3	0	3	# HSTM 280C Senior Travel Seminar	2	0	2
ENGL 120C Communications <i>or</i>				# HSTM 290C Hospitality and Tourism Internship <i>or</i>	0	9	3
ENGL xxxC English Elective	3	0	3	# XX xxxC Hospitality Elective*	3	0	3
# HSTM 210C Information Technology for Tourism Industry	3	0	3	XX xxxC General Education Elective	3	0	3
XX xxxC Foreign Language Elective**	3	0	3	XX xxxC Science Elective	3-4	0	<u>3-4</u>
# XX xxxC Hospitality Elective*	3	0	<u>3</u>				17
			15				
				<b>TOTAL CREDITS</b>			<b>64-65</b>

# Indicates major field courses.

<sup>^</sup> Math course can be MATH 120C, MATH 124C or higher level course, excluding MATH 129C.

¥ A Travel Fee of \$75 will be assessed for all students taking HSTM 101C. 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 HSTM course that is not a required course including ACCT 102C.

\*\* ASL 104C and ASL 105C do not meet this requirement.

\*\*\* BIOL 100C, CHEM 100C and PHYS 100C do not meet this requirement.

+ HSTM 227C is offered only through the Division of Online and Continuing Education

++ Excludes HIST 104C and HIST 105C.

**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 41.

# 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. 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
HSTM 101C Introduction to the Hospitality and Tourism Industry¥	3	0	3
HSTM 110C Introduction to Hotel Operations	3	0	3
HSTM 205C Quality Service Management	3	0	3
HSTM 210C Information Technology for the Tourism Industry	3	0	3
HSTM 225C Front Office Operations +	3	0	3
HSTM 227C Legal Issues for the Hospitality Industry+ <i>or</i>			
BUS 225C Business Law	3	0	3
HSTM 245C Event, Meeting and Convention Planning	3	0	3
HSTM 260C Hospitality Sales and Marketing+	3	0	3
HSTM 269C Food and Beverage Management + <i>or</i>			
HTSM xxxC Hospitality Elective*	3	0	<u>3</u>
<b>TOTAL CREDITS</b>			<b>27</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HSTM 101C. 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.

+ HSTM 225C, HSTM 227C, HSTM 260C and HSTM 269C are only available through the Division of Online & Continuing Education.

\* Any course with a prefix of HSTM 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 IST 102C (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 41.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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/event management at a hotel/conference center, sports arena, or a corporate organization. Students will develop an understanding of the hotel/tourism industry and learn how to plan and organize conferences and events. The use of meeting software, as well as web and social media applications, will be discussed to provide students with a technical understanding of these industry tools. 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
HSTM 101C Introduction to the Hospitality and Tourism Industry¥	3	0	3
HSTM 110C Introduction to Hotel Operations	3	0	3
HSTM 205C Quality Service Management	3	0	3
HSTM 227C Legal Issues for the Hospitality Industry+ <i>or</i>			
BUS 225C Business Law	3	0	3
HSTM 245C Event, Meeting and Convention Planning	3	0	3
HSTM 260C Hospitality Sales and Marketing+	3	0	3
HSTM 270C Catering Operations+	3	0	<u>3</u>
<b>TOTAL CREDITS</b>			<b>24</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HSTM 101C. 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.

+ HSTM 227C, HSTM 260C and HSTM 270C are only available through the Division of Online and Continuing Education.

\* Any course with an HSTM 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 IST 102C (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 41.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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 has a travel counselor/agent focus. Emphasis is placed on cultural geography, cruise and tour sales, ecotourism, and marketing and sales. Some courses are only available evenings and online. 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
GEOG 110C Introduction to Cultural Geography	3	0	3
HSTM 101C Introduction to the Hospitality and Tourism Industry¥	3	0	3
HSTM 205C Quality Service Management	3	0	3
HSTM 210C Information Technology for Tourism	2	2	3
HSTM 230BC Principles of Ecotourism Management	3	0	3
HSTM 260C Hospitality Sales and Marketing+	3	0	3
HSTM 263C Tour Planning and Cruise Sales	3	0	3
<b>TOTAL CREDITS</b>			<b>21</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HSTM 101C. 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.

+ HSTM 260C is only available through the Division of Online and Continuing Education.

\* Any course with a prefix of HSTM 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 IST 102C (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 41.

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



# Wedding Planning Management Certificate

The Certificate in Wedding Planning Management prepares students by requiring mastery of the fundamentals of event planning, as well as developing the ability to create and orchestrate exceptional weddings and parties. Students will develop an understanding of the role of the wedding planner, the elements of a successful wedding event, and the critical skills needed for a successful career as a wedding planner. 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.

According to the US Department of Labor, Bureau of Labor Statistics, May 2014, State Occupational and Wage Estimates for New Hampshire, "Employment of meeting, convention, and event planners is projected to grow 33 percent from 2012 to 2022, much faster than the average for all occupations." This certificate proposal will give completers entry-level competencies that are stackable toward additional certificates, associate degrees, and bachelor's degrees.

Completers who choose to work exclusively in the wedding planner field could expect to earn \$30,000-\$40,000 annually. However, completers who also possess an associate degree or higher could expect to earn closer to the median salary of \$60,000 per year.

		CL	LAB	CR
HSTM 101C	Introduction to the Hospitality and Tourism Industry¥	3	0	3
HSTM 110C	Introduction to Hotel Operations	3	0	3
HSTM 205C	Quality Service Management	3	0	3
HSTM 210C	Information Technology for the Tourism Industry	3	0	3
HSTM 227C	Legal Issues for the Hospitality Industry+	3	0	3
HSTM 247C	Principles of Wedding Planning Management	3	0	3
HSTM 260C	Hospitality Sales and Marketing+	3	0	3
HSTM 270C	Catering Operations+	3	0	3
<b>TOTAL CREDITS</b>				<b>24</b>

¥ A Travel Fee of \$75 will be assessed for all students taking HSTM 101C. 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.

+ HSTM 110C, HSTM 247C, and HSTM 270C are only available through the Division of Online & Continuing Education.

**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 IST 102C (PC Applications) or comparable course. Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

## Expected Student Outcomes:

- Describe the role of the wedding planner in organizing and coordinating a wedding and describe the elements of professionalism, creativity, and expertise required to achieve success as a wedding planner.
- Describe the origins of the most common customs, rituals, and traditions used in wedding ceremonies and explain the factors that engaged couples typically consider when determining the style and size of their wedding.
- Identify the various events associated with weddings, including parties, showers, and the wedding reception and the processes that must be followed to successfully schedule and manage these events.
- Explain the responsibilities associated with planning and organizing a wedding including vendor selection and contracting and the identification and selection of appropriate wedding attire for all members of the wedding party.
- Describe the critical business considerations of running a wedding planning business such as financial planning and management, legal concerns, record keeping and marketing, technical and outline typical fee structures used by wedding planning businesses.

*Internship, Health, Character and Technical Standards*, see page 41.

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

# Computer Programs

## Advanced Software Development Certificate

This program consists of four courses which provide students with programming and systems design skills used in business and industry. Students will use different programming languages while designing databases and creating business front ends. *This program is not Financial Aid eligible.*

Graduates will be prepared for entry-level software development positions, and/or to continue their education with programs such as NHTI's Associate Degree in Information Technology.

### Specific Admission Requirements

Successful complete of all courses in the Entry Level Software Development Certificate or permission of the Department Head of Information Technology.

There is a growing demand for software developers in New Hampshire. In September 2015, the job search site [Indeed.com](http://Indeed.com) listed over 478 software developers and similar jobs open in the state. National median salaries are \$59,141 (salary.com, September 2015). Job growth in this field is projected at 22% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

			CL	LAB	CR
IST 118C	Mobile Application Development		2	2	3
IST 215C	Advanced Windows Programming		2	2	3
IST 225C	C# Programming		2	2	3
IST 240C	Advanced Web Programming		2	2	3
TOTAL CREDITS					12

## 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.

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 transfer to other colleges and universities.

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.

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

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

(Earn your AGGP degree through the Division of Online & Continuing Education evening option in four years. Contact Professor Walek at [gwalek@ccsnh.edu](mailto:gwalek@ccsnh.edu) for details.)

Visit [www.nhti.edu/academics/programs-study/computer-programs/animation-and-graphic-game-programming-degree](http://www.nhti.edu/academics/programs-study/computer-programs/animation-and-graphic-game-programming-degree).

### 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 AGGP applicants have satisfactorily completed high school level courses in chemistry and physics.
3. Basic working knowledge of one or more current desktop operating systems, word processing, spreadsheets, presentation software, and the Internet; or IST 102C PC Applications with a grade of “C” or higher. *(Students may be required to take computer skills assessment test.)*

### FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# AGGP 101C Introduction to Game Design and Creation with Programming	2	3	3	# AGGP 131C Introduction to 2-D and 3-D Game Development	2	3	3
# AGGP 103C Introduction to Content Development	2	2	3	# AGGP 140C Digital Art Modeling and Animation	2	3	3
# CPET 107C Introduction to Programming with C++	2	3	3	# CPET 125C Data Structures	2	3	3
ENGL 101C English Composition	4	0	4	ENGL xxxC Communications Elective++	3	0	3
MATH 124C College Algebra (Minimum Math) <i>or</i>				MATH xxxC Math Elective*	4	0	4
MATH xxxC Math Elective*	4	0	<u>4</u>	XX xxxC Science Elective +	3-4	0-2	<u>3-4</u>
			17				19-20

### SECOND SEMESTER

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# AGGP 225C 3-D Game Engine Application Development	2	3	3	# AGGP 247C Math and Physics for Game Programmers	2	3	3
# AGGP 231C Application Development and Software Prototyping	2	3	3	# AGGP 292C Portfolio Development	2	3	3
# AGGP 291C Project Definition and Portfolio Specifications	1	3	2	# AGGP 294C Animation and Graphic Game Programming Capstone Project	2	5	4
# CPET 240C Programming for Windows Operating Systems	3	3	4	# CPET 252C Networking and Internet Technologies	3	3	4
VRTS 101C Introduction to Drawing ***	2	4	4	XX xxxC Humanities/Fine Arts/Foreign Language Elective ***	3	0	<u>3-4</u>
XX xxxC Social Science Elective **	3	0	<u>3</u>				17-18
			19	<b>TOTAL CREDITS</b>			<b>72-74</b>

# Indicates major field courses.

\* Students are required to complete two math courses. The complete list of Math electives can be found at the following location: [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document. **Note:** MATH 120C does not meet this requirement

\*\* The complete list of Social Science electives can be found at the following location: [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document.

\*\*\* VRTS 101C, and VRTS 193C do not meet this requirement. The complete list of Humanities/Fine Arts/Foreign Language electives can be found at the following location: [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document.

- + BIOL 100C, CHEM 100C, and PHYS 100C do not meet this requirement. The complete list of Science electives can be found at the following location: [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document. Students planning to pursue 4-year degrees should consider taking calculus-based physics and discuss this option with their academic advisors. In order to meet the corequisite and prerequisite requirements for calculus-based physics, some students may need to alter their course sequence shown above; please see your academic advisor for assistance.
- ++ The complete list of Communication electives can be found at the following location: [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document.

**Note:** In order to fulfill the program degree requirements and to meet the prerequisite requirement of subsequent major field courses, students are required to earn a grade of “C” or higher in each major field course.

*Internship Considerations*, see page 54.

## Game Development Programming Certificate

Students who complete the Game Development Programming Certificate will obtain the skills necessary to enter an internship, apprenticeship, or on the job training program in the field of game development. Completion of this certificate enables these students to undertake preparation for entry-level game development certification exams. Students can also choose to continue their education in the Associate Degree Program in Animation and Graphic Game Programming (AGGP).

The Game Development Programming Certificate consists of six courses in the AGGP curriculum. Students will learn programming, design skills, and multiple programming languages using industry proven game development technologies. While it is recommended that students consider having a computer of their own, it is possible to complete this certificate’s instruction and hands-on training in our computer labs.

This program is sponsored in part by a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration (TAACCCT) Grant Agreement #TC- 26498-14-60-A-33.

Students who complete this program will be able to:

- Know the syntax and usage of programming languages used in the game industry;
- Apply Object Oriented Programming design and techniques in software projects;
- Prototype content and game systems;
- Import custom content using a content pipelines from one or more major game engines;
- Design and create games in variety of genres using the programming and/or scripting systems from one or more major game engines;
- Identify and research topics about the game industry and game programming;
- Identify game mechanics and systems found within games genres and specific games;
- Be proficient in the use of one or more major source control systems;
- Understand and apply basic project management planning and techniques.

Courses in this certificate program are offered days and evenings and can be completed in nine months. *Financial aid eligibility is pending for this program.* 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
AGGP	101C	Introduction to Game Design and Creation with Programming	2	3	3
AGGP	103C	Introduction to Content Development	2	2	3
AGGP	131C	Introduction to 2-D and 3-D Game Development	2	3	3
AGGP	140C	Digital Art Modeling and Animation	2	3	3
CPET	107C	Introduction to Programming with C++	2	3	3
CPET	125C	Data Structures	2	3	3
			18		

*Internship Considerations*, see page 54.

# Entry Level Software Development Certificate

The Program consists of four courses which provide students with programming and systems design skills used in business and industry. Students will use different programming languages while designing databases and creating business front ends. *This program is not Financial Aid eligible.*

Graduates will be prepared to enter the workforce in tech support and Quality Assurance roles, and/or to continue their education with programs such as NHTI's Advanced Software Development Certificate.

**Please note:** The Entry Level Software Development Certificate is a prerequisite for those students who wish to take the Advanced Software Development Certificate.

There is a growing demand for Software Developer 1 in New Hampshire. In September 2015, the job search site [Indeed.com](http://Indeed.com) listed over 478 software developers and similar jobs open in the state. National median salaries are \$59,141 ([salary.com](http://salary.com), September 2015). Job growth in this field is projected at 22% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 110C	Programming Fundamentals	2	2	3
IST 140C	Database Design and Management	2	2	3
IST 210C	Object Oriented Programming	2	2	3
IST 213C	Introduction to Web Programming	2	2	<u>3</u>
<b>TOTAL CREDITS</b>				<b>12</b>

This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33

# Information Technology

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:

- **Networking**
- **Software Development**

The Information Technology Degree prepares students to start or advance their IST career or to transfer seamlessly to a 4-year college. If you enjoy working with computers, earning an IST 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 Software Development are now programmers, database administrators or website programmers.

All degree candidates study core IST 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 Software Development.

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

- Introduction to Networks
- Routing and Switching Essentials
- Scaling Networks
- Connecting 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 **Software 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 | • Applications Development Engineer | • Database Administrator              |
| • Database Designer     | • Web Programmer                    | • Software Quality Assurance Engineer |
| • System Administrator  | • Computer Support Consultant       | • Help Desk Analyst                   |
| • Systems Analyst       | • Technical Support Specialist      |                                       |

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. 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 IST 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 IST 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
	ENGL 101C English Composition	4	0	4
	IST 102C PC Applications	3	0	3
#	IST 106C IST Career Topics *	1	0	1
#	IST 140C Database Design and Management	2	2	3
#	IST 151C Introduction to Networks	2	2	3
	MATH124C College Algebra**	4	0	<u>4</u>
				18

### Networking Option

SPRING SEMESTER		CL	LAB	CR
	ENGL 120MC Communications	3	0	3
#	IST 108C Personal Computer Hardware and Software	2	2	3
#	IST 153C Routing and Switching Essentials	2	2	3
	MATH125C Finite Mathematics**	4	0	4
XX	xxxC General Education Elective	3-4	0	<u>3-4</u>
				16-17

### Software Development Option

SPRING SEMESTER		CL	LAB	CR
	ENGL 120MC Communications	3	0	3
#	IST 108C Personal Computer Hardware and Software	2	2	3
#	IST 110C Programming Fundamentals	2	2	3
#	IST 118C Mobile Application Development	2	2	3
	MATH125C Finite Mathematics**	4	0	<u>4</u>
				16

### SECOND YEAR

## Networking Option

FALL SEMESTER				CL	LAB	CR	SPRING SEMESTER				CL	LAB	CR
# IST	251C	Scaling Networks	2	2	3	# IST	253C	Connecting Networks	2	2	3		
# IST	280C	Windows Server Operating Systems	2	2	3	# IST	263C	Security	2	2	3		
# IST	293C	IST Career Development	1	2	2	# IST	267C	CCNA	2	2	3		
# IT	xxxC	Information Technology Elective	2	2	3	# IST	294C	Senior IST Internship	0	9	3		
XX	xxxC	Social Science Elective +	3	0	3	XX	xxxC	Humanities/Fine Arts/ Foreign Language Elective	3	0	<u>3</u>		
XX	xxxC	Science Elective ++	3-4	0	<u>3-4</u>								
					17-18						15		
TOTAL CREDITS											66-68		



## SECOND YEAR

### Software Development Option

FALL SEMESTER			CL	LAB	CR	SPRING SEMESTER			CL	LAB	CR
# IST	210C	Object Oriented Programming	2	2	3	# IST	215C	Advanced Windows Programming	2	2	3
# IST	213C	Introduction to Web Programming	2	2	3	# IST	240C	Advanced Web Programming	2	2	3
# IST	280C	Windows Server Operating System	2	2	3	# IST	294C	Senior IST Internship	0	9	3
# IST	293C	IST Career Development	1	2	2	XX	xxxC	General Education Elective	3-4	0	3-4
XX	xxxC	Social Science Elective +	3	0	3	XX	xxxC	Humanities/Fine Arts/ Foreign Language Elective	3	0	3
XX	xxxC	Science Elective ++	3-4	0	<u>3-4</u>						
					17-18						15-16
<b>TOTAL CREDITS</b>											<b>66-68</b>

# Indicates major field courses.

\* Student will take IST 106C in the first half of the semester and GST 100C in the second half.

\*\* Students must complete MATH 124C and MATH 125C to graduate. Depending on results of placement testing, students may be required to complete MATH 093C and MATH 094 C prior to MATH 124C; please note that MATH 093C Algebra Part I (with Geometry) AND MATH 094C Algebra Part II (with Trigonometry) with a grade of "C" or higher, or high school Algebra I (or equivalent) with a grade of "C" or higher, is the prerequisite for MATH 124C.

+ Any course with a prefix of ANTH, ECNO, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

++ BIOL 100C, CHEM 100C and PHYS 100C do not meet this requirement.

*Internship Considerations* see page 54.

### Information Technology Entry Level Networking Certificate

This program consists of four courses which provide students with the basic Networking, PC Hardware and Software, and Database skills needed to obtain entry level network technician or computer support positions. Classes can be taken day or evening, or up to 100% online. *This program is not Financial Aid eligible.*

Students who complete these courses will be eligible to test for two widely-recognized industry certificates:

- Cisco Certified Entry Networking Technician (CCENT)
- A+

There is a growing demand for network technicians in New Hampshire. In July 2015, the job search site [Indeed.com](http://Indeed.com) listed over 100 network technician and similar jobs open in the state. Salaries for entry level positions start at over \$37,000 (Bureau of Labor Statistics, May 2014). Job growth in this field is projected at 7.4% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 108C	Personal Computer Hardware and Software	2	2	3
IST 140C	Database Design and Management	2	2	3
IST 151C	Introduction to Networks	2	2	3
IST 153C	Routing and Switching Essentials	2	2	<u>3</u>
<b>TOTAL CREDITS</b>				<b>12</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

## Information Technology Hardware and Software Certificate

This program consists of four courses which form the common core of all IT curricula. It provides students with the basic hardware and software skills to obtain work in PC repair and entry level help desk, while developing the communication and critical thinking skills valued by all employers. This certificate also provides a foundation for further IT study. Classes can be taken day or evening, or up to 100% online. Students who complete these courses will be eligible to test for the industry-recognized A+ certificate. In July 2015, the job search site [Indeed.com](http://Indeed.com) listed 65 jobs open in New Hampshire requiring A+ certification. *This program is not Financial Aid eligible.*

There is a growing demand for computer repair technicians in New Hampshire. Job growth in this field is projected at 22.7% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)). According to a July 2015 survey by Salary.com, the median salary for entry level computer maintenance technicians in the U.S. was over \$41,000.

	CL	LAB	CR
ENGL 101C English Composition	4	0	4
ENGL 120MC Communicating Mindfully	3	0	3
IST 108C Personal Computer Hardware and Software	2	2	3
MATH 124C College Algebra	4	0	<u>4</u>
<b>TOTAL CREDITS</b>			<b>14</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

## Information Technology Microsoft Servers Certificate

This is an entry level certificate that serves as an introduction to Microsoft Server operating systems. *This program is not Financial Aid eligible.*

Students who complete this program are eligible to test for the Microsoft Certified Professional Certificate, an industry-recognized certification, and to continue their education with NHTI's IT Virtualization Certificate.

There is a growing demand for network administrators in New Hampshire. [Bls.gov](http://Bls.gov) reports the national employment for network administrators per 1,000 jobs : 2.704. National median salaries are \$56,730 ([salary.com](http://salary.com), July 2015). Job growth in this field is projected at 12.8% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

	CL	LAB	CR
IST 108C Personal Computer Hardware and Software	2	2	3
IST 280C Windows Server Operating Systems	2	2	3
IST 281C Administering Windows Server	2	2	3
IST 284C Advanced Windows Server Configuration	2	2	<u>3</u>
<b>TOTAL CREDITS</b>			<b>12</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

# Information Technology Network Associate Certificate

This is the one NHTI certificate focused exclusively on networking, allowing students to develop a high level of expertise and to earn two industry networking certifications. The program consists of a progression of four courses, which can be taken day or evening, or in a hybrid format. *This program is not financial aid eligible.*

Students who complete these courses will be eligible to test for two worldwide industry-recognized certificates:

- Cisco Certified Entry Networking Technician (CCENT)
- CCNA Routing and Switching

Upon successful testing, graduates will be in demand for professional networking positions in a variety of companies. They may also choose to continue their education, e.g. with NHTI's IT VoIP certificate.

There is a growing demand for network technicians in New Hampshire. In July 2015, the job search site [Indeed.com](http://Indeed.com) listed 63 openings for CCNAs in New Hampshire. [Salary.com](http://Salary.com) reported median annual salaries for network administrators at \$56,730 nationally, and \$59,907 in Concord, NH in July 2015. State employment statistics for 2012 showed over 1800 positions for network administrators, with job growth projected at 12.8% through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm))

			CL	LAB	CR
IST 151C	Introduction to Networks		2	2	3
IST 153C	Routing and Switching Essentials		2	2	3
IST 251C	Scaling Networks		2	2	3
IST 253C	Connecting Networks		2	2	<u>3</u>
<b>TOTAL CREDITS</b>					<b>12</b>

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# Information Technology Networking Certificate

The Information Technology Networking Certificate Program consists of eight courses which provide students with a strong background in PC and Windows Server essentials. Students will complete four semesters of the CISCO Academy and be prepared to take the Cisco Certified Network Associate certification exam (CCNA) when completed. For more information, contact Department Head Tom Laurie at [tlaurie@ccsnh.edu](mailto:tlaurie@ccsnh.edu) or (603) 271-6424 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
IST 108C	Personal Computer Hardware and Software		2	2	3
IST 151C	Introduction to Networks		2	2	3
IST 153C	Routing and Switching Essentials		2	2	3
IST 251C	Scaling Networks		2	2	3
IST 253C	Connecting Networks		2	2	3
IST 263C	Security		2	2	3
IST 280C	Windows Server Operating Systems		2	2	3
IST xxxC	IST Elective		2	2	<u>3</u>
<b>TOTAL CREDITS</b>					<b>24</b>

*Internship Considerations*, see page 54.

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

# Information Technology Security Certificate

This certificate prepares students to earn certifications in:

- CompTIA Security+
- Cisco CCNA Security
- Microsoft MCSA Server 2012

Students will have the skills for jobs in Network and Computer Systems Administration and Information Security Analysis, and/or to continue their education, e.g. in NHTI's Microsoft Servers Certificate program. *This program is not Financial Aid eligible.*

## Specific Admission Requirements

Successful completion of IST 108C, IST 153C, and IST 280C, or permission of the Department Head of Information Technology.

There is a growing demand for network and computer system administrators in New Hampshire. In September 2015, the job search site [Indeed.com](http://Indeed.com) listed over 35 network technician and 108 information security analysts and similar jobs open in the state. National median salaries are \$55,660 ([salary.com](http://salary.com), September 2015). Job growth in this field is projected at 30.8% for Information Security Analysts and 12.8% for Computer System Administrators in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 165C	Information Security Fundamentals	2	2	3
IST 263C	Security I	2	2	3
IST 281C	Administering Windows Server	2	2	3
IST 284C	Advanced Windows Server Configurations	2	2	<u>3</u>
<b>TOTAL CREDITS</b>				<b>12</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

# Information Technology Software Development Certificate

The Information Technology Software 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
IST 110C	Programming Fundamentals	2	2	3
IST 118C	Mobile Application Development	2	2	3
IST 140C	Database Design and Management	2	2	3
IST 210C	Object Orientated Programming	2	2	3
IST 213C	Introduction to Web Programming	2	2	3
IST 215C	Advanced Windows Programming	2	2	3
IST 240C	Advanced Web Programming	2	2	3
IST xxxC	IST Elective	2	2	<u>3</u>
<b>TOTAL CREDITS</b>				<b>24</b>

*Internship Considerations*, see page 54.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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 IST 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
IST 102C	PC Applications	3	0	3
IST 108C	Personal Computer Hardware and Software	2	2	3
IST 140C	Database Design and Management	2	2	3
IST 151C	Introduction to Networks	2	2	3
IST 153C	Routing and Switching Essentials	2	2	3
IST 280C	Windows Server Operating Systems	2	2	3
IST 293C	IST Career Development	1	2	2
IST 294C	Senior IST Internship	0	9	3
XX xxxC	Elective approved by Dept. Head	3	0	<u>3</u>
<b>TOTAL CREDITS</b>				<b>26</b>

*Internship Considerations*, see page 54.

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

## Information Technology Virtualization Certificate

This certificate focuses on VMWare and Hyper-V virtual servers, in addition to Cisco servers. Knowledge of virtual servers is in demand and growing throughout the private and public sector. *This program is not Financial Aid eligible.*

Students who complete this program are eligible to test for Cisco Certified Entry Networking Technician (CCENT), a worldwide industry-recognized certification, and will have the skills for jobs in server administration, network support, and virtualization using VMWare and Hyper-V.

### *Specific Admission Requirements*

IST 108C or permission of the Department Head of Information Technology.

There is a growing demand for server/database administrators in New Hampshire. In August 2015, the job search site [Indeed.com](http://Indeed.com) listed over 66 open jobs for VMware and 19 open jobs for Hyper-V and similar jobs open in the state. National median salaries for server/database administrators is \$98,438 ([salary.com](http://salary.com), July 2015). Job growth in this field is projected at 7.4% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 140C	Database Design and Management	2	2	3
IST 151C	Introduction to Networks	2	2	3
IST 153C	Routing and Switching Essentials	2	2	3
IST 282C	Virtualization	2	2	<u>3</u>
<b>TOTAL CREDITS</b>				<b>12</b>

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# Information Technology VoIP (Voice Over IP) Certificate

Voice over IP (VoIP) is a methodology and group of technologies for the delivery of voice communications and multimedia sessions over networks. The IT VoIP Certificate consists of five advanced IT courses which train the student in the configuration, delivery and maintenance of VoIP services. This certificate stacks naturally on top of the IT Entry Level Networking Certificate, and also serves other workers and students who are already at the CCENT (Cisco Certified Entry Networking Technicians) level. Classes can be taken day or evening, or up to 100% online. Students who complete these courses will be eligible to test for two widely-recognized industry certificates:

- CCNA Routing and Switching
- CCNA Security

Upon successful testing, graduates will be in demand for professional networking positions in a variety of companies. *This program is not Financial Aid eligible.*

There is a growing demand for network administrators in New Hampshire. In July 2015, the job search site [Indeed.com](http://Indeed.com) listed over 90 jobs for CCNAs open in the state, 17 specifically for VOiP. Median Concord, NH, salaries for first level network administrators were close to \$60,000 at that time, according to a [Salary.com](http://Salary.com) survey. Job growth in this field is projected at 12.8% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 251C	Scaling Networks	2	2	3
IST 253C	Connecting Networks	2	2	3
IST 263C	Security	2	2	3
IST 267C	CCNA Voice	2	2	3
IST 280C	Windows Server Operating Systems	2	2	3
<b>TOTAL CREDITS</b>				<b>15</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

## Linux Certificate

This certificate prepares students to earn their CompTIA Linux+, Linux Professional Institute LPIC-1 Linux Server Professional and the SUSE Certified Linux Administrator certifications. Students will have the skills for jobs in Linux/Unix administration, server administration, and network support. *This program is not Financial Aid eligible.*

There is a growing demand for Linux administrators in New Hampshire. In September 2015, the job search site [Indeed.com](http://Indeed.com) listed over 35 Linux administrators and similar jobs open in the state. National median salaries are \$88,704 ([salary.com](http://salary.com), September 2015). Job growth in this field is projected at 7.4% in New Hampshire through 2022 ([www.nhes.nh.gov/elmi/products/proj.htm](http://www.nhes.nh.gov/elmi/products/proj.htm)).

		CL	LAB	CR
IST 108C	Personal Computer Hardware and Software	2	2	3
IST 151C	Introduction to Networks	2	2	3
IST 170C	Introduction to Linux I	2	2	3
IST 270C	Introduction to Linux II	2	2	3
<b>TOTAL CREDITS</b>				<b>12</b>

*This program or product is sponsored by (or in part by) a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-26498-14-60-A-33*

### ***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.

# Education Programs

## 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 EDU 104C and EDU 105C. Ed 507.02 competencies, as proposed, are met through EDU 230C 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
EDU	101C Introduction to Exceptionalities	3	0	3
EDU	104C Foundations of Education	3	0	3
EDU	204C Instructional Technology	3	0	3
EDU	209C Curriculum and Assessment	4	0	4
EDU	230C Essentials of Career and Technical Curriculum and Instruction	3	0	3
ENGL	101C English Composition	4	0	4
PSYC	209C Educational Psychology	3	0	3
PSYC	220C Human Growth and Development: The Life Span	3	0	<u>3</u>
<b>TOTAL CREDITS</b>				<b>26</b>

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

# 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.

This program prepares 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 one and a half 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 ECE 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 and additional lab use fee applies. The practicum site may act as the lab for ECE 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 CFDC. 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 and additional CFDC lab video viewing fee applies. 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 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. 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 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, 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 ECE 100C and 101XC rather than ECE 101C;
3. participate at the campus Lab School with children as part of their ECE 100C and 101XC classes; and
4. complete a Change of Program Form to formally matriculate into the ECE Degree upon successful completion of developmental classes.

### FIRST YEAR ¥

FALL SEMESTER				SPRING SEMESTER			
	#	ECE	CL LAB CR		#	ECE	CL LAB CR
	#	ECE	101C Growth and Development of the Young Child* ^		#	ECE	167C Positive Behavior Guidance and Supporting Young Children with Challenging^ Behaviors
			3 0 3				4 0 4
	#	ECE	141C Teaching and Learning – The Arts^		#	ECE	270C Teaching Young Children with Exceptionalities
			3 0 3				3 0 3
	#	ECE	155C Using Children’s Literature to Support Young Children’s Language and Literacy Development^		#	ECE	272C Teaching Children with Low-incidence Disabilities
			3 0 3				3 0 3
	ENGL	101C	English Composition		PSYC	105C	Introduction to Psychology
			4 0 4				3 0 3
	IST	102C	PC Applications		XX	xxxC	Lab Science Elective +
			3 0 3				3 2 4
			16				17

### SECOND YEAR

FALL SEMESTER				SPRING SEMESTER			
	#	ECE	CL LAB CR		#	ECE	CL LAB CR
	#	ECE	225C Autism Spectrum Disorder		#	ECE	215C Infant/Toddler Development and Programming^
			4 0 4				4 0 4
	#	ECE	242C Child, Family, Community		#	ECE	283C Early Intervention Practicum **
			3 0 3				2 7 4
	#	ECE	282C Preschool Special Education Practicum **		ENGL	xxxC	English Elective
			2 7 4				3 0 3
	ASL	104C	American Sign Language for Beginners		XX	xxxC	General Education Elective
			3 0 3		XX	xxxC	Social Science Elective ++
	MATH	120C	Topics in Applied College Mathematics				3 0 3
			4 0 4				17
			18				<b>TOTAL CREDITS 68</b>

# 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.

+ BIOL 100C, CHEM 100C, and PHYS 100C do not meet this requirement.

++ Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

\* ECE 101C: Following consultation with the Department Head, students may alternatively meet the requirement for ECE 101C by completion of both ECE 100C and ECE 101XC. Students choosing this option should be aware that an additional credit is required (i.e., ECE 101C carries 3 credits; ECE 100C and ECE 101XC 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.

^ All students taking the following courses ECE 101C, ECE 141C, ECE 155C, ECE 167C and ECE 215C will be charged a **\$25** Child and Family Development Center Lab fee for each class.

### 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 65.

*Internship, Health, Character and Technical Standards*, see page 65.

*Program Comments*, see page 65.

# 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 ECE 288C 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 and additional lab use fee applies. The practicum site may act as the lab for ECE 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 CFDC. 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 and additional CFDC lab video viewing fee applies. 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 ENGL 100C and/or RDNG 100C or who have a low LASSI score may enroll as ECE\* students within the General Studies program. ECE\* students:

1. are advised by Child and Family Studies faculty;
2. begin their first semester of study with ENGL 100C and/or RDNG 100C along with GST 102C (Study Strategies);
3. observe and participate at the campus Lab School with children to become familiar with the environment, children, and teaching staff for a period of not less than 15 hours. Documented hours will be sent from the Lab School to the Department Head of Child and Family Studies for consideration towards matriculation into the Early Childhood Education program;
4. complete a Change of Program Form to formally matriculate as an Early Childhood Education major upon successful completion of their first semester.

# **FIRST YEAR ¥**

<b>FALL SEMESTER</b>			<b>CL LAB CR</b>			<b>SPRING SEMESTER</b>			<b>CL LAB CR</b>		
# ECE	101C	Growth and Development of the Young Child* ^	3	0	3	# ECE	142C	Teaching and Learning - STEM^	3	0	3
# ECE	141C	Teaching and Learning – The Arts^	3	0	3	# ECE	167C	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors^	4	0	4
# ECE	155C	Using Children’s Literature to Support Young Children’s Language and Literacy Development	3	0	3	# ECE	215C	Infant/Toddler Development and Programming^	4	0	4
ENGL	101C	English Composition	4	0	4	IST	102C	PC Applications	3	0	3
PSYC	105C	Introduction to Psychology	3	0	<u>3</u>	MATH	120C	Topics in Applied College Mathematics	4	0	<u>4</u>
					16						18

# **SECOND YEAR**

<b>FALL SEMESTER</b>			<b>CL LAB CR</b>			<b>SPRING SEMESTER</b>			<b>CL LAB CR</b>		
# ECE	188C	Health, Safety and Nutrition in Early Childhood Education	3	0	3	# ECE	270C	Teaching Young Children with Exceptionalities	3	0	3
# ECE	242C	Child, Family and Community	3	0	3	# ECE	276C	Practicum 2 - Exploring Teaching: Implementing Responsive Emergent Curriculum	2	10	5
# ECE	275C	Practicum 1 – Observation, Interpretation, Assessment and Portfolio Documentation	2	5	3	# ECE	288C	The Early Childhood Professional	3	0	3
ENGL	xxxC	English Elective	3	0	3	XX	xxxC	Social Science Elective++	3	0	3
XX	xxxC	Humanities/Fine Arts/ Foreign Language Elective	3	0	3	XX	xxxC	Lab Science Elective+	3	2	<u>4</u>
XX	xxxC	General Education Elective	3	0	<u>3</u>						18
					18						
										<b>TOTAL CREDITS</b>	<b>70</b>

# 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.

+ BIOL 100C, CHEM 100C, and PHYS 100C do not meet this requirement.

++ Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

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

^ All students taking the following courses ECE 101C, ECE 141C, ECE 142C, ECE 155C, ECE 167C and ECE 215C will be charged a \$25 Child and Family Development Center Lab fee for each class.

*Early Childhood Education Scholarship Program*, see page 65.

*Internship, Health, Character and Technical Standards*, see page 65.

*Program Comments*, see page 65.

# 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](mailto:dmenard@ccsnh.edu).

## Specific Admission Requirements

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

FALL SEMESTER	CL	LAB	CR
ECE 101C Growth and Development of the Young Child ^	3	0	3
ECE 141C Teaching and Learning – The Arts ^	3	0	<u>3</u>
			6
<b>SPRING SEMESTER</b>			
ECE 142C Teaching and Learning - STEM ^	3	0	3
ECE 167C Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors ^	4	0	<u>4</u>
			7
<b>FALL SEMESTER</b>			
ECE 188C Health, Safety, and Nutrition in Early Childhood Education	3	0	3
ECE 242C Child, Family and Community	3	0	<u>3</u>
			6
<b>TOTAL CREDITS</b>			<b>19</b>

^ All students taking the following courses ECE 101C, ECE 141C, ECE 142C, and ECE 167C will be charged a **\$25** Child and Family Development Center Lab fee for each class.

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

Day and evening students not currently working in child care will spend one and a half 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 and additional lab use fee applies. 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 65.

*Internship, Health, Character and Technical Standards*, see page 65.

*Program Comments*, see page 65.

# 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](mailto:dmenard@ccsnh.edu).

## Specific Admission Requirements

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

FALL SEMESTER	CL	LAB	CR
ECE 101C Growth and Development of the Young Child^	3	0	3
ECE 141C Teaching and Learning – The Arts^	3	0	3
ECE 155C Using Children’s Literature to Support Young Children’s Language and Literacy Development^	3	0	<u>3</u>
			9
<b>SPRING SEMESTER</b>			
ECE 142C Teaching and Learning - STEM^	3	0	3
ECE 167C Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors^	4	0	4
ECE 270C Teaching Young Children with Exceptionalities	3	0	<u>3</u>
			10
<b>FALL SEMESTER</b>			
ECE 188C Health, Safety and Nutrition in Early Childhood Education	3	0	3
ECE 242C Child, Family and Community	3	0	3
ECE 275C Practicum 1 – Observation, Interpretation, Assessment and Portfolio Documentation	2	5	<u>3</u>
			9
<b>TOTAL CREDITS</b>			<b>28</b>

^ All students taking the following courses ECE 101C, ECE 141C, ECE 142C, ECE 155C and ECE 167C will be charged a **\$25** Child and Family Development Center Lab fee for each class.

Day and evening students not currently working in child care will spend one and a half 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 and additional lab use fee applies. 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](http://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 Young Children with Autism and Exceptionalities 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 Young Children with Autism and Exceptionalities 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.

A candidate in the Associate of Science in Education degree program will fulfill the following learning outcomes as demonstrated through a combination of course work, field experience, capstone experience, and portfolio.

The Associate in Science in Education (ASEd) program concentrates on the foundations of education in a well-balanced approach. The program is based upon the New Hampshire Standards for Professional Education (Ed 610.02) and the New Hampshire Standards for General Education. 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. Students will demonstrate a beginning understanding of learner development, learner differences, and learning environment and facilitation, as well as knowledge of content, assessment, and professional responsibility.

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

All students in the ASEd program are expected to achieve a minimum passing score stipulated by the NH Department of Education on the PRAXIS™ Core Academic Skills for Educators tests (<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 Skills exam

NHTI has transfer affiliations with baccalaureate degree-granting institutions of New England College, Plymouth State University, Rivier University, and Southern New Hampshire University.

### *Specific Admission Requirements*

1. Algebra I with a grade of “C” or higher **or** NHTI’s MATH 093C 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**[illegible]

## SECOND YEAR

FALL SEMESTER			CL	LAB	CR	SPRING SEMESTER			CL	LAB	CR
#	EDU	201C Legal Issues in Education	3	0	3	#	EDU	204C Instructional Technology	3	0	3
#	EDU	203C Teaching Strategies for Diverse Learners	3	0	3		EDU	210C Cross-Cultural Education: Professional Learning Community	1	0	1
	EDU	209C Curriculum and Assessment	4	0	4	#	EDU	220C Field Experience in Education	1	6	3
	ENGL	xxxC English Elective	3	0	3	XX	xxxC	Lab Science Elective*	3	2	4
	SOCI	105C Introduction to Sociology	3	0	<u>3</u>	XX	xxxC	General Elective	3	0	<u>3</u>
					16						14
<b>TOTAL CREDITS</b>											<b>64</b>

# Indicates major field courses

\* Any lab science course with a prefix of BIOL, CHEM, or PHYS except BIOL 100C, CHEM 100C and PHYS 100C

*Internship, Health, Character and Technical Standards*, see page 70.

## 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 late 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](mailto: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
EDU	101C Introduction to Exceptionalities	3	0	3
EDU	104C Foundations of Education	3	0	3
EDU	201C Legal Issues in Education	3	0	3
PSYC	105C Introduction to Psychology	3	0	<u>3</u>
				12
SPRING SEMESTER		CL	LAB	CR
EDU	200C Supporting Students with Challenging Behaviors	3	0	3
EDU	204C Instructional Technology	3	0	3
EDU	209C Curriculum and Assessment	4	0	4
EDU	210C Cross-Cultural Education: Professional Learning Community	1	0	1
PSYC	209C Educational Psychology	3	0	<u>3</u>
				14
TOTAL CREDITS		26		

*Internship, Health, Character and Technical Standards*, see page 70.

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

## English Speakers of Other Languages Certificate

The Certificate in English Speakers of Other Languages program is jointly administered by the Office of Cross Cultural Education and NHTI Education department and provides candidates with a strong introduction to ESL teaching. This program will prepare interested candidates to work in the ESL community in a variety of community, adult, and overseas programs. While the Certificate Program in ESOL *does not directly lead* to licensure in teaching ESL in New Hampshire, those candidates who would like to obtain licensure may apply coursework toward the [Teacher Education Conversion Program in ESOL](#). 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.

### People interested in exploring careers in ESOL;

- People interested in working in a variety of community programs that require background in working with ELL/ESOL learners.
- Current paraeducators (who hold a bachelor's degree) looking to enhance their skills and possibly move toward a certification in ESOL.
- Current teachers seeking professional development skills related to working with ESOL learners.
- People interested in broadening their knowledge, understanding, and appreciation of cultural and linguistic differences, language acquisition, literacy development, and reflective instructional practices within the ESL setting.
- People interested in enhancing their abilities to develop and use curricular, instructional, and assessment strategies and materials that raise the achievement levels and increase the academic success of English language learners.

		CL	LAB	CR
TECP 69C	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 73C	Field Experience in Education	1	12	5
TECP 86C	Introduction to Linguistics	3	0	3
TECP 87C	Language, Reading, and Literacy in ESOL	3	0	3
TECP 88C	Curriculum & Design and Assessment in ESOL	4	0	<u>4</u>
	<b>TOTAL CREDITS</b>			<b>16</b>

### Specific Admission Requirements

1. Interested applicants must hold a Baccalaureate degree.
2. Must be able to pass a criminal background check.

### Expected Student Outcomes:

- To broaden the candidate's knowledge, understanding, and appreciation of cultural and linguistic differences, language acquisition, literacy development, and reflective instructional practices within the ESL setting.
- To enhance the candidate's abilities to develop and use curricular, instructional, and assessment strategies and materials that raise the achievement levels and increase the academic success of English language learners.

*Internship, Health, Character and Technical Standards*, see page 70.

For the Gainful Employment Disclosure Statements for these programs, see: [www.nhti.edu/gainful-employment-disclosure](http://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](mailto: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
EDU 101C	Introduction to Exceptionalities	3	0	3
EDU 203C	Teaching Strategies for Diverse Learners	3	0	3
ENGL 101C	English Composition	4	0	<u>4</u>
				10
SPRING SEMESTER				
EDU 200C	Supporting Students with Challenging Behaviors	3	0	3
EDU 204C	Instructional Technology	3	0	3
EDU 210C	Cross-Cultural Education: Professional Learning Community	1	0	1
MATH120C	Topics in Applied College Mathematics <i>or</i>			
MATH124C	College Algebra	4	0	<u>4</u>
				12
	<b>TOTAL CREDITS</b>			<b>21</b>

*Internship, Health, Character and Technical Standards*, see page 70.

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

## Application Process

1. Applicants submit:
  - a TECP application (The form is available on the website at: [www.nhti.edu/docs/tecpapplication.pdf](http://www.nhti.edu/docs/tecpapplication.pdf))
  - a \$20.00 application fee
  - official transcripts from all undergraduate and graduate programs attended; candidates must hold a Baccalaureate and/or Master's Degree
  - current resume
  - two letters of recommendation (The form is available on the website at: [www.nhti.edu/docs/nhtiprofform.pdf](http://www.nhti.edu/docs/nhtiprofform.pdf))
  - copy of teaching certification or NH Statement of Eligibility (if applicable)
  - PRAXIS™ Core Academic Skills for Educators Exam tests scores ([www.ets.org/praxis/nh/requirements](http://www.ets.org/praxis/nh/requirements)), if applicable (unless candidate holds a current teaching certification)
2. Once the application is complete, transcripts are reviewed by content faculty to assess the candidate's fundamental knowledge of the NH content standards.
3. Applicants are interviewed by NHTI TECP Faculty. During the interview, the Director of the Conversion Programs will discuss the requirements for Highly Qualified Teacher (HQT) with regard to ESOL teachers and Special Education teachers.
4. Determination is made regarding acceptance and the applicant is notified of the decision.

## Program Requirements

Candidates must maintain a cumulative grade point average of at least a 2.75 to remain in the program. A criminal record check will be required for working in the schools.

In order to be recommended for NH Certification a candidate must:

- Pass Praxis II in Content before student teaching/practicum.
- Successfully complete all required coursework.
- Successfully complete a supervised student teaching or practicum experience.
- Successfully complete an electronic portfolio that is approved by the education faculty

## 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.

For the Gainful Employment Disclosure Statements for these programs, see: [www.nhti.edu/gainful-employment-disclosure](http://www.nhti.edu/gainful-employment-disclosure)

# 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 50C Introduction to Exceptionalities	3	0	3
TECP 51C Foundations of Education	3	0	3
TECP 60C Supporting Students with Challenging Behaviors	3	0	3
TECP 61C Legal Issues in Education	3	0	3
TECP 63C Instructional Technology	3	0	3
TECP 66C Curriculum and Assessment	4	0	4
TECP 68C Content Area Literacy	2	0	2
TECP 69C Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 80C Methods/Student Teaching for Middle/Secondary School Mathematics <i>or</i>			
TECP 81C Methods/Student Teaching for Middle/Secondary School Science	2	30	12
TECP 92C The Teaching Portfolio*	1	0	<u>1</u>
<b>TOTAL CREDITS</b>			<b>34</b>

\* If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92C: 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 5-8
- 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. NHTI also has transfer (articulation) agreements in place for students who may wish to pursue a Master's degree after completing their TECP program.

This program is financial aid eligible.

***For Application Process, Program Requirements and Internship Considerations, see page 71.***



# 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 50C Introduction to Exceptionalities	3	0	3
TECP 60C Supporting Students with Challenging Behaviors	3	0	3
TECP 62C Teaching Strategies for Diverse Learners	3	0	3
TECP 63C Instructional Technology	3	0	3
TECP 67C Reading and Language Development	2	0	2
TECP 69C Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 70C Special Education Assessment	3	0	3
TECP 71C Consultation/Collaboration and Individual Education Plans (IEPs)	3	0	3
TECP 82C Practicum Experience in General Special Education	2	15	7
TECP 92C The Teaching Portfolio*	1	0	<u>1</u>
<b>TOTAL CREDITS</b>			<b>28</b>

\* If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92C: 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.

***For Application Process, Program Requirements and Internship Considerations, see page 71.***

# 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 50C	Introduction to Exceptionalities	3	0	3
TECP 60C	Supporting Students with Challenging Behaviors	3	0	3
TECP 61C	Legal Issues in Education	3	0	3
TECP 62C	Teaching Strategies for Diverse Learners	3	0	3
TECP 63C	Instructional Technology	3	0	3
TECP 66C	Curriculum and Assessment	4	0	4
TECP 67C	Reading and Language Development	2	0	2
TECP 69C	Cross-Cultural Education: Professional Learning Community	1	0	1
TECP 70C	Special Education Assessment	3	0	3
TECP 71C	Consultation/Collaboration and Individual Education Plans (IEPs)	3	0	3
TECP 83C	Methods and Student Teaching in General Special Education	2	30	12
TECP 92C	The Teaching Portfolio*	1	0	<u>1</u>
	<b>TOTAL CREDITS</b>			<b>40</b>

\* 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.

**For Application Process, Program Requirements and Internship Considerations**, see page 71.

# 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 50C	Introduction to Exceptionalities		3	0	3
TECP 51C	Foundations of Education		3	0	3
TECP 60C	Supporting Students with Challenging Behavior		3	0	3
TECP 61C	Legal Issues in Education		3	0	3
TECP 63C	Instructional Technology		3	0	3
TECP 69C	Cross-Cultural Education: Professional Learning Community		1	0	1
TECP 86C/ENGL 286C	Introduction to Linguistics		3	0	3
TECP 87C	Language, Reading, and Literacy in ESOL		3	0	3
TECP 88C	Curriculum & Design and Assessment in ESOL		4	0	4
TECP 90C	Supervised Student Teaching/Theory, Practice, and Methods/Materials in ESOL Education <i>or</i>		2	30	12
TECP 91C	Practicum, Methods/Materials, and Culture in ESOL Education		2	15	7
TECP 92C	The Teaching Portfolio*		1	0	1
<b>TOTAL CREDITS</b>			<b>33-38</b>		

\* If a candidate does not complete the portfolio by the end of the student teaching semester, he/she will enroll in TECP 92C: 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.

*For Application Process, Program Requirements and Internship Considerations, see page 71.*

# Young Children with Autism and Exceptionalities Certificate

The Young Children with Autism and Exceptionalities 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 Diana Menard, Department Head, at (603) 271-6484 x4281 or [dmenard@ccsnh.edu](mailto:dmenard@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 ENGL 101C; 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
ECE 101C	Growth and Development of the Young Child^	3	0	3
ECE 225C	Autism Spectrum Disorder	4	0	<u>4</u>
				7

SPRING SEMESTER				
ECE 167C	Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors^	4	0	4
ECE 270C	Teaching Young Children with Exceptionalities	3	0	3
ECE 272C	Teaching Children with Low-Incidence Disabilities	3	0	<u>3</u>
				10

FALL SEMESTER				
ECE 242C	Child, Family, and Community	3	0	3
ECE 282C	Preschool Special Education Practicum <b>or</b>	2	7	4
ECE 283C	Early Intervention Practicum	2	7	<u>4</u>
				7
<b>TOTAL CREDITS</b>				<b>24</b>

^ All students taking the following courses ECE 101C and ECE 167C will be charged a \$25 Child and Family Development Center Lab fee for each class.

*Early Childhood Education Scholarship Program*, see page 65.

*Internship, Health, Character and Technical Standards*, see page 65.

*Program Comments*, see page 65.

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

# Engineering Technology Programs

## Advanced Manufacturing Process Technology

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

The Advanced Manufacturing Process Technology program (AMPT) is designed to give the student a solid foundation of the manufacturing processes related to traditional machine tools and CNC automated machining centers. There are five major interrelated areas of study: application of shop and tool room mathematics; interpretation and understanding of engineering drawings; knowledge of machine tool processes and the basic machine tools: lathe, milling machine, grinder; CNC programming: mills and lathes; and CNC machine operation.

Along with the basic theory of manufacturing processes related to machine tools given in the classroom, it is essential for the student to apply the theory and obtain adequate laboratory time on industry grade equipment to gain the experience necessary for employment. The manufacturing processes major field courses all contain several hours of lab time in the machine shop and/or the CNC lab.

A Certificate program (AMPC) is available which gives introductory theory and limited lab experience in the five areas listed above. In the associate degree program much more lab time is provided as well as a series of successive courses in math, drawings, and machining. Additional topics included in the associate degree program are material property information, heat treatment processes, cutting tool material use and selection, Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) software, an in-depth study of Geometric Dimensioning & Tolerancing (GD&T), advanced metrology, machine setups, jig and fixture design, high tolerance machining, with an overall emphasis on tool making for student lab projects. All courses in the AMPC certificate transfer into the associate degree program.

Graduates will have the foundation necessary to find employment in industry in positions such as machine operator, entry level machinist, entry level tool maker, CNC machine operator, and/or CNC programmer.

### *Specific Admission Requirements*

**Required:** A high school diploma or equivalent is required. Grades of "C" or better in both high school Algebra I and Geometry are required.

**Recommended:** Successful completion of high school courses in trigonometry, engineering drawing, drafting or Computer Aided Design (CAD). A mechanical aptitude with various hand tools and/or power tools is highly recommended. Mechanical aptitude and basic computer skills are recommended.

*Employment Outlook*, see page 79.

### **Expected Student Outcomes**

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

1. A graduate will be able to read, interpret, analyze, and understand standard engineering drawings that use current industry drawing practices and standards.
2. A graduate will be able to correctly interpret and understand ANSI Y14.5M Geometric Dimensioning & Tolerancing (GD&T) symbols and callouts.
3. A graduate will be able to create basic engineering sketches, including multi-view, section view, and auxiliary views. Students will also be able to create basic CAD drawings using standard drawing practices.
4. A graduate will be able to use a 3-D Solid modeling CAD software program as a problem solving tool to calculate complex geometric and trigonometric math problems.
5. A graduate will have the ability to use and understand various common methods to solve mathematical problems associated with machining and tool making operations. This includes the use of topics and concepts from applied algebra, applied geometry and applied trigonometry.
6. The graduate will be able to use material property data to determine proper cutting tool versus workpiece material combinations.
7. The graduate will understand various heat treatment operations in order to alter or change a material property or characteristic.
8. The graduate will know about various tools, the available geometries, cutting tool material selection, and tool holders for traditional and CNC machine tools.
9. The graduate will be able to properly select the appropriate cutting speeds and feeds necessary for a particular machining operation based upon various input variables such as type of operation, workpiece condition and geometry, machine rigidity, cutting tool material, etc.
10. Graduates will possess a full knowledge of safety practices and procedures when using tools, machines, or other related equipment. They will act in a professional manner and will observe and follow all safety measures, procedures, practices to protect themselves and others working in the shop environment.
11. Graduates will be able to read and use various micrometer and vernier scale types of measuring instruments. They will be familiar with various standard inspection procedures and the proper use of many types of measuring equipment commonly used in the machine shop.
12. Graduates will be able to create accurate part layouts using standard layout and measuring instruments.
13. Graduates will be able to properly use various hand tools: files, saws, punches, chisels, hammers, screwdrivers, wrenches, etc. to perform benchwork either related to prior or post machining operations.

14. Graduates will be able to properly setup both the workpiece and cutting tool, select proper speed and feed rates, know the various operation capability, and properly operate each of the following traditional machine tools: engine lathe, vertical milling machine, surface grinder, cutoff saw, handsaw, pedestal grinder.
15. The graduate will have a firm foundation for “tool making” operations. This includes high precision setups, high accuracy machining and inspection, the exploitation of material properties (heat treatment), and the manufacture of jigs, fixtures, and gages.
16. The graduate will have a firm foundation in CNC machining, both programming of G-code and the basic operation of CNC machining centers. This includes writing, editing, and simulation of G-code programs; machine workpiece setup; the use of proper tool, work coordinate, and cutter compensation offsets; and the overall operation of the machine.
17. The graduate will be able to use CAM software for generation of complex geometry workpieces to generate CNC code. They will be able to take a CAD solid model into the CAM software package and create the tooling and toolpaths to produce CNC G-code.
18. The graduate will manufacture tools requiring many of the aforementioned skills. These tools must pass inspection for engineering drawing conformity, precision, function, workmanship, and aesthetics.

#### FIRST YEAR

FIRST SEMESTER	CL	LAB	CR	SECOND SEMESTER	CL	LAB	CR
CHEM 105C Chemistry	3	2	4	ENGL 120C Communications	3	0	3
ENGL 101C Communications	4	0	4	# MNFP 102C Manufacturing Processes II	2	6	4
# MNFP 101C Manufacturing Processes I	2	6	4	# MNFP 114C Applied Shop Mathematics II	3	0	3
# MNFP 104C Applied Shop Mathematics I	3	0	3	# MNFP 115C Engineering Drawing II	2	2	3
# MNFP 105C Engineering Drawing I	2	2	<u>3</u>	# MNFP 120C Materials Properties	2	0	2
			18	XX xxxC Social Science Elective	3	0	<u>3</u>
							18

#### SECOND YEAR

FIRST SEMESTER	CL	LAB	CR	SECOND SEMESTER	CL	LAB	CR
# MNFP 110C CNC Programming and Operation I	3	3	4	# MNFP 112C CNC Programming and Operation II	3	3	4
# MNFP 203C Manufacturing Processes III	1	9	4	# MNFP 204C Manufacturing Processes IV	1	9	4
# MNFP 215C GD&T: Geometric Dimensioning & Tolerancing	2	0	2	# MNFP 210C Computer Aided Manufacturing	2	0	2
MATH 124C College Algebra & Trigonometry	4	0	4	MATH 140C Pre-Calculus <i>or</i>			
XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>	MATH 251C Statistics	4	0	4
			17-18	PHYS 133C Physics I	3	2	<u>4</u>
							18
				<b>TOTAL CREDITS</b>			<b>71-72</b>

# Indicates major field courses.

# 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.

## Specific Admission Requirements

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

	CL	LAB	CR
MNFP 101C Manufacturing Processes	2	6	4
MNFP 104C Shop Mathematics	3	0	3
MNFP 105C Basic Engineering Drawings	2	2	3
MNFP 110C CNC Programming & Operations I	3	3	4
MNFP 112C CNC Programming & Operations II	3	3	4
<b>TOTAL CREDITS</b>			<b>18</b>

## 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:

Basic shop mathematical skills necessary to solve manufacturing related technical problems. This includes basic algebra - solving equations, basic geometry, and right triangle trigonometry.

The ability to read and interpret basic engineering drawings typically used in the manufacturing industry.

Understanding of basic machining operations including turning, milling, drilling, grinding, and sawing, and knowing the various types of machines to accomplish these processes.

Basic CNC machine operation including tool offsets, work offsets, and G-code programming fundamentals.

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](http://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.]

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

		CL	LAB	CR
BUS	101C Introduction to Business	3	0	3
ENGL	101C English Composition	4	0	4
ENGL	120C Communications	3	0	3
IST	102C PC Applications <i>or</i>	3	0	3
CPET	107C Introduction to Programming with C++	2	3	3
MATH	120C Topics in Applied College Mathematics <i>or</i> Higher level math*	4	0	4
XX	xxxC Any college level lab science course excluding BIOL 100C, CHEM 100C, PHYS 100C**	3	2-3	4
XX	xxxC Any course with an MNFP, MCET, MFET, or other approved designation, e.g., MNFP 101 Advanced Manufacturing Processes***	3-4	0-3	3-4
XX	xxxC Any course with an MNFP, MCET, MFET, or other approved designation e.g., MCET 105 Engineering Design***	3-4	0-3	3-4
<b>TOTAL CREDITS</b>		<b>27-29</b>		

\* 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 MATH 129C).

\*\* 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.

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

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-II-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](mailto:lkhan@ccsnh.edu).

Graduates of the program are employed with architectural and engineering firms, contractors, surveyors, and in various governmental agencies.

Accredited by the ETACCT Commission of ABET, [www.abet.org](http://www.abet.org).

NHTI has transfer affiliations with four-year institutions including Boston Architectural Center, State University of New York Rome, University of New Hampshire and Vermont Technical College

For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/). (Credits earned in Engineering Technology at NHTI are fully transferable to all 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	SPRING SEMESTER	CL	LAB	CR
# ARET 103C Architectural Graphics and Sketching	2	2	3	# ARET 104C Architectural Design Studio I	2	2	3
# ARET 120C Materials and Methods of Construction	4	0	4	# ARET 150C Statics and Strength of Materials	3	2	4
MATH124C College Algebra	4	0	4	# ARET 192C Revit Architecture	3	0	3
PHYS 133C Physics I (Algebra-Based)	3	2	<u>4</u>	ENGL 101C English Composition	4	0	4
			15	MATH140C Precalculus	4	0	<u>4</u>
							18

### SECOND YEAR

#### Architectural Engineering Technology

##### Architectural Focus

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ARET 202C Architectural Design Studio II	2	2	3	# ARET 250C Environmental Systems	3	0	3
# CVET 220C Surveying	2	3	3	# ARET 270C Construction Management	3	0	3
# CVET 240C Timber and Steel Design	3	2	4	# ARET 297C Architectural Design Studio III	2	2	3
ENGL 125C Communication and the Literature of Science and Technology	3	0	3	# CVET 235C Reinforced Concrete Design	2	3	3
PHYS 135C Physics II (Algebra-Based)	3	2	4	XX xxxC Social Science Elective*	3-4	0	<u>3-4</u>
XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>				15-16
			20-21	<b>TOTAL CREDITS</b>			<b>68-70</b>

### SECOND YEAR

#### Architectural Engineering Technology

##### Civil Focus

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# CVET 201C Civil CAD	2	2	3	# ARET 270C Construction Management	3	0	3
# CVET 220C Surveying	2	3	3	# CVET 235C Reinforced Concrete Design	2	3	3
# CVET 240C Timber and Steel Design	3	2	4	# CVET 297C Highway Design	3	2	4
ENGL 125C Communication and the Literature of Science and Technology	3	0	3	# MATH205C Calculus I	4	0	4
PHYS 135C Physics II (Algebra-Based)	3	2	4	XX xxxC Social Science Elective*	3	0	<u>3-4</u>
XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>				17-18
			20-21	<b>TOTAL CREDITS</b>			<b>70-72</b>
				# Indicates major field courses.			
				* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).			

# Building Inspector and Plans Examiner Certificate

This 18-credit-hour certificate program prepares Building Inspectors and Plans Examiners to critically examine permit applications and plans for residential, commercial, and other building types and to subsequently ensure that the construction of buildings with permits is conducted in accordance with and within the provisions of relevant building codes. It is the responsibility of building inspectors and plans examiners to review and inspect various building types from permit applications through construction phases to ensure that they are safe and structurally sound. For additional information, contact Department Head Liaquat Khan at (603) 271-6484 x4221 or [lkhan@ccsnh.edu](mailto:lkhan@ccsnh.edu).

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

## Specific Admission Requirements

1. High School Algebra I & Algebra II, each with grades of C or higher and High School Geometry with a grade of C or higher, **OR** prior experience in architecture, engineering, construction, and materials manufacturing industries as evidenced by academic degrees, industry-accepted credentials, employment experience, etc.
2. One page essay explaining reasons to join the Building Inspector & Plan Examiner Certificate Program

FALL SEMESTER		CL	LAB	CR
BIPE 101C	Introduction to the International Code Council (ICC) Codes	3	0	3
BIPE 105C	Construction Document Reading	3	0	<u>3</u>
		6		
SPRING SEMESTER				
BIPE 110C	Plan Review	3	0	3
BIPE 115C	State Construction Laws	2	2	<u>3</u>
		6		
FALL SEMESTER				
BIPE 120C	Legal Aspects of Enforcement	3	0	3
BIPE 125C	Building Inspector Skills (Capstone)	3	0	<u>3</u>
		6		
TOTAL CREDITS		18		

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

# Civil Engineering Technology

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

The Civil Engineering Technology (CET) program responds to employer needs for graduates who can function effectively in the areas of design and maintenance of highway infrastructure, as well as structural, civil, environmental, sustainability, and an array of other construction jobs requiring specific training and education in the area of civil engineering. This program would be of interest to individuals considering jobs in the civil engineering, civil engineering technology, construction management, surveying, and environmental engineering fields. In addition, the program provides a solid background for students seeking to transfer into baccalaureate institutions with civil engineering, civil engineering technology, environmental engineering technology, surveying, construction management, and fire safety engineering programs.

As Civil Engineering Technology majors, students will learn to solve design and engineering problems by utilizing skills learned in civil engineering, mathematics, and physics courses. General education courses such as English, economics and ethics provide additional skills and knowledge required to address both technical and workplace issues. The CET program culminates in a capstone project or independent study utilizing a wide spectrum of STEM (science, technology, engineering and math) skills.

**Please note:** The new Civil Engineering Technology program is not ETACCT of ABET's accredited yet. However, the department plans to seek the ETACCT of ABET's accreditation as soon as it is prepared to do so.

## 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	SPRING SEMESTER			CL	LAB	CR
# ARET 103C Architectural Graphics and Sketching	2	2	3			# ARET 104C Architectural Design Studio I	2	2	3		
# ARET 120C Materials and Methods of Construction	4	0	4			# ARET 150C Statics & Strength of Materials	3	2	4		
CHEM105C Chemistry	3	2	4			# ARET 192C Revit Architecture	3	0	3		
MATH124C College Algebra	4	0	4			ENGL 101C English Composition	4	0	4		
PHYS 133C Physics I (Algebra-Based)	3	2	<u>4</u>			MATH140C Pre-Calculus	4	0	<u>4</u>		
			19								18

### SECOND YEAR

FALL SEMESTER			CL	LAB	CR	SPRING SEMESTER			CL	LAB	CR
# CVET 201C Civil CAD	2	2	3			# CVET 202C Soil Mechanics and Foundation Design	2	2	3		
# CVET 220C Surveying	2	3	3			# CVET 235C Reinforced Concrete Design	2	3	3		
# CVET 240C Timber and Steel Design	3	2	4			# CVET 245C Hydrology/Drainage Design	3	0	3		
ENGL 125C Communication and the Literature of Science and Technology	3	0	3			# CVET 297C Highway Design	3	2	4		
MATH205C Calculus I	4	0	4			XX xxxC Social Science Elective*	3	0	<u>3</u>		
XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3	0	<u>3</u>								16
			20			<b>TOTAL CREDITS</b>					<b>73</b>

# Indicates major field courses; grade of "C" or higher required.

*Internship Considerations*, see page 92.

## 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](mailto: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.

<b>FALL SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
ARET 101C AutoCad 2D	3	0	3
IST 102C PC Applications	3	0	<u>3</u>
			6
<b>SPRING SEMESTER</b>			
ARET 102C AutoCAD 3D	3	0	3
ARET 194C Microstation	3	0	<u>3</u>
			6
<b>FALL SEMESTER</b>			
ARET 103C Architectural Graphics and Sketching 2	2	2	3
ARET 192C Revit Architecture	3	0	<u>3</u>
			6
<b>TOTAL CREDITS</b>			<b>18</b>

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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](mailto: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 ETACCT Commission of ABET, [www.abet.org](http://www.abet.org).

NHTI has transfer affiliations with four-year institutions including Northeastern University, UNH-Manchester, University of New Hampshire, and Wentworth Institute of Technology.

For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/). (Credits earned in Engineering Technology at NHTI are fully transferable to all 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	SPRING SEMESTER	CL	LAB	CR
# CPET 107C Introduction to Programming with C++	2	3	3	# CPET 125C Data Structures	2	3	3
# ELET 101C Electric Circuits	3	3	4	# ELET 144C Embedded Microsystems	3	3	4
# ELET 115C Digital Fundamentals	2	3	3	ENGL 120C Communications <b>or</b>			
ENGL 101C English Composition	4	0	4	ENGL 125C Communication and the Literature of Science and Technology	3	0	3
MATH124C College Algebra	4	0	<u>4</u>	MATH140C Precalculus	4	0	4
			18	PHYS 133C Physics I (Algebra-Based)*** <b>or</b>	3	2	4
				PHYS 231C Physics I (Calculus-Based)***	3	3	<u>4</u>
							18

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# CPET 240C Programming for Windows Operating Systems	3	3	4	# CPET 215C Integrated Circuits and Interfacing	3	3	4
# CPET 260C Computer Real Time Interfacing	3	3	4	# CPET 222C Data Communications and Internetworking	3	3	4
# CPET 301C Computer Project Definition	1	0	1	# CPET 252C Networking and Internet Technologies	3	3	4
MATH 205C Calculus I**	4	0	4	# CPET 303C Computer Project	1	4	3
PHYS 135C Physics II (Algebra-Based)*** <b>or</b>	3	2	4	XX xxxC Humanities/Fine Arts/Foreign Language Elective*	3	0	<u>3</u>
PHYS 232C Physics II (Calculus-Based)***	3	3	4				18
XX xxxC Social Science Elective*	3-4	0	<u>3-4</u>				
			20-21				
				<b>TOTAL CREDITS</b>			<b>74-75</b>

# Indicates major field courses. In order to fulfill the program degree requirements and to meet the prerequisite requirement of subsequent major field courses, students are required to earn a grade of "C-" or higher in each major field course.

**Note:** Students are required to complete at least two math courses. One of the two math courses must be: MATH 205C, MATH 206C, MATH 208C, or MATH 210C.

\* For a list of courses that fulfill these requirements, see the "General Education Requirements" at [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document. Students who plan to pursue a 4-year degree at UNH-Durham or UNH-Manchester should consult with their advisor to ensure that the courses selected will also meet the UNH "Discovery" requirements.

\*\* MATH 206C is strongly recommended for students that plan to pursue a bachelor's degree.

\*\*\*Students planning to pursue 4-year degrees should consider taking calculus-based physics and discuss this option with their academic advisors. In order to meet the corequisite and prerequisite requirements for calculus-based physics, some students may need to alter their course sequence shown above; please see your academic advisor for assistance.

For students with a need for a reduced course load, a 3-year version of this program is available. Contact the Department Head for details.

*Internship Considerations*, see page 92.

## 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 IST 108 Personal Computer Hardware and Software and CPET 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. MATH 124 College Algebra is recommended for this purpose. For more information, contact Department Head Frank Polito at (603) 271-6484 x4278 or [fpolito@ccsnh.edu](mailto: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
CPET 125C	Data Structures	2	3	<u>3</u> 3
<b>AND any three of the following</b> (check prerequisites in course descriptions):				
CPET 240C	Programming for Windows Operating Systems	3	3	4
CPET 222C	Data Communications & Internetworking	3	3	4
CPET 252C	Networking and Internet Technologies	3	3	4
CPET 260C	Computer Real Time Interfacing	3	3	<u>4</u> 12
<b>TOTAL CREDITS</b>				<b>15</b>

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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 ETACCT Commission of ABET, [www.abet.org](http://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](mailto: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, UNH-Manchester, University of New Hampshire and Wentworth Institute of Technology.

For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/). (Credits earned in Engineering Technology at NHTI are fully transferable to all 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	SPRING SEMESTER	CL	LAB	CR
# CPET 107C Introduction to Programming with C++	2	3	3	# ELET 102C Circuit Analysis	3	3	4
# ELET 101C Electric Circuits	3	3	4	# ELET 110C Electronics I	3	3	4
# ELET 115C Digital Fundamentals	2	3	3	ENGL 120C Communications <i>or</i>			
ENGL 101C English Composition	4	0	4	ENGL 125C Communication and the Literature of Science and Technology	3	0	3
MATH 124C College Algebra	4	0	<u>4</u>	MATH 140C Precalculus	4	0	4
			18	PHYS 133C Physics I (Algebra-Based)*** <i>or</i>	3	2	4
				PHYS 231C Physics I (Calculus-Based)***	3	3	<u>4</u>
							19

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ELET 144C Embedded Microsystems	3	3	4	# ELET 215C Advanced Digital Electronics	3	3	4
# ELET 210C Electronics II	3	3	4	# ELET 251C Advanced Topics in Electronics			
# ELET 305C Design Project Preparation	1	5	3	<i>and/or</i>	3	3	4
MATH 205C Calculus I	4	0	4	MATH 206C Calculus II**	4	0	4
PHYS 135C Physics II (Algebra-Based)*** <i>or</i>	3	2	4	# ELET 306C Senior Design Project	2	5	4
PHYS 232C Physics II (Calculus-Based)***	3	3	<u>4</u>	XX xxxC Humanities/Fine Arts/Foreign Language Elective*	3	0	3
			19	XX xxxC Social Science Elective*	3-4	0	<u>3-4</u>
							18-23
							<b>74-79</b>

# Indicates major field courses. In order to fulfill the program degree requirements and to meet the prerequisite requirement of subsequent major field courses, students are required to earn a grade of "C-" or higher in each major field course.

**Note:** Students are required to complete a minimum of 1 math course from "Math List A", plus a minimum of 1 additional math course from "Math List B". If ELET 251C is substituted for MATH 206C, students are required to complete a minimum of 1 math course from "Math List A", plus a minimum of 1 additional math course from "Math List C".

**Math List A:** MATH 124C, MATH 140C, MATH 205C, MATH 208C, MATH 210C, MATH 220C, MATH 251C, MATH 271C

**Math List B:** MATH 206C, MATH 208C, MATH 210C

**Math List C:** MATH 205C, MATH 208C, MATH 210C

- \* For a list of courses that fulfill these requirements, see the “General Education Requirements” at [www.nhti.edu/academics/general-education-requirements](http://www.nhti.edu/academics/general-education-requirements) or page 30 of this document. Students who plan to pursue a 4-year degree at UNH-Durham or UNH-Manchester should consult with their advisor to ensure that the courses selected will also meet the UNH “Discovery” requirements.
- \*\* It is strongly recommended that students who plan to pursue a bachelor’s degree in engineering take both MATH 206C and MATH 210C.
- \*\*\* Students planning to pursue 4-year degrees should consider taking calculus-based physics and discuss this option with their academic advisors. In order to meet the corequisite and prerequisite requirements for calculus-based physics, some students may need to alter their course sequence shown above; please see your academic advisor for assistance.

## 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 College Algebra (MATH 124C), and basic knowledge of digital electronics (ELET 115C), and must demonstrate computer literacy (IST 102C or IST 108C) 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](mailto: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
ELET 101C Electric Circuits	3	3	4
ELET 102C Circuit Analysis	3	3	4
ELET 110C Electronics I	3	3	4
ELET 210C Electronics II	3	3	4
ELET 215C Advanced Digital Electronics	3	3	<u>4</u>
<b>TOTAL CREDITS</b>			<b>20</b>

### *Prerequisites:*

MATH124C College Algebra			
(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](http://www.nhti.edu/gainful-employment-disclosure)



# Industrial Design Technology

The degree of Associate in Science in Industrial Design Technology is awarded upon successful completion of the program.

The Industrial Design Technology program is designed to prepare students for entry level positions in the field of Industrial design.

Students master design fundamentals by taking courses in drawing, 2-Dimensional design, 3-Dimensional design, engineering design, and manufacturing principles. Emphasis is also placed on the study of mathematics and physical sciences 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 material explorations in plastics, wood and metal, CAD software and human factors.

Graduates will have the foundation necessary to pursue a bachelor's degree and to take advantage of opportunities for life-long learning or professional development.

## Specific Admission Requirements

1. High School Algebra I (or NHTI's MATH 093C and MATH 094C both with grades of "C" or higher) and high school Geometry with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
CL	LAB	CR	CL	LAB	CR
ENGL 101C English Composition	4	0	MATH 124C College Algebra <i>or</i>		
IST 102C PC Applications	3	0	higher level math course	4	0
MCET 105C Engineering Design	4	0	MCET 106C Advanced CAD Modeling		
# VRTS 101C Introduction to Drawing	2	4	(SolidWorks)	2	2
# VRTS 103C Two-Dimensional Design	2	3	# VRTS 104C Three-Dimensional Design	2	2
		<u>3</u>	# VRTS 201C Drawing II	2	4
		18	XXX xxxC Science Elective	3	2
					<u>4</u>
					18

### SECOND YEAR

FALL SEMESTER			SPRING SEMESTER		
CL	LAB	CR	CL	LAB	CR
# INDS 110C History of Industrial Design <i>or</i>			ENGL 120C Communications <i>or</i>		
# VRTS 111C Survey of Western Art History <i>or</i>			ENGL 125C Communication and the Literature		
# VRTS 115C History of Modern Art	3	0	of Science and Technology	3	0
# INDS 150C Industrial Design Studio 1	3	3	# INDS 225C User Experience	3	0
# INDS 232C Business of Design	3	0	# INDS 250C Industrial Design Studio 2	3	3
MFET 111C Manufacturing and			# INDS 242C Manufacturing Techniques	3	0
Materials Processing	3	3	PSYC 105C Introduction to Psychology <i>or</i>		
VRTS 193C Introduction to Photoshop	3	0	PSYC 209C Educational Psychology <i>or</i>		
		<u>3</u>	PSYC 225C Social Psychology	3	0
		17			<u>3</u>
					16
					<b>69</b>

### TOTAL CREDITS

# Indicates major field courses.

This program is sponsored by in part by a \$2.5 million grant from the U.S. Department of Labor, Employment & Training Administration (TAACCCT) Grant Agreement #TC- 26498-14-60-A-33.

# 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](mailto: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 Academ, UNH-Manchester, University of New Hampshire, and Wentworth Institute of Technology.

Accredited by the ETACCT Commission of ABET, [www.abet.org](http://www.abet.org). For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/).

## Specific Admission Requirements

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

FIRST YEAR									
FALL SEMESTER				SPRING SEMESTER					
	CL	LAB	CR					CL	LAB CR
ENGL 101C English Composition	4	0	4	ENGL 120C Communications <i>or</i>					
# MCET 105C Engineering Design <i>or</i>	4	0	4	ENGL 125C Communications and the Literature					
# MFET 111C Manufacturing and				of Science and Technology	3	0	3		
Materials Processing	3	3	4	# MCET 105C Engineering Design <i>or</i>	4	0	4		
MATH124C College Algebra	4	0	4	# MFET 111C Manufacturing and					
PHYS 133C Physics I (Algebra-Based)	3	2	<u>4</u>	Materials Processing	3	3	4		
			16	# MCET 150C Statics and Strength of Materials	3	2	4		
				MATH140C Precalculus	4	0	4		
				PHYS 135C Physics II (Algebra-Based)	3	2	<u>4</u>		
							19		
SECOND YEAR									
FALL SEMESTER				SPRING SEMESTER					
	CL	LAB	CR					CL	LAB CR
CHEM 105C Chemistry	3	2	4	# MFET 231C Production Systems	3	0	3		
# MFET 202C Measurement and Control	3	2	4	# MFET 241C Computer Integrated Manufacturing					
# MFET 220C Manufacturing Processes and				(CIM)	3	3	4		
Machine Tools	3	3	4	# MFET 252C Quality Control	3	2	4		
MATH 205C Calculus I	4	0	4	XX xxxC Humanities/Fine Arts/					
XX xxxC Social Science Elective*	3-4	0	<u>3-4</u>	Foreign Language Elective	3-4	0	3-4		
			19-20	XX xxxC Technical Elective	3-4	0	<u>3-4</u>		
							17-19		
								<b>TOTAL CREDITS</b>	<b>71-74</b>

# Indicates major field courses.

\* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

# 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](mailto: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, Southern New Hampshire University, UNH-Manchester, and University of New Hampshire. Accredited by the ETACCT Commission of ABET, [www.abet.org](http://www.abet.org). For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/).

## Specific Admission Requirements

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

FIRST YEAR									
FALL SEMESTER				SPRING SEMESTER					
	CL	LAB	CR					CL	LAB CR
ENGL 101C English Composition	4	0	4	ENGL 120C Communications <i>or</i>					
# MCET 105C Engineering Design <i>or</i>	4	0	4	ENGL 125C Communications and the Literature					
# MFET 111C Manufacturing and				of Science and Technology	3	0	3		
Materials Processing	3	3	4	# MCET 105C Engineering Design <i>or</i>	4	0	4		
MATH124C College Algebra	4	0	4	# MFET 111C Manufacturing and					
PHYS 133C Physics I (Algebra-Based)	3	2	<u>4</u>	Materials Processing	3	3	4		
			16	# MCET 150C Statics and Strength of Materials	3	2	4		
				MATH 140C Precalculus	4	0	4		
				PHYS 135C Physics II (Algebra-Based)	3	2	<u>4</u>		
							19		
SECOND YEAR									
FALL SEMESTER				SPRING SEMESTER					
	CL	LAB	CR					CL	LAB CR
CHEM 105C Chemistry	3	2	4	# MCET 205C Material Science	3	2	4		
# MCET 250C Dynamics and Mechanical Design I	3	2	4	# MCET 229C Thermodynamics and Heat Transfer	3	0	3		
# MFET 202C Measurement and Control	3	2	4	# MCET 260C Mechanical Design II	3	2	4		
MATH 205C Calculus I	4	0	4	XX xxxC Humanities/Fine Arts/					
XX xxxC Social Science Elective*	3-4	0	<u>3-4</u>	Foreign Language Elective	3-4	0	3-4		
			19-20	XX xxxC Technical Elective	3-4	0	<u>3-4</u>		
							17-19		
<b>TOTAL CREDITS</b>								<b>71-74</b>	

# Indicates major field courses.

\* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

# 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				SPRING SEMESTER			
	CL	LAB	CR		CL	LAB	CR
# ELET 101C Electric Circuits	3	3	4	# CPET 107C Introduction to Programming			
# ELET 115C Digital Fundamentals	2	3	3	with C++	2	3	3
ENGL 120C Communications <i>or</i>				# CPET 215C Integrated Circuits & Interfacing	3	3	4
ENGL 125C Communication and the Literature of				ENGL 101C English Composition	4	0	4
Science and Technology	3	0	3	MATH 140C Precalculus	4	0	4
MATH 124C College Algebra	4	0	4	# MFET 111C Manufacturing and Materials			
# MCET 105C Engineering Design	4	0	<u>4</u>	Processing	3	3	<u>4</u>
			18				19

## SECOND YEAR

FALL SEMESTER				SPRING SEMESTER			
	CL	LAB	CR		CL	LAB	CR
MATH 205C Calculus I	4	0	4	# MFET 210C Lean Manufacturing <i>or</i>			
PHYS 133C Physics	3	2	4	# MFET 231C Production Systems	3-4	0	3-4
# RAET 205C PLLRC Programming	3	3	4	PHYS 135C Physics II	3	2	4
# RAET 210C Robotics & Automation I	3	3	4	# RAET 220C Robotics & Automation II	3	3	4
XX xxxC Social Science Elective*	3	0	<u>3</u>	# RAET 250C Major Field Project	3	0	3
			19	XX xxxC Humanities/Fine Art/ Foreign Language Elective	3	0	<u>3</u>
							17-18
				<b>TOTAL CREDITS</b>			<b>73-74</b>

# Indicates major field course.

\* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

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-II-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.

## 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.

# Environmental Studies Programs

## 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				SPRING SEMESTER			
	CL	LAB	CR		CL	LAB	CR
# BIOL 111C General Biology I	3	2	4	# BIOL 112C General Biology II	3	2	4
CHEM 103C General Chemistry	3	2	4	CHEM 104C General Chemistry II	3	2	4
ENGL 101C English Composition	4	0	4	# ENVS 101C Fundamentals of			
MATH 124C College Algebra or Higher Level Math				Environmental Science	3	2	4
(excluding MATH 129)	4	0	<u>4</u>	MATH 251C Statistics	4	0	<u>4</u>
			16				16

### SECOND YEAR

FALL SEMESTER				SPRING SEMESTER					
		CL	LAB	CR		CL	LAB	CR	
# ARET	101C AutoCAD 2D* <i>or</i>	3	0	3	# ARET	160C Introduction to			
# XX	xxxC Science Elective**	3	2	4		Geographic Information Systems	2	2	3
# BIOL	212C Ecology	3	2	4	# BIOL	215C Fresh Water Ecology	3	2	4
ECON	101C Macroeconomics	3	0	3	# ENVS	290C Senior Project/Internship	0	12	4
ENGL	125C Communication and the Literature of				GEOL	101C Essentials of Geology	3	2	4
	Science and Technology <i>or</i>				PHIL	242C Contemporary Ethical Issues	3	0	<u>3</u>
ENGL	2xxC English Literature Elective	3	0	3					18
XX	xxxC Science Elective**	3	2	<u>4</u>	<b>TOTAL CREDITS</b>				<b>67-68</b>
				17-18					

# Indicates major field course.

\* Those students intending to enter the workforce directly should take ARET 101C.

\*\* BIOL 116C, BIOL 117C, BIOL 202C, PHYS 133C, PHYS 231C, SCI 107C, or SCI 110C fit this requirement.

*Internship Considerations*, see page 97.

# 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 MATH 093C and MATH 094C, 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	FALL SEMESTER	CL	LAB	CR
# BIOL 117C Introduction to Plant Biology	3	2	4	# ARET 101C AutoCAD 2D <i>or</i>			
IST 102C PC Applications	3	0	3	# LAND 200C Vectorworks Landmark 2D	3	0	3
# LAND 102C Identification and Uses of Shrubs, Groundcovers and Vines	3	0	3	ENGL 101C English Composition	4	0	4
# LAND 115C Landscape Architectural Design Theory	3	0	3	# ENVS 101C Fundamentals of Environmental Science	3	2	4
MATH 120C Topics In Applied College Mathematics or higher*	4	0	<u>4</u>	# LAND 101C Identification and Uses of Trees	3	0	3
			17	# LAND 112C Landscape Drawing and Presentation Techniques	2	2	<u>3</u>
							17

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# BIOL 115C Introduction to Ecology	3	2	4	# ARET 160C Introduction to Geographic Information Systems	2	2	3
ENGL 125C Communications and the Literature of Science and Technology <i>or</i>				# LAND 270C Sustainable Landscape Principles and Practices	3	2	4
ENGL xxxC English Elective	3	0	3	# LAND 290C Senior Project/Internship	0	12	4
# LAND 220C Planting Design	3	0	3	# XX xxxC Landscape and Environmental Design Elective***	3-4	0	<u>3-4</u>
XX xxxC Social Science Elective**	3	0	3				14-15
XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3-4	0	<u>3-4</u>	<b>TOTAL CREDITS</b>			<b>64-66</b>
			16-17				

# Indicates major field course.

\* Excluding MATH 129C; 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 ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

\*\*\* Any ARET, CVET, LAND, BUS, VRTS or other course approved by the Department Head of the Landscape and Environmental Design program and the Vice President of Academic Affairs.

*Internship Considerations*, see page 97.

# 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 Liaquat Khan, D.A. at (603) 271-6484 x4221 or [lkhan@ccsnh.edu](mailto:lkhan@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			SPRING SEMESTER			CL LAB CR		
LAND 102C Identification and Uses of Shrubs, Groundcovers and Vines	3	0	3			LAND 101C Identification and Uses of Trees	3	0	3		
LAND 115C Landscape Architecture Design Theory	3	0	<u>3</u>			LAND 112C Landscape Drawing and Presentation Techniques	2	2	<u>3</u>		
			6							6	

## SECOND YEAR

FALL SEMESTER			CL LAB CR			SPRING SEMESTER			CL LAB CR		
LAND 109C Basic Site Grading and Surveying	2	2	3			LAND 218C Landscape Design Studio	3	0b	3		
LAND 220C Planting Design	3	0	<u>3</u>			LAND 225C Landscape Construction Details and Methods	2	2	<u>3</u>		
			6							6	
<b>TOTAL CREDITS</b>										<b>24</b>	

**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](http://www.nhti.edu/gainful-employment-disclosure)

*Internship Considerations*, see page 97.

# Sustainable Agriculture Technology Certificate

The Certificate in Sustainable Agriculture will prepare future farmers for both the business and science behind running a small profitable farm in Northern New England. This program focuses on sustainable alternatives to industrialized farming and how to be successful in the marketplace without competing with industrialized and specialized large-scale operations. Students will learn the skills necessary to market their product through farmers markets, roadside stands, and community supported agriculture and restaurants as part of the local food-to-table movement. As advocates for the production of healthy, environmentally friendly food in their community, students will understand the holistic role of the agro-ecosystem and how to balance the economic, environmental and social needs of the farmer and community. Students will specialize through guided pathways based on their agricultural preference, such as greenhouse and high tunnel farming, open field farming, fruit, tree, vineyard, etc.

The proposed program will provide students with the knowledge and local connections to overcome some of the barriers facing a new farmer. Students will:

- Maintain financial records and apply for and procure loans and grants;
- Identify niche markets and properly market materials ensuring a profitable business;
- Gain skills through internships and apprenticeships and establish mentoring relationships with successful agribusinesses;
- Apply the basic principles of environmental science and ecology to sustainable agriculture;
- Read and interpret soil and water chemistry testing results;
- Identify basic agricultural pests and diseases;
- Select plants, order materials, plant and transplant in greenhouses, directly sow seeds and harvest plants;
- Identify trees and use the principles of forest ecology and tree identification to select planting sites and predict how these principals will affect soil type and chemistry;
- Calculate the ratios of fertilizers and nutrients for application per area;
- Prepare a portfolio with information on pests, climate, frost dates, plant types, pest resistance, planting dates, costs and potential markets needed for licensing and financial documentation.

*Financial aid eligibility is pending for this program.* 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
ACCT	101C	Accounting I	3	0	3
BUS	170C	Principles of Marketing	3	0	3
BIOL	115C	Introduction to Ecology (Fall only)*	3	2	<u>4</u>
			6-10		
SPRING SEMESTER					
ENVS	101C	Introduction to Environmental Science (Spring only)*	3	2	4
AGRI	110C	Sustainable Agriculture I	3	2	4
AGRI	112C	Practical Applications for Sustainable Agriculture I (8 weeks)	1	3	<u>2</u>
			6-10		
SUMMER SEMESTER					
AGRI	115C	Practical Applications for Sustainable Agriculture I (8 weeks)	1	3	<u>2</u>
<b>TOTAL CREDITS</b>			<b>18</b>		

\* Students must take either BIOL 115C or ENVS 101C.

## Technical Standards

Students in the Sustainable Agriculture Technology certificate 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/ground to meet farming needs and accomplish tasks;
- Frequent lifting, moving, and transferring of equipment, plants, and/or livestock;
- Sufficient visual and hearing acuity to ensure a safe environment and the ability to respond quickly to clients, colleagues, and professional partners in the event of an emergency;
- Sufficient verbal ability to express and exchange information and ideas, as well as to interpret important instructions to clients, colleagues, and professional partners;



- 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 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 laboratories in a timely manner;
- Ability to demonstrate and maintain organizational skills and time management in classes and at the laboratory site;
- Ability to abide by NHTI's Student Code of Conduct.

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

### **Internship Considerations**

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

# General Studies Program

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

The General Studies Program provides maximum flexibility for those seeking to begin or to continue their higher education. This program, in which students may design their own curriculum, is especially appealing to those who have unique career or academic goals.

General Studies might be right for you if you:

- Would like to custom-design a degree program which meets your goals;
- Have previously earned credits from one or more institutions;
- Would like to combine one of our certificates (Paralegal, Accounting, Management, etc.) with other required credits to complete the degree;
- Seek entry into an NHTI program which has limited enrollment or for which you need prerequisite courses; although transfer into these programs is not guaranteed, students who are successful in the General Studies program strengthen their candidacy status; please visit [www.nhti.edu/academics/requirements-policies](http://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. ENGL 101C English Composition	4
B. Social Sciences (two courses with ANTH, ECON, HIST, POLS, PSYC, or SOCI prefix, excluding HIST 104C and HIST 105C)	6
C. Mathematics * (MATH 120C or higher with the exception of MATH 129C; MATH 129C does not meet the minimum math requirements in this category)	4
D. Lab Science (excluding BIOL 100C, CHEM 100C, and PHYS 100C)	4
E. Humanities (ENGL xxxC [excluding ENGL 100C, ENGL 120C, ENGL 135C and ENGL 201C] and XX xxxC Humanities/Fine Arts/Foreign Language Elective)	6
<b>TOTAL CREDITS</b>	<b>24</b>

### Other Required Courses for both Options

A. Computer Literacy (IST 102C or equivalent)	3
B. General Elective	3
<b>TOTAL</b>	<b>6</b>

## Exploration Option

The General Studies Exploration curriculum provides students with broad general knowledge as well as an opportunity to explore an area of concentration. It allows flexibility for students who either have transfer credit or who wish to transfer to another two or four-year program. While students may custom-design their concentration area, they should select these electives based on their intended fields of specialization.

	<b>Credits</b>
A. GST 100C College Success Seminar <i>or</i> GST 102C Study Strategies	1 2
B. Liberal Arts and Sciences electives	12
C. Electives (courses to meet individual interests and goals; may include a certificate program)	<u>21-24</u>
<b>TOTAL</b>	<b>34-38</b>
<b>TOTAL CREDITS</b>	<b>64-68</b>

## Experiential Credit Option

The Experiential Credit Option is for individuals who would like to earn as many as 20 experiential credits for previous occupational experience. It is also possible to complete a certificate program for inclusion in this option. The experiential credit, whether combined with a certificate or with coursework in a specific subject area, must relate to and support the student's chosen subject concentration; it may or may not be transferable.

	<b>Credits</b>
A. GST 101C Assessment of Prior Learning	1
B. Experiential Credit **	maximum 20
C. Certificate in a specific program area ** ( <i>must relate to experiential credit</i> )	variable
<b>And/Or</b>	
D. Coursework in a specific subject area ** ( <i>must relate to experiential credit</i> )	minimum <u>15</u>
<b>TOTAL</b>	<b>36</b>
<b>TOTAL CREDITS</b>	<b>64</b>

\* Students must complete MATH 120C to graduate. Depending on results of placement testing, students may be required to complete MATH 093C prior to MATH 120C (please note that MATH 093C Algebra Part I (with Geometry) with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MATH 120C).

\*\* 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.

# Health & Science Programs

## Biology

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

This degree program is intended for students who plan to continue their education beyond the associate degree. Students who graduate from this program will also have the skills necessary to work in the field as a biological science technician. A major in the biological sciences is recommended for students interested in pursuing further study in biology, botany, zoology, ecology, microbiology, agriculture, forestry, molecular biology, cell biology, genetics or marine biology. This program also provides an excellent foundation for studies in pre-medicine, pre-dentistry and pre-veterinary medicine.

This program provides a broad-based curriculum in the biological sciences and helps students meet the requirements for a variety of other degree programs. If students choose to pursue a four-year degree, the core courses that they have taken in this program will provide the basic competencies, knowledge, and skills essential to transfer to a baccalaureate degree program in the Biological Sciences.

The biology major will prepare students for a variety of careers in biological science; provide a background of skills, methods, and knowledge needed for further study in professional and graduate schools; and promote not only an appreciation of the sciences but also an educated voting citizen.

According to The Bureau of Labor Statistics, employment in the life sciences field is expected “to grow 10 percent from 2012-2022, about as fast as the average for all occupations. Greater demand for biotechnology research is expected to increase the need for these workers.”

The Department of Labor indicates a variety of technical positions available where graduates would work closely with scientists and biologists in many different industries. These positions include: biological technician, forest or conservation technician, and medical or clinical laboratory technician. Other possible positions would include veterinary technician, medical assistant, plant science technician, and sales associate for medical equipment, pharmaceuticals, and biological materials.

### 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				SPRING SEMESTER			
	CL	LAB	CR		CL	LAB	CR
# BIOL 111C General Biology I	3	2	4	# BIOL 112C General Biology II	3	2	4
CHEM 103C General Chemistry	3	2	4	CHEM 104C General Chemistry II	3	2	4
ENGL 101C English Composition	4	0	4	ENGL 125C Communication and the Literature of Science and Technology <i>or</i>			
INDL 101C STEM in the First Year Experience*	3	0	3	ENGL xxxC English Elective	3	0	3
PHIL 242C Contemporary Ethical Issues**	3	0	<u>3</u>	MATH 124C College Algebra or Higher Level Math***	4	0	4
			18	PHYS 133C Physics I (Algebra-Based)	3	2	<u>4</u>
							19

### SECOND YEAR

FALL SEMESTER				SPRING SEMESTER			
	CL	LAB	CR		CL	LAB	CR
# BIOL 202C Microbiology	3	3	4	# BIOL 211C Genetics	3	2	4
# BIOL xxxC Biology Elective	3-4	0-2	3-4	# BIOL 260C Cell Biology	3	3	4
MATH 251C Statistics	4	0	4	# BIOL 290C Senior/Project Internship	0	12	4
PHYS 135C Physics II (Algebra-Based)	3	2	<u>4</u>	# BIOL xxxC Biology Elective	3-4	0-2	<u>3-4</u>
			15-16				15-16
				<b>TOTAL CREDITS</b>			<b>67-69</b>

# Indicates major field courses.

\* Meets Social Science Requirement.

\*\* Meets Humanities/Foreign Language/Fine Arts requirement.

\*\*\* Excluding MATH 129C.

*Internship Considerations*, see page 122.

# 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 27, 2017, for Fall 2017 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 the application 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](http://www.nhti.edu/academics/programs-study/health-and-science-programs/dental-assisting-professional-certificate) or by contacting the Admissions Office at (603) 230-4011. Please note: the observation is only valid for 2 years.

FALL SEMESTER				CL LAB CR				SPRING SEMESTER				CL LAB CR			
# ADED 110C Dental Assisting Science I		3	0	3				# ADED 111C Dental Assisting Science II		2	0	2			
# ADED 105C Dental Radiology for Dental Assisting	2	3	3					# ADED 155C Oral Hygiene Education/Nutrition		2	0	2			
# ADED 161C Dental Materials - Dental Assisting	2	3	3					# ADED 182C Office Procedures and Management							
# ADED 175C Dental Assisting Theory I		2	0	2				with Computer Applications		1	0	1			
# ADED 191C Dental Assisting								# ADED 196C Dental Assisting Clinical							
Clinical Experience I**		0	4	1				Experience II**		0	15	5			
ENGL 101C English Composition		4	0	4				# ADED 239C Medical Emergencies for							
PSYC 105C Introduction to Psychology		3	0	3				Dental Assisting		2	0	2			
				19				# ADED 275C Dental Assisting Theory II		1	2	2			
								ENGL 120C Communications*		3	0	3			
															17
								SUMMER SEMESTER				CL LAB CR			
								# ADED 298C 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.

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

*Internship, Health, Character and Technical Standards*, see page 122.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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 IST 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](http://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, and applicable college courses and grades (only those courses required in the dental hygiene program). All Specific Admission Requirements must be met for consideration.

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/programs-study/health-and-science-programs/dental-hygiene-degree](http://www.nhti.edu/academics/programs-study/health-and-science-programs/dental-hygiene-degree).

### Specific Admission Requirements

*Preference will be given to applicants whose applications are complete and received by the NHTI Admissions Office no later than January 27, 2017, for Fall 2017 admission (with the exception of the interview).*

1. College preparatory level courses in biology and chemistry, with labs, with grades of "C" or higher;
2. Algebra I with a grade of "C" or higher **or** NHTI's MATH 093C and MATH 094C with grades of "C" or higher;
3. An informational group interview with the Dental Admissions Committee; qualified candidates will be contacted after the deadline to arrange an interview;
4. 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 the application deadline listed above; the form is available on the website at [www.nhti.edu/academics/programs-study/health-and-science-programs/dental-hygiene-degree](http://www.nhti.edu/academics/programs-study/health-and-science-programs/dental-hygiene-degree) or by contacting the Admissions Office at (603) 230-4011. Please note: the observation is only valid for 2 years.

## FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ADED 100C Dental Hygiene I	2	0	2	BIOL 196C Anatomy and Physiology II	3	2	4
# ADED 113C Clinical Dental Hygiene I+	1	8	3	# ADED 103C Dental Hygiene II	2	0	2
# ADED 134C Oral Anatomy I	2	1	2	# ADED 114C Clinical Dental Hygiene II+	1	8	3
BIOL 195C Anatomy and Physiology I	3	2	4	# ADED 136C Oral Anatomy II	2	0	2
CHEM 110C Introduction to Biochemistry	3	2	4	# ADED 140C Dental Radiology for Dental Hygiene	2	3	3
ENGL 101C English Composition	4	0	<u>4</u>	MATH 120C Topics in Applied College Mathematics <i>or</i>			
			19	MATH xxxC higher level Mathematics Elective*	4	0	<u>4</u>
							18
				<b>SUMMER SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
				# ADED 162C Dental Materials for Dental Hygiene	2	3	3
				# ADED 201C Dental Hygiene III	2	1	2
				# ADED 245C Pain Management			
				for the Dental Hygienist	1	3	2
				BIOL 202C Microbiology	3	3	<u>4</u>
							11

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ADED 126C Nutrition	2	0	2	# ADED 221C Clinical Dental Hygiene IV+	1	12	4
# ADED 212C Clinical Dental Hygiene III+	1	12	4	# ADED 227C Dental Ethics and Jurisprudence	1	0	1
# ADED 225C Dental Hygiene Community Clinic**	0	4	1	# ADED 243C Community Dental Health II	1	0	1
# ADED 242C Community Dental Health I	2	0	2	ENGL 120C Communications	3	0	3
# ADED 247C Dental Hygiene Science – Pharmacology	2	0	2	SOCI 105C Introduction to Sociology	3	0	3
# ADED 248C Dental Hygiene Science – Oral Pathology	2	0	2	XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3	0	<u>3</u>
PSYC 105C Introduction to Psychology	3	0	<u>3</u>				15
			16	<b>TOTAL CREDITS</b>			<b>78</b>

# Indicates major field courses.

\* MATH 129C does not meet this requirement.

\*\* ADED 225C Dental Hygiene Community Clinic will be offered in the fall semester and completed in the Spring semester.

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

A grade of “C” or higher is required in BIOL 195C, BIOL 196C, BIOL 202C and CHEM 110C to progress in the Dental Hygiene Program.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 123.

### 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 ADED 113C Clinical Dental Hygiene I and ADED 114C 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 to 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.

### Program Accreditation

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Joint Review Committee on Accreditation of Education in Diagnostic Medical Sonography ([www.jrcdms.org](http://www.jrcdms.org)).

### Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North Suite 158  
Clearwater, FL 33763  
Phone: (727) 210-2350  
Fax: (727) 210-2354  
Website: <http://www.caahep.org>



### General Information

Please contact [mail@caahep.org](mailto:mail@caahep.org) if you have general questions about CAAHEP or wish to register a complaint of non-compliance with the Standards. <http://caahep.org/> or <http://www.caahep.org/Content.aspx?ID=37>

*Students who graduate from programs accredited through CAAHEP are qualified to take national certification examinations with no additional work experience required.*

### Joint Review Commission on Education in Diagnostic Medical Sonography (JRC-DMS)

6021 University Boulevard  
Suite 500  
Ellicott City, MD 21043  
Phone: (443) 973-3251  
Fax: (866) 738-3444  
Website: [www.jrcdms.org](http://www.jrcdms.org)  
Email: [mail@jrcdms.org](mailto:mail@jrcdms.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 22, 2016 for Fall 2016 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 deadlines 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	SPRING SEMESTER			CL	LAB	CR
# DGMS 201C	Principles of Sonography		3	2	4	# DGMS 221C	Sonographic Physics		3	0	3
# DGMS 265C	Sonographic Anatomy and Pathology I		3	0	3	# DGMS 266C	Sonographic Anatomy and Pathology II		3	0	3
# DGMS 275C	Sonographic Principles of OB/GYN I		3	0	3	# DGMS 277C	Sonographic Principles of OB/GYN II		3	0	3
# DGMS 291C	DMS Clinical Procedures I		0	12	<u>4</u>	# DGMS 296C	DMS Clinic II*		0	24	<u>6</u>
					14						15
						SUMMER SEMESTER (10 weeks)			CL	LAB	CR
						# DGMS 241C	Principles of Vascular Ultrasound		3	2	4
						# DGMS 297C	DMS Clinic III*		0	21	<u>5</u>
											9

#### SECOND YEAR

FALL SEMESTER			CL	LAB	CR
# DGMS 233C	Seminars in Sonography		4	0	4
# DGMS 298C	DMS Clinic IV*		0	32	<u>8</u>
					12
TOTAL CREDITS					50

# Indicates major field courses.

\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: DGMS 296C, DGMS 297C and DGMS 298C.

*Internship Considerations*, see page 122.

*Technical Standards and Essential Functions*, see page 125.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, (312) 704-5300, FAX: (312) 304-5304, [mail@jrcert.org](mailto:mail@jrcert.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 10, 2017, (with the exception of the interview) for Fall 2017 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 MATH 093C and MATH 094C 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	SPRING SEMESTER	CL	LAB	CR
BIOL 195C Anatomy and Physiology I	3	2	4	BIOL 196C Anatomy and Physiology II	3	2	4
ENGL 120C Communications	3	0	3	ENGL 101C English Composition	4	0	4
# RDTH 101C Introduction to Radiation Therapy	3	0	3	PHIL 242C Contemporary Ethical Issues	3	0	3
# RDTH 110C Principles and Practice of Radiation Therapy I	3	2	4	# RDTH 150C Medical Imaging and Processing	2	0	2
# RDTH 115C Patient Care	1	0	1	# RDTH 190C Clinical Practice I*	0	16	<u>3</u>
# RDTH 180C Radiologic Physics for the Radiation Therapist	2	0	<u>2</u>				16
			17	<b>SUMMER SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
				MATH 124C College Algebra	4	0	4
				# RDTH 195C Clinical Practice II*	0	18	3
				# RDTH 215C Sectional Anatomy and Pathology	3	0	<u>3</u>
							10

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
PSYC 105C Introduction to Psychology	3	0	3	# RDTH 205C Treatment Planning	3	0	3
# RDTH 200C Radiation Protection and Biology	3	0	3	# RDTH 220C Radiation Therapy Physics	3	0	3
# RDTH 210C Principles and Practice of Radiation Therapy II	3	2	4	# RDTH 293C Clinical Practice IV*	0	24	4
# RDTH 290C Clinical Practice III*	0	24	<u>4</u>	SOCI 105C Sociology	3	0	<u>3</u>
			14				13
				<b>SUMMER SEMESTER</b>			
				IST 102C PC Applications	3	0	3
				# RDTH 280C Registry Review	1	0	1
				# RDTH 295C Clinical Practice V*	0	23	<u>4</u>
							8
				<b>TOTAL CREDITS</b>			<b>78</b>

# Indicates major field courses.

\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: RDTH 190C, RDTH 195C, RDTH 290C, RDTH 293C, RDTH 295C and RDTH 296C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 125.

*Program Comments*, see this page.

## 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.

The Radiation Therapy Certificate is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For further information, please contact: JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, (312) 704-5300, FAX: (312) 304-5304, [mail@jrcert.org](mailto:mail@jrcert.org).

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 10, 2017, (with the exception of the interview) for Fall 2017 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 MATH 093C and MATH 094C 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	SPRING SEMESTER	CL	LAB	CR
RDTH 101C Introduction to Radiation Therapy	3	0	3	RDTH 205C Treatment Planning	3	0	3
RDTH 110C Principles and Practice of Radiation Therapy I	3	2	4	RDTH 220C Radiation Therapy Physics	3	0	3
RDTH 200C Radiation Protection and Biology	3	0	3	RDTH 293C Clinical Practice IV*	0	24	<u>4</u>
RDTH 210C Principles and Practice of Radiation Therapy II	3	2	4				10
RDTH 290C Clinical Practice III*	0	24	<u>4</u>	SUMMER SEMESTER	CL	LAB	CR
			18	RDTH 215C Sectional Anatomy and Pathology	3	0	3
				RDTH 295C Clinical Practice V*	0	23	<u>4</u>
							7

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR
RDTH 296C Clinical Practice VI*	0	32	6
RDTH 280C Registry Review	1	0	<u>1</u>
			7
<b>TOTAL CREDITS</b>			<b>42</b>

\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: RDTH 290C, RDTH 293C, RDTH 295C and RDTH 296C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 125.

### Program Comments

1. Prior to the start of clinical Radiation Therapy 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. College level science and math courses (i.e., Anatomy and Physiology, etc.) taken more than five years prior to desired entry into the Radiation Therapy program must be either repeated or challenged; final decisions will rest with the Radiation Therapy Program Director.
3. The Radiation Therapy Program integrates all theory coursework with clinical experience. All Radiation Therapy major field courses must be passed with a "C-" or above before proceeding to the next level. A grade of "C" or higher in BIOL 195C and BIOL 196C is required to enter or progress in the Radiation Therapy courses.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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](http://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 6, 2017, for Summer 2017 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 MATH 093C with a grade 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	FALL SEMESTER	CL	LAB	CR
ENGL 101C English Composition	4	0	4	BIOL 195C Anatomy and Physiology I	3	2	4
MATH120C Topics in Applied College Mathematics	4	0	4	# RADT 116C Radiographic Imaging Technology	2	2	3
# RADT 103C Radiographic Positioning I	1	2	2	# RADT 151C Patient Care for the Radiographer	2	0	2
# RADT 109C Introduction to Health Care in Radiologic Technology	1	0	1	# RADT 159C Radiographic Positioning II and Clinical Procedures I*	3	26	8
# RADT 180C Radiographic Physics	3	0	3				17
			14	<b>SPRING SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
				BIOL 196C Anatomy and Physiology II	3	2	4
				# RADT 164C Radiographic Positioning III and Clinical Procedures II*	3	26	8
				# RADT 220C Digital Processing & Computed Tomography	2	2	3
							15

## SECOND YEAR

SUMMER SEMESTER (11 weeks)	CL	LAB	CR	FALL SEMESTER	CL	LAB	CR
ENGL 120C Communications	3	0	3	IST 102C PC Applications	3	0	3
PSYC 105C Introduction to Psychology	3	0	3	SOCI 105C Introduction to Sociology	3	0	3
# RADT 165C Radiographic Clinical Procedures III* 0	23	4		# RADT 123C Radiation Protection	3	0	3
# RADT 203C Advanced Radiographic Procedures	3	0	3	# RADT 294C Radiographic Clinical Procedures IV* 0	16	3	12
			13				
				<b>SPRING SEMESTER</b>			
				PHIL 242C Contemporary Ethical Issues	3	0	3
				# RADT 209C Pathology & Cross-Sectional Anatomy	3	0	3
				# RADT 295C Radiographic Clinical Procedures V* 0	16	3	9

**TOTAL CREDITS**

**80**

# Indicates major field courses.

\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: RADT 159C, RADT 164C, RADT 165C, RADT 294C and RADT 295C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 126.

# 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 that follows.

## 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.

<b>I. General Education Core</b>		<b>CL</b>	<b>LAB</b>	<b>CR</b>
BIOL	195C Anatomy and Physiology I	3	2	4
BIOL	196C Anatomy and Physiology II	3	2	4
CHEM	xxxC Chemistry Elective*	3	2	4
ENGL	101C English Composition	4	0	4
ENGL	xxxC English Elective	3	0	3
INDL	120C Global Public Health**	3	0	3
MATH	120C Topics in Applied College Mathematics <i>or</i> higher Mathematics Elective***	4	0	4
PHIL	242C Contemporary Ethical Issues+	3	0	<u>3</u>
		29		
<b>II. Computer Literacy (IST 102C or equivalent)</b>		3	0	3
<b>III. Advanced Standing Credits</b>		If appropriate		
<b>IV. Related coursework to complete the degree++</b>		Variable		
<b>TOTAL CREDITS</b>		<b>64</b>		

**NOTE:** A minimum of 16 credits hours must be earned through instruction at NHTI, with a minimum of eight 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.

\* CHEM 100C does not meet this requirement.

\*\* Meets Social Science requirement.

\*\*\* MATH 129C does not meet the minimum math requirements.

+ Meets Humanities/Foreign Language/Fine Arts requirement.

++ Courses identified as “institutional credit only” do not meet this requirement.

**Internship Considerations** see page 122.

# Health Science with a Concentration in Nutrition and Wellness

The Associate of Science Degree in Health Science with a concentration in Nutrition and Wellness will be awarded upon successful completion of the program.

This program provides a sound academic foundation for the student who wants to pursue an entry-level position in nutrition, health and fitness, public health, and health education, and/or transfer to a 4-year program in any of those fields. This program is designed to prepare students for the competitive and ever expanding field of healthcare and personal wellness services.

In addition to the core requirements for the Health Science Degree (32 credits), the student will be required to take courses in nutrition, pathophysiology, and personal training, and choose from among many different electives for a program total of 65-70 credits.

According to the U.S. Bureau of Labor Statistics (BLS) in the 2012-2022 period, employment among healthcare support occupations is expected to increase by 28.1% and healthcare practitioners and technical occupations by 21.4%.

## 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.

<b>I. General Education Core</b>				<b>Pick four from these:</b>				<b>CL LAB CR</b>		
BIOL 195C Anatomy and Physiology I	3	2	4	BIOL 202C Microbiology	3	3	4			
BIOL 196C Anatomy and Physiology II	3	2	4	BIOL 229C Nutrition in Exercise and Sports	3	0	3			
CHEMxxxC Chemistry Elective*	3	2	4	BIOL 259C Normal and Therapeutic Nutrition <i>or</i>	4	0	4			
ENGL 101C English Composition	4	0	4	BIOL 279C Life Cycle Nutrition	3	0	3			
ENGL xxxC English Elective	3	0	3	HLTH 101C Medical Terminology	3	0	3			
INDL 120C Global Public Health**	3	0	3	HLTH 125C Coaching Principles I	3	0	3			
MATH120C Topics in Applied College Mathematics <i>or</i> or higher Mathematics Elective***	4	0	4	PSYC 220C Human Growth and Development: The Life Span	3	0	3			
PHIL 242C Contemporary Ethical Issues+	3	0	<u>3</u>	PSYC 226AC Sport and Exercise Psychology	3	0	<u>3</u>			
			27-29							12-14
<b>II. Computer Literacy (IST 102C or equivalent)</b>				<b>Concentration Credits</b>				<b>33-38</b>		
				<b>TOTAL CREDITS</b>				<b>64</b>		
<b>III. Advanced Standing Credits</b>				If appropriate						
<b>IV. Related coursework to complete the degree++</b>				Variable						
<b>Required:</b>										
BIOL 122C Basic Pathophysiology or	3	0	3							
BIOL 222C Pathophysiology	3	0	3							
BIOL 129C Introduction to Sports Nutrition <i>or</i>	3	0	3							
BIOL 159C Personal Nutrition	3	2	4							
BIOL 259C Normal and Therapeutic Nutrition <i>or</i>	4	0	4							
BIOL 279C Life Cycle Nutrition	3	0	3							
HLTH 120C Care and Prevention of Athletic Injuries	3	2	4							
HLTH 150C Personal Wellness	1	1	1							
HLTH 152C Personal Training	3	2	4							
Concentration Elective	3-4	0	<u>3-4</u>							
			21-24							
				</						

**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.

\* CHEM 100C does not meet this requirement.

\*\* Meets Social Science requirement.

\*\*\* MATH 129C does not meet the minimum math requirements.

+ Meets Humanities/Foreign Language/Fine Arts requirement.

++ Courses identified as "institutional credit only" do not meet this requirement.

**Internship Considerations**, see page 122.



## 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. 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
ENGL 120C Communications	3	0	3
HLTH 150C Introduction to Personal Wellness	1	1	1
PHIL 242C Contemporary Ethical Issues	3	0	<u>3</u>
			7
SPRING SEMESTER			
BIOL 129C Introduction to Sports Nutrition	3	0	3
HLTH 120C Care and Prevention of Athletic Injuries	3	2	4
HLTH 125C Coaching Principles I	3	0	<u>3</u>
			10
<b>TOTAL CREDITS</b>			<b>17</b>

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

## 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 most current codes, 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. 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	SPRING SEMESTER	CL	LAB	CR
HLTH 101C Medical Terminology	3	0	3	BIOL 122C Basic Pathophysiology	3	0	3
BIOL 120C Human Biology	3	2	<u>4</u>	HLTH 104C Health Care Data Content and Delivery Systems	3	0	<u>3</u>
			7				6
				SUMMER SEMESTER			
				IST 102C PC Applications	3	0	<u>3</u>
							3

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
MCOD 118C Introduction to Hospital Diagnosis Coding	4	0	4	MCOD 218C Advanced Hospital Coding	3	0	3
MCOD 119C Introduction to Hospital Procedure Coding	3	0	<u>3</u>	MCOD 219C Ambulatory Coding	4	0	<u>4</u>
			7				7
				<b>TOTAL CREDITS</b>			<b>30</b>

**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](http://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 goal of the Nursing Department is to prepare graduates to qualify as collaborative members of the interdisciplinary health care team to meet the needs of a diverse community in an evolving world. The Associate Degree graduate nurse is prepared for participation in life-long learning and career advancement. The program combines general education courses and nursing courses. In the nursing courses, classroom and clinical instruction are provided concurrently.

Students who graduate from this program are prepared to provide holistic and culturally-sensitive patient-centered care to individuals of all ages, with commonly occurring illnesses, in a variety of health care settings. Students will be able to achieve the following Program Competencies or Program Student Learning Outcomes:

1. Utilize the nursing process, clinical reasoning, and evidence-based practice to design, implement, and evaluate care focusing on the self-care requirements for the patient with commonly occurring illnesses.
2. Incorporate principles and concepts from nursing knowledge and liberal arts education utilizing critical thinking, clinical reasoning, and humanistic values.
3. Design and implement a plan of care in collaboration with the patient and health care team with a focus on the wholly compensatory nursing system.
4. Evaluate effective therapeutic and collegial communication needed to enhance health outcomes.
5. Manage nursing care directly and/or through delegation for the patient with a range of self-care deficits throughout the life cycle.
6. Create an optimal environment for the patient utilizing microsystem resources, evidence-based practice, quality improvement processes, and patient safety standards.
7. Establish a caring relationship with the patient to provide holistic and culturally-sensitive nursing care throughout the life cycle.
8. Demonstrate accountability for standard-based nursing care given by self and delegated to others adhering to professional, ethical and legal standards within nursing.

The nursing program is approved by the New Hampshire Board of Nursing (NHBON) and accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000; <http://www.acenursing.org/>). Questions about the status of accreditation for the Nursing program should be addressed to ACEN.

Upon satisfactory completion of the program, graduates are eligible to apply to the New Hampshire Board of Nursing for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Graduates should contact the Board of Nursing in the state in which they intend to practice regarding licensure requirements, since there are differences among states. NHTI's NCLEX pass rates can be viewed at [www.nh.gov/nursing](http://www.nh.gov/nursing). The NH Board of Nursing's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the NH Board of Nursing, 121 South Fruit Street, Concord, NH 03301; (603) 271-2323 or the state Board of Nursing in which practice is anticipated. Concord Hospital Trust highlights its community support programs!

Two program options exist at the Associate Degree level: (1) Generic Option; and (2) [LPN-RN Completion Option](#). All students may be required to do a day, evening and/or weekend clinical rotation depending on clinical/faculty availability.

All nursing courses for the Generic Option must be completed within four (4) years of the date of entry into the first nursing course. Students may 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.**

*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.*

# Generic 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 27, 2017, for Fall 2017 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 10, 2016 may be considered for Early Action Admission into the Nursing program for Fall 2017.

## 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 MATH 093C and MATH 094C 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 at [www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/nursing-associate-degree](http://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](http://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
BIOL 195C Anatomy and Physiology I	3	2	4
ENGL 101C English Composition	4	0	4
# NURS 115C Nursing I** ^	5	9	8
PSYC 105C Introduction to Psychology	3	0	<u>3</u>
			19

### SPRING SEMESTER

BIOL 196C Anatomy and Physiology II	3	2	4
# NURS 116C Nursing IIA** ^ <b>or</b>			
# NURS 117C Nursing IIB** ^	6	15	11
PSYC 220C Human Growth and Development: The Life Span	3	0	<u>3</u>
			18

## SECOND YEAR

### FALL SEMESTER

BIOL 202C Microbiology	3	3	4
MATH xxxC Math Elective*	4	0	4
# NURS 116C Nursing IIA** ^ <b>or</b>			
# NURS 117C Nursing IIB** ^	6	15	<u>11</u>
			19

### SPRING SEMESTER

ENGL xxxC English Elective	3	0	3
# NURS 215C Nursing III** ^	4	15	9
PHIL 242C Contemporary Ethical Issues	3	0	<u>3</u>
			15

**TOTAL CREDITS 71**

# Indicates major field courses.

\* MATH 124C or higher level math. Students who wish to continue their education and pursue a Bachelor's or Master's degree in Nursing are encouraged to complete MATH 251C.

\*\* These fees will cover costs associated with ATI online practice and proctored assessments and tutorials, detailed individualized remediation plans, and end of program testing to prepare students for the NCLEX-RN licensure exam. All students taking NURS 215C will be charged an additional \$350 for an ATI Live NCLEX-RN Review Course.

Fee \$	Course #	Semester
\$280	NURS 115C	Fall
\$255	NURS 116C NURS 117C	Fall
\$250	NURS116 C NURS 117C	Spring
\$255	NURS 215C	Spring
\$350	NURS 215C	Spring

^ All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: NURS 115C, NURS 116C, NURS 117C and NURS 215C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 123.

*Program Comments*, see page 117.

# 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. The Associate Degree graduate nurse is prepared for participation in life-long learning and career advancement. Students who graduate from this program option are prepared to provide holistic and culturally-sensitive patient-centered care to individuals of all ages, with commonly occurring illnesses, in a variety of health care settings. Students will be able to achieve the following Program Competencies or Program Student Learning Outcomes. :

1. Utilize the nursing process, clinical reasoning, and evidence-based practice to design, implement, and evaluate care focusing on the self-care requirements for the patient with commonly occurring illnesses.
2. Incorporate principles and concepts from nursing knowledge and liberal arts education utilizing critical thinking, clinical reasoning, and humanistic values.
3. Design and implement a plan of care in collaboration with the patient and health care team with a focus on the wholly compensatory nursing system.
4. Evaluate effective therapeutic and collegial communication needed to enhance health outcomes.
5. Manage nursing care directly and/or through delegation for the patient with a range of self-care deficits throughout the life cycle.
6. Create an optimal environment for the patient utilizing microsystem resources, evidence-based practice, quality improvement processes, and patient safety standards.
7. Establish a caring relationship with the patient to provide holistic and culturally-sensitive nursing care throughout the life cycle.
8. Demonstrate accountability for standard-based nursing care given by self and delegated to others adhering to professional, ethical and legal standards within nursing.

The nursing program is approved by the New Hampshire Board of Nursing (NHBON) and accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326; (404) 975-5000; <http://www.acenursing.org/>). Questions about the status of accreditation for the Nursing program should be addressed to ACEN.

This program provides the opportunity, through additional education, to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) upon successful completion of the program. Graduates should contact the Board of Nursing in the state in which they intend to practice regarding licensure requirements, since there are differences among states. NHTI's NCLEX pass rates can be viewed at [www.nh.gov/nursing](http://www.nh.gov/nursing). The NH Board of Nursing's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the NH Board of Nursing, 121 South Fruit Street, Concord, NH 03301; (603) 271-2323 or the state Board of Nursing in which practice is anticipated.

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 NLN Nursing Accelerated Challenge Exam I: Foundations of Nursing 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 NLN Nursing Accelerated Challenge Exam I: Foundations of Nursing score. 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.*

## Specific Admission Requirements

Preference will be given to students whose applications are complete and received by the NHTI Admissions Office no later than March 3, 2017 for Summer 2017 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 MATH 093C and MATH 094C 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 NH 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](http://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. Candidates must complete the NLN Nursing Accelerated Challenge Exam I: Foundations of Nursing and receive a minimum score of 74 or higher. Information regarding registration is available online at [www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/lpn-rn-completion-option](http://www.nhti.edu/academics/programs-study/health-and-science-programs/nursing/lpn-rn-completion-option) or contact the Admissions Office at (603) 230-4011 or (800) 247-0179;

6. Completion of NHTI courses ENGL 101C, PSYC 105C, PSYC 220C, BIOL 195C and BIOL 196C with a grade of “C” or higher (or the equivalent from another institution).

<b>SUMMER SEMESTER</b>	<b>CLLAB</b>	<b>CR</b>
# NURS 178C LPN-RN Completion^	4 10	<u>7</u> 7
<b>FALL SEMESTER</b>		
BIOL 202C Microbiology	3 3	4
MATHxxxC Math Elective*	4 0	4
# NURS 116C Nursing IIA+ ^	6 15	<u>11</u> 19
<b>SPRING SEMESTER</b>		
ENGL xxxC English Elective	3 0	3
# NURS 215C Nursing III+ ^	4 15	9
PHIL 242C Contemporary Ethical Issues	3 0	<u>3</u> 15
<b>TOTAL CREDITS</b>		<b>70**</b>

# Indicates major field courses.

\* Any course with a prefix of MATH 124C or higher 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 MATH 251C.

+ These fees will cover costs associated with ATI online practice and proctored assessments and tutorials, detailed individualized remediation plans, and end of program testing to prepare students for the NCLEX-RN licensure exam. All students taking NURS 215C will be charged an additional \$350 for an ATI Live NCLEX-RN Review Course.

<b>Fee</b>	<b>Course</b>	<b>Semester</b>
\$285	NURS 178C	Any Semester
\$255	NURS 116C	Fall
\$255	NURS 215C	Spring
\$350	NURS 215C	Spring

\*\* Includes eleven (11) credits awarded from NLN Nursing Accelerated Challenge Exam I: Foundations of Nursing score. Transfer credit for the 5 prerequisite college courses will be evaluated on an individual basis and may result in an additional 18 credits being awarded.

^ All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: NURS 116C, NURS 178C and NURS 215C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 123.

#### **Nursing Associate Degree Generic Option and LPN-RN Option 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: NURS 115C, NURS 116C, NURS 117C, NURS 178C, and NURS 215C.
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 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 BIOL 195C, BIOL 196C and BIOL 202C 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.

# 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 10, 2017, for Fall 2017 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](mailto: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	SPRING SEMESTER	CL	LAB	CR
BIOL 120C Human Biology	3	2	4	ENGL 120MC Communicating Mindfully <i>or</i>			
ENGL 101C English Composition	4	0	4	ENGL xxxC English Elective *	3	0	3
HLTH 101C Medical Terminology	3	0	3	MATH 120C Topics in Applied College Mathematics <i>or</i>			
PSYC 105C Introduction to Psychology	3	0	<u>3</u>	MATH xxxC Math Elective **	4	0	4
			14	PSYC 220C Human Growth & Development	3	0	3
				SOCI 105C Introduction to Sociology	3	0	<u>3</u>
							13
				<b>SUMMER SEMESTER</b>			
				IST 102C PC Applications	3	0	3
				PHIL 242C Contemporary Ethical Issues	3	0	<u>3</u>
							6

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ORTH 101C Orthopaedic Anatomy & Physiology I	3	0	3	# ORTH 102C Orthopaedic Anatomy & Physiology II	3	0	3
# ORTH 103C Basic Radiology Interpretation	3	0	3	# ORTH 104C Physical Assessment of the Orthopaedic Patient	3	2	4
# ORTH 105C Casting and Splinting I ***	2	2	3	# ORTH 113C Orthopaedic Patient Care	2	2	3
# ORTH 112C Traction	0	3	1	# ORTH 114C Custom Bracing	1	2	2
# ORTH 116C Sterile Techniques	1	3	<u>2</u>	# ORTH 150C Spring Externship	0	12	2
			12	# ORTH 205C Casting and Splinting II ***	2	2	<u>3</u>
							17
				<b>SUMMER SEMESTER</b>			
				# ORTH 220C Senior Externship and Capstone Experience+	1	16	<u>6</u>
							6
				<b>TOTAL CREDITS</b>			<b>68</b>

# Indicates major field courses.

\* Does not include ENGL 100C

\*\* MATH 120C or higher level MATH course (excluding MATH 129C)

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

+ All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: ORTH 150C, ORTH 220C.

**Note:** Students must achieve grades of “C” or higher in all general education courses, including HLTH 101C and IST 102C, to be eligible to register for ORTH 101C and other major field courses.

**Internship Considerations**, see page 122.

**Health, Character and Technical Standards**, see page 124.

### **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 10, 2017, for Fall 2017 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](mailto: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
HLTH 101C Medical Terminology	3	0	3
# ORTH 101C Orthopaedic Anatomy & Physiology I	3	0	3
# ORTH 103C Basic Radiology Interpretation	3	0	3
# ORTH 105C Casting and Splinting I *	2	2	3
# ORTH 112C Traction	0	3	1
# ORTH 116C Sterile Techniques	1	3	2
			15

## SPRING SEMESTER

# ORTH 102C Orthopaedic Anatomy & Physiology II	3	0	3
# ORTH 104C Physical Assessment of the Orthopaedic Patient	3	2	4
# ORTH 113C Orthopaedic Patient Care	2	2	3
# ORTH 114C Custom Bracing	1	2	2
# ORTH 150C Spring Externship	0	12	2
# ORTH 205C Casting and Splinting II *	2	2	3
PHIL 242C Contemporary Ethical Issues	3	0	3
			20

## SUMMER SEMESTER

# ORTH 220C Senior Externship and Capstone Experience**	1	16	6
			6
<b>TOTAL CREDITS</b>			<b>41</b>

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

\*\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following courses carry this charge: ORTH 150C, ORTH 220C.

*Internship Considerations*, see page 122.

*Health, Character and Technical Standards*, see page 124.

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

Any student considering paramedic education today should consider the associate degree. For many, the degree provides for competitive entry into the job market, a stronger advantage for career advancement, and the potential for academic advancement with the ability transfer course credits to a four-year college.

NHTI's Paramedic Emergency Medicine Program combines a unique blend of paramedic courses, general education requirements, specialty certifications and diverse hospital and pre-hospital experiences. NHTI students have opportunities 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 and the development of professional behaviors required of the entry level paramedic. The development of leadership skills, individual professional growth, and academic excellence are integral parts of the program.

The Paramedic Emergency Medicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).. Graduating students receive an Associate in Science with a major in Paramedic Emergency Medicine and are then eligible to sit for the National Registry Paramedic exam as well as for exams in other states. Graduates of the NHTI Paramedic Emergency Medicine program have had great success transferring to other institutions in the pursuit of degrees in nursing, respiratory therapy, physician's assistant, and even MD. For information about transferring to other institutions see Academic Requirements & Policies at [www.nhti.edu/academics/](http://www.nhti.edu/academics/).

## *Specific Admission Requirements*

1. High school level courses in Biology and Chemistry (with labs) completed with grades of "C" or higher; if college level Anatomy & Physiology I and II are complete with grades of "C" or higher in each, then the Biology and Chemistry pre-admission requirements will be waived.
2. Algebra I completed with a grade of "C" or higher **or** NHTI's MATH 093C and MATH 094C 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.)  
OPTION 1: Please have your EMS officer complete the verification letter;  
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	SPRING SEMESTER			CL	LAB	CR
BIOL	195C	Anatomy and Physiology I	3	2	4	BIOL	196C	Anatomy and Physiology II	3	2	4
ENGL	101C	English Composition	4	0	4	MATH	120C	Topics in Applied College Mathematics <b>or</b> higher level math course	4	0	4
# PEM	117C	Physical Assessment	2	0	2	# PEM	111C	Paramedic Procedures	1	3	2
# PEM	142C	Cardiology I	2	0	2	# PEM	126C	Pharmacology	3	0	3
# PEM	150C	Advanced Trauma	3	0	3	# PEM	135C	Medical Emergencies	3	0	3
# PEM	161C	Integration Lab I	0	3	<u>1</u>	# PEM	162C	Integration Lab II	0	3	1
					16	# PEM	244C	Advanced Cardiology	2	0	<u>2</u>
											19
<b>SUMMER SEMESTER</b>											
# PEM	190C	Introduction to Clinical Environment	1	0	1						
# PEM	194C	Hospital Clinic*	0	18	<u>5</u>						
											6

## SECOND YEAR

FALL SEMESTER			CL	LAB	CR	SPRING SEMESTER			CL	LAB	CR
BIOL	222C	Pathophysiology	3	0	3	ENGL	120C	Communications	3	0	3
# PEM	163C	Integration Lab III	0	3	1	IST	102C	PC Applications	3	0	3
# PEM	201C	Special Populations	3	0	3	# PEM	164C	Integration Lab IV	0	3	1
# PEM	292C	12 Lead EKG Interpretation/Difficult Airway Seminar	2	0	2	# PEM	210C	Field Operations	2	0	2
# PEM	296C	Field Clinical I	0	9	3	# PEM	278C	Advanced Paramedic Practice	2	0	2
PSYC	105C	Introduction to Psychology	3	0	<u>3</u>	# PEM	297C	Field Clinical II	0	9	3
					15	XX	xxxC	Humanities/Fine Arts/Foreign Language Elective	3	0	<u>3</u>
											17
<b>TOTAL CREDITS</b>											<b>73</b>

# Indicates major field courses

\* All students enrolled in a clinical course will be charged a \$350 per semester clinical surcharge. The following course carries this charge: PEM 194C.

*Internship Considerations*, see this page.

*Health, Character and Technical Standards*, see page 126.

### *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 101)

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

1. Sitting at chair side 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 102)

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.  
Students 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.

### **Nursing Associate Degree Generic Option** (see Program page 114) and **LPN-RN Option** (see Program page 116)

Standards have been established to provide guidance to students as to skills and abilities requisite to participate in the nursing program.

- **General Abilities:** The student must 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 be able to communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend and clearly speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must also be able to 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 be able to 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 to 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 healthcare 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.

#### **Orthopaedic Technology Associate Degree (see Program page 118/) & Certificate (see Program page 120)**

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.

## **Diagnostic Medical Sonography Professional Certificate** (see Program page 104)

### **Technical Standards**

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.

### **Essential Functions**

Essential functions 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 essential functions listed below should contact the program officials to discuss individual cases. The program officials will seriously consider all academically qualified candidates providing that the essential functions can be met with reasonable accommodations.

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 sonographic purposes including typing on computer terminals and manipulation of transducers.
3. Frequently transporting, moving, lifting and transferring patients from a wheelchair or stretcher to and from an examination table.

In addition, the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment and evaluate image quality. Visual acuity sufficient to work with analyzing data and figures, working with computer terminals, extensive reading, visual inspection involving small defects, small parts, and operation of equipment.
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 function includes activities in which the student must convey detailed or important spoken instructions to patients, physicians, families, and other employees, accurately, loudly or quickly.
4. Ability to work with frequent interruptions and respond appropriately to unexpected situations. Ability to work with wide variations in workload and stress levels.

**For a complete listing of immunizations and clinical clearance requirements, please see the <https://www.nhti.edu/student-life/health-and-counseling-services/health-services/health-requirements-allied-health>.**

## **Radiation Therapy Associate Degree** (see page 106) and **Radiation Therapy Certificate** (see page 107?)

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.

**For a complete listing of immunizations and clinical clearance requirements, please see the <https://www.nhti.edu/student-life/health-and-counseling-services/health-services/health-requirements-allied-health>.**

### **Radiologic Technology** (see Program page 109)

#### **Health, Character and Technical Requirements**

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.
4. **In addition, the student must have:**
5. 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;
6. Sufficient hearing to assess patient needs;
7. 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
8. Ability to work with frequent interruptions and respond appropriately to unexpected situations. Ability to work with wide variations in work load and stress levels.

**For a complete listing of immunizations and clinical clearance requirements, please see the health requirements for Allied Health students at [www.nhti.edu/student-life/health-and-counseling-services/health-services/health-requirements-allied-health](http://www.nhti.edu/student-life/health-and-counseling-services/health-services/health-requirements-allied-health)**

### **Paramedic Emergency Medicine** (see Program page 121)

#### **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); drug screening; 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.

Students that do not meet entrance requirements may need an alternate plan to the scheduling of their courses. Those currently enrolled at NHTI often may take non-major courses, easing the class-load when admitted to the Paramedic Emergency Medicine program. At this time the core-classes for this degree program are only offered during the day. As well, due to the sequential nature of the course work these core-classes are only available to those who have been accepted into the program.

# Human Service Programs

## Addiction Counseling

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

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

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

NHTI has transfer affiliations with four-year institutions including: New England College, Plymouth State University, Southern New Hampshire University, Springfield College, and the University of New Hampshire.

### 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	SPRING SEMESTER	CL	LAB	CR
# ADCL 120C Survey of Addictive Behaviors and Treatment	3	0	3	# ADCL 205C Fundamentals of Dependency Counseling Skills	3	0	3
ENGL 101C English Composition	4	0	4	# ADCL 235C Physiology and the Pharmacology of Addiction	3	0	3
# HSV 111C Introduction to Human Service	3	0	3	BIOL 120C Human Biology	3	2	4
# MHTH187C The Helping Relationship: Interpersonal Communication Skills for Today's Professional	4	0	4	# HSV 242C Ethics and the Professional Helper	3	0	3
PSYC 105C Introduction to Psychology	3	0	<u>3</u>	# PSYC 283C Group Counseling	3	0	<u>3</u>
			17				16

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# ADCL 296C Addiction Practicum I	2	8	4	# ADCL 270C Advanced Seminar in Addictive Behaviors Counseling	3	0	3
MATH120C Topics In Applied College Mathematics*	4	0	4	# ADCL 297C Addiction Practicum II	2	8	4
# PSYC 205C Crisis Intervention	3	0	3	ENGL 120MC Communications	3	0	3
# PSYC 280C Individual Counseling: Theory and Practice	3	0	3	IST 102C PC Applications	3	0	3
XX xxxC Humanities/Fine Arts/Foreign Language Elective	3	0	<u>3</u>	# PSYC 220C Human Growth and Development: The Life Span	3	0	3
			17	# SOCI 250C Conflict Resolution in Modern Society	3	0	<u>3</u>
							19
				<b>TOTAL CREDITS</b>			<b>69</b>

# Indicates major field courses

\* Students must complete MATH 120C to graduate. Depending on results of placement testing, students may be required to complete MATH 093C prior to MATH 120C (please note that MATH 093C Algebra Part I (with Geometry) with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MATH 120C).

*Internship, Health, Character and Technical Standards*, see page 133.

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

# Addiction Counseling/Criminal Justice Certificate

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

The certificate program crossstrains 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 Michael O'Bryant at (603) 271-6484 x4269.

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
ADCL 115C Fundamentals of Criminal Justice-Oriented Addiction Treatment	3	0	3
ADCL 120C Survey of Addictive Behaviors and Treatment	3	0	3
ADCL 215C Internship: Orientation to Addictive Behaviors Counseling with Criminal Justice Clients	2	8	4
CRMJ 101C Introduction to Criminal Justice	3	0	3
CRMJ 150C Criminology	3	0	3
CRJM 215C Correction Operations	3	0	3
MHTH187C The Helping Relationship: Communication Skills for Today's Professional	4	0	4
<b>TOTAL CREDITS</b>			<b>23</b>

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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
CSS	111C Introduction to Community Social Services	3	0	3
CSS	112C Supportive Communication Skills	4	0	4
CSS	115C Learning and Behavior	3	0	3
CSC	116C Assessment & Individual Planning	3	0	3
CSS	117C Community Social Service Practicum 2	8		4
PSYC	105C Introduction to Psychology	3	0	3
PSYC	220C Human Growth and Development: The Life Span	3	0	<u>3</u>
				23
<b>Choose one elective:</b>				
ADCL	120C Survey of Addictive Behaviors and Treatment	3	0	3
PSYC	210C Abnormal Psychology	3	0	3
PSYC	280C Individual Counseling: Theory and Practice	3	0	3
PSYC	283C Group Counseling	3	0	3
	<b>TOTAL CREDITS</b>			<b>26</b>

*Internship Considerations*, see page 133.

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

# 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.

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 - Dual Admission, New England College, Plymouth State University, Rivier College, Southern New Hampshire University, Springfield College, and University of New Hampshire.

## 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 131 regarding mathematics graduation requirement.

### FIRST YEAR

FALL SEMESTER					CL	LAB	CR	SPRING SEMESTER					CL	LAB	CR
	ENGL	101C	English Composition	4	0	4		BIOL	120C	Human Biology	3	2	4		
# HSV	111C	Introduction to Human Service	3	0	3		# HSV	104C	Introduction to Practicum Experience	2	0	2			
# HSV	221C	Social and Professional Issues in Today's Society	3	0	3		# HSV	242C	Ethics and the Professional Helper	3	0	3			
# MHTH	187C	The Helping Relationship: Interpersonal Communication Skills for Today's Professional	4	0	4		IST	102C	PC Applications	3	0	3			
	PSYC	105C	Introduction to Psychology	3	0	3	# PSYC	283C	Group Counseling	3	0	3			
							XX	xxxC	Humanities/Fine Arts/ Foreign Language Elective	3	0	3			
												18			
					17										

### SECOND YEAR

## Human Service Option

FALL SEMESTER			CL	LAB	CR	SPRING SEMESTER			CL	LAB	CR
# ADCL	120C	Survey of Addictive Behavior and Treatment	3	0	3	# ADCL	235C	Physiology and Pharmacology of Addiction	3	0	3
# HSV	195C	Human Service Practicum I	2	8	4	ENGL	120MC	Communications	3	0	3
	MATH	120C Topics In Applied College Mathematics*	4	0	4	# HSV	298C	Human Service Practicum II	2	8	4
# PSYC	280C	Individual Counseling: Theory and Practice	3	0	3	PSYC	205C	Crisis Intervention	3	0	3
	SOCI	250C	Conflict Resolution in Modern Society	3	0	PSYC	220C	Human Growth and Development: The Life Span	3	0	<u>3</u>
					17						16
								<b>TOTAL CREDITS</b>			<b>68</b>

**SECOND YEAR**

## Mental Health Option

<b>FALL SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>	<b>SPRING SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
# ADCL 120C Survey of Addictive Behavior and Treatment	3	0	3	# ADCL 235C Physiology and Pharmacology of Addiction	3	0	3
# MHTH195C Mental Health Practicum I	2	8	4	ENGL 120MC Communications	3	0	3
MATH120C Topics In Applied College Mathematics*	4	0	4	# MHTH298C Mental Health Practicum II	2	8	4
# PSYC 280C Individual Counseling: Theory and Practice	3	0	3	PSYC 205C Crisis Intervention	3	0	3
SOCI 250C Conflict Resolution in Modern Society	3	0	<u>3</u>	PSYC 220C Human Growth and Development: The Life Span	3	0	<u>3</u>
			17				16
				<b>TOTAL CREDITS</b>			<b>68</b>

**SECOND YEAR**

## Gerontology Option

<b>FALL SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>	<b>SPRING SEMESTER</b>	<b>CL</b>	<b>LAB</b>	<b>CR</b>
# ADCL 120C Survey of Addictive Behavior and Treatment	3	0	3	# ADCL 235C Physiology and Pharmacology of Addiction	3	0	3
# GERN 195C Gerontology Practicum I	2	8	4	ENGL 120MC Communications	3	0	3
MATH120C Topics In Applied College Mathematics*	4	0	4	# GERN 298C Gerontology Practicum II	2	8	4
# PSYC 280C Individual Counseling: Theory and Practice	3	0	3	PSYC 205C Crisis Intervention	3	0	3
SOCI 250C Conflict Resolution in Modern Society	3	0	<u>3</u>	PSYC 220C Human Growth and Development: The Life Span	3	0	<u>3</u>
			17				16
				<b>TOTAL CREDITS</b>			<b>68</b>

# Indicates major field courses.

\* Students must complete MATH 120C to graduate. Depending on results of placement testing, students may be required to complete MATH 093C prior to MATH 120C (please note that MATH 093C Algebra Part I (with Geometry) with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MATH 120C).

*Internship, Health, Character and Technical Standards*, see page 133.

**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.

# Veterans Counseling Certificate

The NHTI Veterans Counseling Certificate is the first program to be offered in New Hampshire that focuses specifically on veterans services. It is designed for professionals in the counseling, social work, addiction counseling fields, as well as students and other paraprofessionals who are seeking specific knowledge and skills to work and serve with today's veteran population. Students must achieve a grade of "C" or higher for each course to qualify for the certificate. The program offers two unique certificates. The first is designed college students and paraprofessionals who are interested in the veteran services career field. The second certificate is designed for professionals who are currently working with veterans or plan to work with veterans and their families. This certificate may be taken in conjunction with a variety of degree granting programs. 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.

"Of the 2.4 million active duty and reserves who were deployed to the wars in Iraq and Afghanistan since 2001, almost 30% (730,000 men and women) will have a mental health condition. More than 18% will suffer from PTSD, major depression, or a combination of both disorders. A 2008 Department of Defense Health Behavior Survey reports an increase in prescription drug abuse and heavy alcohol use with one post-deployment study showing that 27% of veterans met criteria for alcohol abuse."

National Council for Behavioral Health at <https://www.thenationalcouncil.org/training-courses/veterans-behavioral-health-certificate/>

"Employment of rehabilitation counselors is projected to grow 20 percent from 2013 to 2022, faster than the average for all occupations. Demand for rehabilitation counselors is expected to grow with the increase in the elderly population and with the continued rehabilitation needs of other groups, such as veterans and people with disabilities."

Bureau of Labor Statistics, U. S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Rehabilitation Counselors, on the Internet at <http://www.bls.gov/ooh/community-and-social-service/rehabilitation:counselors.htm> (visited May 9, 2014)

Career opportunities encompass almost every aspect of the helping profession in substance abuse counseling, health and human services, community mental health centers, community resource centers, homeless shelters and services, VA Hospitals including their specialty care units and research/service centers.

	CL	LAB	CR		CL	LAB	CR
<b>STUDENT CERTIFICATE REQUIREMENTS</b>				<b>PROFESSIONAL CERTIFICATE REQUIREMENTS</b>			
ADCL 235C Physiology and Pharmacology of Addiction	3	0	3	ADCL 235C Physiology and Pharmacology of Addiction	3	0	3
HSV 195C Human Service Practicum I *	2	8	4	HSV 230C Specialized Topics in Veterans Counseling	3	0	3
HSV 230C Specialized Topics in Veterans Counseling	3	0	3	HSV 242C Ethics and the Professional Helper	3	0	3
HSV 242C Ethics and the Professional Helper	3	0	3	PSYC 250C Traumatic Brain Injury in Veterans Populations	3	0	3
PSYC 250C Traumatic Brain Injury in Veterans Populations	3	0	3	PSYC 255C Assessment and Treatment of Psychological Trauma in Veterans	3	0	3
<b>TOTAL CREDITS</b>			<b>16</b>	<b>TOTAL CREDITS</b>			<b>15</b>

- \* The student will also complete an interview with the practicum coordinator the semester prior to the first scheduled practicum. Special requests regarding practicum entrance may be brought to the department head by the student. Review of the requests will be made by the department faculty and special exemptions may be made for entrance into the practicum.

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

## Specific Admission Requirements

### STUDENT CERTIFICATE TRACK

- Candidates are required to have a personal interview with a department faculty member.

### PROFESSIONAL CERTIFICATE TRACK

- Candidates are encouraged to have a personal interview with a department faculty member.
- Currently possesses a Degree from an accredited Master's, Bachelor's or Associate's program. Master's and Bachelor's degree students presently working towards their degree and have completed some counseling or applicable psychology courses.
- Paraprofessionals in the helping field who have two years documented experience working in the field of veteran services may be eligible. An interview with the department head is required. Any questions regarding this requirement please email the department head.

### Expected Student Outcomes:

- Demonstrate an understanding of the psychological, social, vocational, and health needs of veterans, and the impact of those needs upon the individual and their family system;
- Demonstrate the ability to plan, screen, and conduct various types of groups for veterans;

- Demonstrate the ability to network and link veterans and their families with specialized services;
- Demonstrate applied skills of interviewing, assessment, and counseling, as well as other designated skills utilized in the field of veterans services.

The Veterans Counseling Certificate is housed within the Human Service & Addiction Counseling Program. The following material and standards makes reference to Human Service and Addiction Counseling students. This referencing also includes students in this certificate.

**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, Character and Technical Standards*, see page this page.

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

### **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, Addiction Counseling and Veterans 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 FBIOL 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 Considerations**

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.

# Justice/Legal Studies Programs

## 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 & Legal Studies, Franklin Pierce University, Granite State College, Husson University, New England College, NH Police Standards & Training Council, Norwich University, Plymouth State University, Rivier College, Saint Anselm 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/](http://www.nhti.edu/academics/).

### Specific Admission Requirements

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

#### FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# CRMJ 101C Introduction to the Criminal Justice System	3	0	3	# CRMJ 123C Criminal Law	4	0	4
# CRMJ 121C Criminal Procedure	4	0	4	# CRMJ 210C Juvenile Justice Administration	3	0	3
ENGL 101C English Composition	4	0	4	ENGL 120C Communications <i>or</i>			
IST 102C PC Applications	3	0	3	ENGL xxxC English Elective	3-4	0	3-4
PSYC 105C Introduction to Psychology	3	0	<u>3</u>	POLS 220C Public Administration	3	0	3
			17	SOCI 105C Introduction to Sociology	3	0	<u>3</u>
							16-17

#### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
# CRMJ 150C Criminology	3	0	3	BIOL 120C Human Biology	3	2	4
# CRMJ 205C Police Operations	3	0	3	# CRMJ 225C Drug Abuse and the Law	3	0	3
# CRMJ 215C Corrections Operations	3	0	3	# CRMJ 230C Justice and the Community	3	0	3
# CRMJ 270C Criminal Justice Internship* <i>or</i>	0	9	3	# CRMJ 270C Criminal Justice Internship* <i>or</i>	0	9	3
# CRMJ 275C Senior Project	3	0	3	# CRMJ 275C Senior Project	3	0	3
MATH120C Topics in Applied College Mathematics**	4	0	4	PHIL 242C Contemporary Ethical Issues	3	0	3
PSYC 205C Crisis Intervention	3	0	<u>3</u>	XX xxxC General Elective	3	0	<u>3</u>
			16-19				16-19
				<b>TOTAL CREDITS</b>			<b>68-69</b>

# Indicates major field courses.

\* May be taken either Fall or Spring semester of senior year.

\*\* Students must complete MATH 120C to graduate. Depending on results of placement testing, students may be required to complete MATH 093C prior to MATH 120C (please note that MATH 093C Algebra Part I (with Geometry) with a grade of "C" or higher, or the high school equivalent with a grade of "C" or higher, is the prerequisite for MATH 120C).

*Internship Considerations and Character Expectations*, see page 138.

### 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.

# 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
PLGL 101C Foundations of Paralegal Studies	2	0	2
PLGL 103C Causes of Action in Contract and Tort	2	0	2
PLGL 104C Legal Research+	3	0	3
PLGL 110C Litigation and Trial Preparation	3	0	3
LGNC 101C Legal Nurse Consulting	1	0	1
LGNC 102C Risk Management	1	0	1
LGNC 103C Administrative Law	1	0	1
LGNC 104C Healthcare Law	2	0	2
LGNC 105C Legal and Healthcare Ethics	1	0	1
LGNC 106C Internship	0	9	3
<b>TOTAL CREDITS</b>			<b>19</b>

+ A \$100 fee will be assessed for all students taking PLGL 104. This fee will cover costs associated with ABA dues, Lexus/Nexus, and UNH School of Law Library.

*Internship Considerations*, see page 138.

For the Gainful Employment Disclosure Statement for this program, see: [www.nhti.edu/gainful-employment-disclosure](http://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](mailto:speters@ccsnh.edu).

## Specific Admission Requirements

1. College preparatory algebra I with a grade of "C" or higher **or** NHTI's MATH 093C and MATH 094C 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	SPRING SEMESTER	CL	LAB	CR
ENGL 101C English Composition	4	0	4	ACCT 101C Accounting I	3	0	3
IST 102C PC Applications	3	0	3	ENGL 120C Communications <b>or</b>			
# PLGL 106C Introduction to Legal Studies	3	0	3	ENGL xxxC English Elective	3-4	0	3-4
# PLGL 107C Contracts and Torts	3	0	3	MATH 124C College Algebra	4	0	4
PSYC 105C Introduction to Psychology	3	0	<u>3</u>	# PLGL 110C Litigation and Trial Preparation	3	0	3
			16	# PLGL 225C Legal Research and Writing+	3	2	<u>4</u>
							17-18

## SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER	CL	LAB	CR
ACCT 102C Accounting II	3	0	3	FL xxxC Foreign Language <b>or</b>	3	0-2	3-4
PHIL 242C Contemporary Ethical Issues	3	0	3	XX xxxC General Education Elective	3	0	3
# PLGL 221C Real Estate	3	0	3	# PLGL 231C Business Organizations & Bankruptcy	3	0	3
# PLGL 251C Probate Estates and Trusts	3	0	3	# PLGL 242C Domestic Relations Law	3	0	3
# PLGL 262C Criminal Law and Procedures	3	0	<u>3</u>	# PLGL 270C Internship/Seminar	0	9	3
			15	XX xxxC Lab Science Elective*	3	2	4
				XX xxxC Social Science Elective**	3	0	<u>3</u>
							19-20
				<b>TOTAL CREDITS</b>			<b>67-69</b>

# Indicates major field courses.

\* BIOL 100C, CHEM 100C and PHYS 100C do not meet this requirement.

\*\* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

+ A \$100 fee will be assessed for all students taking PLGL 225C. This fee will cover costs associated with ABA dues, Lexis/Nexis, and UNH School of Law Library.

*Internship Considerations and Character Expectations*, see page 138.



# 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 judgment. 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](mailto: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
PLGL 101C Foundations of Paralegal Studies	2	0	2
PLGL 103C Causes of Action in Contract and Tort	2	0	2
PLGL 104C Legal Research+	3	0	3
PLGL 110C Litigation and Trial Preparation	3	0	3
PLGL 221C Real Estate	3	0	3
PLGL 231C Business Organizations and Bankruptcy	3	0	3
PLGL 241C Family Law	1	0	1
PLGL 251C Probate Estates and Trusts	3	0	3
PLGL 261C Criminal Process	1	0	1
PLGL 270C Internship (Optional)	0	9	3
PLGL 271C Legal Writing	1	0	1
<b>TOTAL CREDITS</b>			<b>22-25</b>

+ A \$100 fee will be assessed for all students taking PLGL 104C. This fee will cover costs associated with ABA dues, Lexis/Nexis, and UNH School of Law Library.

*Internship Considerations and Character Expectations*, see page 138.

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

### ***Character Expectations for the Criminal Justice and Paralegal Studies Degree and related Certificate Programs***

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.

### ***Internship Considerations for the Criminal Justice and Paralegal Studies Degree and related Certificate Programs***

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

# Liberal Arts Programs

## Liberal Arts

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

The Liberal Arts curriculum provides students with broad general knowledge and skills in the Arts and Sciences. It is designed to provide a basis for transfer to four-year liberal arts programs at other colleges and universities. Students may select courses based on the requirements of the four-year school to which they plan to transfer. Students who have not yet decided on an intended field of specialization may wish to begin with the general curriculum; 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 MATH 093C and MATH 094C both with grades of "C" or higher.

<b><u>General Requirements</u></b>	<b>Credits</b>
ENGL 101C English Composition	4
ENGL xxxC English Elective (excluding ENGL 100C and ENGL 120C)	3
Computer Literacy (IST 102C or equivalent)	3
GST 100C College Success Seminar <i>or</i>	1
GST 102C Study Strategies	2
Humanities (XX xxxC Humanities/Fine Arts/ Foreign Language Elective)	9
Mathematics *	8-9
MATH 124C College Algebra <i>or</i> higher level math course <i>and</i> MATH xxxC	
Science (with lab) (excluding BIOL 100C, CHEM 100C, and PHYS 100C)	8
Social Sciences (three courses with ANTH, ECON, HIST, POLS, PSYC, or SOCI prefix, excluding HIST 104C and HIST 105C)	9
	<b>45-47</b>

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

<b><u>General Electives</u></b>	<b>6</b>
Courses to meet individual interests and goals	

### **Minimum of 64 credits required for Graduation**

\* MATH 129C 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** see page 142.

## Life Sciences Option

<b><u>General Requirements</u></b>	<b>Credits</b>
ENGL 101C English Composition	4
ENGL xxxC English Elective (excluding ENGL 100C and ENGL 120C)	3
Computer Literacy (IST 102C or equivalent)	3
GST 100C College Success Seminar <i>or</i>	1
GST 102C Study Strategies	2
Humanities (XX xxxC Humanities/Fine Arts/ Foreign Language Electives)	9
Mathematics * MATH 124C College Algebra <i>or</i> higher level math course	4
Social Sciences (three courses with ANTH, ECON, HIST, POLS, PSYC, or SOCI prefix, excluding HIST 104C and HIST 105C)	9
	<b>33-34</b>

<b><u>Concentration</u></b>	
MATH251C Statistics	4
BIOL 111C & BIOL 112C General Biology I & II	8
CHEM 103C & CHEM 104C General Chemistry I & II	8
	<b>20</b>
<i>Three of the following:</i>	
BIOL 195C Anatomy and Physiology I	4
BIOL 196C Anatomy and Physiology II	4
BIOL 202C Microbiology	4
BIOL 159C Personal Nutrition	4
BIOL 259C Normal & Therapeutic Nutrition	4
BIOL 279C Life Cycle Nutrition	3
BIOL 2xxC Biology Elective	3-4
CHEM 120C Forensic Science	4
CHEM 2xxC Chemistry Elective	3-4
	<b>9-12</b>

<b><u>General Electives</u></b>	
Courses to meet individual goals	3

### Minimum of 64 credits required for Graduation

\* MATH 129C 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,** see page 142.

## Social/Behavioral Sciences Option

<u>General Requirements</u>		Credits
ENGL 101C English Composition		4
ENGL xxxC English Elective (excluding ENGL 100 and ENGL 120)		3
GST 100C College Success Seminar <i>or</i>		1
GST 102C Study Strategies		2
IST 102C PC Applications		3
MATH124C College Algebra *		4
(or higher level math course)		
MATH251C Statistics		4
XX xxxC Humanities/Fine Arts/ Foreign Language Electives		9
XX xxxC Laboratory Science (excluding BIOL 100C, CHEM 100C and PHYS 100C)		8
		<b>36-37</b>

### Core Requirements

ANTH 101C Introduction to Cultural Anthropology	3
ECON 101C Macroeconomics <i>or</i>	
ECON 102C Microeconomics	3
HIST 120C United States History to 1870 <i>or</i>	
HIST 121C United States History, 1870-Present <i>or</i>	
HIST xxxC Introductory history course	3
POLS xxxC Political Science elective	3
PSYC 105C Introduction to Psychology	3
SOCI 105C Introduction to Sociology	3
	<b>18</b>

### 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

\* MATH 129C 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*, see page 142.

# 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 MATH 093C and MATH 094C both with grades of "C" or higher

<b>General Requirements</b>	<b>Credits</b>
ENGL 101C English Composition	4
ENGL 1xxC English Elective (excluding ENGL 100C and ENGL 120C)	3
Computer Literacy (IST 102C or equivalent)	3
GST 100C College Success Seminar <i>or</i>	1
GST 102C Study Strategies	2
Humanities	9
HIST 104C Western Civilization I and	
HIST 105C Western Civilization II and	
XX xxxC Humanities/Fine Arts/Foreign Language Elective	
Mathematics *	9
MATH 124C College Algebra <i>or</i>	
higher level math course <i>and</i> MATH xxxC	8-9
Science (with lab)	8
(excluding BIOL 100C, CHEM 100C, and PHYS 100C)	
Social Sciences	2
(three courses with ANTH, ECON, HIST, POLS, PSYC, or SOCI prefix, excluding HIST 104C and HIST 105C)	
	<b>45-47</b>

## Concentration

ENGL 1xxC Introductory Genre courses	6
ENGL 2xxC and 2xxC Sequential Survey Courses	6
ENGL 255C Shakespeare	3
ENGL 2xxC Upper level electives	6
	<b>21</b>

**Minimum of 64 credits required for Graduation**

\* MATH 129C 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**, see this page.

## 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.

# 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.

## Specific Admission Requirements

1. High school pre-calculus with a grade of "C" or higher.
2. High school physics with a lab with a grade of "C" or higher.

### FIRST YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER			
# CPET 107C Introduction to Programming with C++	2	3	3	ENGL 101C English Composition	4	0	4
INDL 101C STEM in the First Year Experience	3	0	3	# MATH 2xxC Math Elective	4	0	4
IST 102C PC Applications	3	0	3	# MATH 206C Calculus II	4	0	4
# MATH 205C Calculus I	4	0	4	# PHYS 232C Physics II (Calculus-Based)	3	3	<u>4</u>
# PHYS 231C Physics I (Calculus-Based)	3	3	<u>4</u>				16
			17				

### SECOND YEAR

FALL SEMESTER	CL	LAB	CR	SPRING SEMESTER			
ENGL 125C Communication and the Literature of Science and Technology	3	0	3	# MATH 210C Differential Equations	4	0	4
# MATH 208C Multivariable Calculus	4	0	4	# MATH 290C Senior Project/Internship	0	12	4
# MATH 2xxC Math Elective	4	0	4	XX xxxC Humanities/Fine Arts/ Foreign Language Elective	3	0	3
PHYS 233C Physics III (Calculus-Based) or	3	3	4	XX xxxC General Education Elective	3-4	0	<u>3-4</u>
XX xxxC Lab Science Elective*	3	2	4				14-15
XX xxxC Social Science Elective	3	0	<u>3</u>	<b>TOTAL CREDITS</b>			<b>65-66</b>
			18				

# Indicates major field courses.

\* Any lab course with prefix SCI, BIOL CHEM, ENVS or GEOL except BOL 100C, CHEM 100C and PHYS 100C.

## Internship Considerations

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

# Visual Arts Program

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 MATH 093C and MATH 094C, both with grades of "C" or higher.

### FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
ENGL 101C	English Composition	4 0 4	ENGL xxxC	English Elective	3 0 3
IST 102C	PC Applications	3 0 3	# VRTS 104C	Three-Dimensional Design (studio)	2 3 3
# VRTS 101C	Introduction to Drawing (studio)	2 4 4	# VRTS 112C	Survey of Western Art History II	3 0 3
# VRTS 103C	Two-Dimensional Design (studio)	2 3 3	# VRTS 201C	Drawing II (studio)	2 4 4
# VRTS 111C	Survey of Western Art History I	3 0 <u>3</u>	# XX xxxC	Social Science Elective*	3 0 <u>3</u>
		17			16

### SECOND YEAR

FALL SEMESTER			SPRING SEMESTER		
MATH xxxC	Math Elective**	4 0 4	MATH xxxC	Math Elective**	3-4 0 3-4
XX xxxC	Social Science Elective*	3 0 3	# VRTS 290C	Visual Arts Capstone Practicum <sup>+</sup>	1 0 1
# VRTS xxxC	Studio Elective	2 4 4	# VRTS 2xxC	Studio Elective (#2)	2 4 4
# VRTS xxxC	Visual Arts Elective (may be studio or history)	2-3 0-4 3-4	XX xxxC	Lab Science Elective***	3 2 4
XX xxxC	Lab Science Elective***	3 2 <u>4</u>	XX xxxC	General Elective	3-4 0 3-4
		18-19	XX xxxC	Social Science Elective*	3 0 <u>3</u>
					18-20

### TOTAL CREDITS

**69-72**

# Indicates major field courses.

\* Any course with a prefix of ANTH, ECON, HIST, POLS, PSYC or SOCI (except HIST 104C and HIST 105C).

\*\* MATH xxxC #1 must be MATH 124C or higher level mathematics course (excludes "institutional credit only" math courses and also excludes MATH 120C and MATH 129C); MATH xxxC #2 must be a higher level mathematics course than MATH xxxC #1.

\*\*\* BIOL 100C, CHEM 100C and PHYS 100C 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.



# About NHTI

Important Consumer Information about NHTI, Concord's Community College is available to prospective students, current students, faculty and staff, and community members at the links provided below. Hard copies are available upon request by contacting: NHTI, Public Information Office at (603) 230-4001 or [nhtiinfo@ccsnh.edu](mailto:nhtiinfo@ccsnh.edu).

Topic	Go to ...
<b>Campus Safety</b> Information on the Annual Security Report, parking policies, important contact numbers, campus security and related topics.	<a href="http://www.nhti.edu/student-life/campus-safety">www.nhti.edu/student-life/campus-safety</a>
<b>NHTI ALERTS Emergency Notification System</b> 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.	<a href="http://www.nhti.edu/student-life/campus-safety">www.nhti.edu/student-life/campus-safety</a>
<b>Financial Aid</b> Information regarding financial assistance, in addition to that presented in this catalog (page 9), includes, but is not limited to, federal, state and institutional assistance, how aid will be disbursed, the rights and responsibilities of students receiving financial assistance and criteria for measuring satisfactory academic progress.	<a href="http://www.nhti.edu/admissions/financial-aid">www.nhti.edu/admissions/financial-aid</a> <a href="http://www.ccsnh.edu/about-ccsnh/financial-aid-Scholarships">www.ccsnh.edu/about-ccsnh/financial-aid-Scholarships</a>
<b>State Authorization</b> NHTI Concord's Community College is authorized to offer undergraduate programs (general, professional, technical and transfer programs, along with certificate and short term training programs) in the state of New Hampshire.	<a href="http://www.nhti.edu/community-visitors/about-nhti/state-authorization">www.nhti.edu/community-visitors/about-nhti/state-authorization</a>
<b>Academic Requirements and Policies</b> Information about academic requirements and policies, including graduation, graduation rates and retention.	<a href="http://www.nhti.edu/academics/requirements-policies">www.nhti.edu/academics/requirements-policies</a>
<b>Family Educational Rights and Privacy Act</b> Information about the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records.	<a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a> <a href="http://www.nhti.edu/academics/registrar-office/confidentiality-student-records">www.nhti.edu/academics/registrar-office/confidentiality-student-records</a>
<b>Tuition and Fee Payment</b> Information about payment due date, how to see your account charges, how to pay your charges, refunds and non-payment information.	<a href="http://www.nhti.edu/student-resources/bursar">www.nhti.edu/student-resources/bursar</a>
<b>Alcohol and Other Drug Policies</b> Information about Alcohol and Other Drug Policies at NHTI.	<a href="http://www.nhti.edu/student-life/campus-safety/alcohol-and-other-drug-policies">www.nhti.edu/student-life/campus-safety/alcohol-and-other-drug-policies</a>
<b>Student Record Information</b> Information about your account, including current charges and payments, refunds, transcripts, grades, class schedules, financial aid status and more.	<a href="https://sis.ccsnh.edu/PROD/twbkwbis.P_WWWLogin/">https://sis.ccsnh.edu/PROD/twbkwbis.P_WWWLogin/</a>
<b>Student Handbook</b> A comprehensive guide for academic and student policies and procedures, and a resource for various services and activities available to the campus community.	<a href="http://www.nhti.edu/student-life/student-handbook">www.nhti.edu/student-life/student-handbook</a>
<b>Title IX and Equity Coordinator</b> Information regarding all forms of discrimination, harassment, sexual harassment and the process for filing a report.	<a href="http://www.nhti.edu/student-life/student-handbook/civil-rightsequity-affirmative-action">www.nhti.edu/student-life/student-handbook/civil-rightsequity-affirmative-action</a>
<b>Equity in Athletics</b> Information for NHTI regarding the Equity in Athletics Disclosure Act (EADA), intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women athletes.	<a href="http://ope.ed.gov/athletics">http://ope.ed.gov/athletics</a>
<b>Bookstore/Textbook Policies</b> Information about the NHTI Bookstore including textbook pricing, refunds, and buy back.	<a href="http://www.nhtishop.com">http://www.nhtishop.com</a>
<b>Student Complaints</b> Information on how to file a complaint about NHTI to the NH Department of Education Division of Higher Education.	<a href="http://www.education.nh.gov/highered/compliance-allegation.htm">www.education.nh.gov/highered/compliance-allegation.htm</a>

## Statement of Nondiscrimination

NHTI is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of NHTI and refers to, but is not limited to, the provisions of the following laws, as amended: Title VI and VII of the Civil Rights Act of 1964, as amended; The Age Discrimination Act of 1967 (ADEA); Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990 (ADA); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; NH Law Against Discrimination (RSA 354-A); and Genetic Information Nondiscrimination Act of 2008.

Inquiries regarding discrimination may be directed to **Mike O'Bryant**, NHTI Title IX and Civil Rights/Equity Coordinator, N113 North Hall, NHTI, Concord's Community College, 31 College Drive, Concord, NH 03301-7412, (603) 271-6484 x4269; Email: [mobryant@ccsnh.edu](mailto:mobryant@ccsnh.edu); or 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, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA, 02109-4557, 617-223-9662, FAX: 617-223-9669, TDD:617-223-9695, or Email: [OCR\\_Boston@ed.gov](mailto:OCR_Boston@ed.gov); the NH Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

### Statement of Availability in Alternative Formats

This publication is available in alternate formats upon request. Please contact the Office of Disabilities Services at 603-230-4000 x4117 or x4432 tty 603-223-2316.

**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.**

# Online & Continuing Education

## 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 70 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.

## Now Offering Six Degree and Two Certificate Programs Entirely Online

- **Accounting**
- **General Studies**
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- **Early Childhood Education**
  - **Early Childhood Education Certificate**
  - **Early Childhood Education (Advanced) Certificate**
- **Hospitality & Tourism Management**
- **Criminal Justice**

For more information, contact our Academic Advising Center at  
(603) 230-4021 or [nhtiadvising@ccsnh.edu](mailto:nhtiadvising@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**