

e w H a m p s h i r e
Technical Institute
Concord



Catalog 1997-98

New Hampshire Technical Institute at Concord

1997-98 Catalog

CollegeSource

Career Guidance Foundation • 1-800-854-2670 • <http://www.cgf.org>

Copyright & Disclaimer Information

Copyright ©1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007. CollegeSource®, Inc. and Career Guidance Foundation.

CollegeSource® digital catalogs are derivative works owned and copyrighted by CollegeSource®, Inc. and Career Guidance Foundation. Catalog content is owned and copyrighted by the appropriate school.

While CollegeSource®, Inc. and Career Guidance Foundation provides information as a service to the public, copyright is retained on all digital catalogs.

This means you may NOT:

- distribute the digital catalog files to others,
- “mirror” or include this material on an Internet (or Intranet) server, or
- modify or re-use digital files

without the express written consent of CollegeSource®, Inc. and Career Guidance Foundation and the appropriate school.

You may:

- print copies of the information for your own personal use,
- store the files on your own computer for personal use only, or
- reference this material from your own documents.

CollegeSource®, Inc. and Career Guidance Foundation reserves the right to revoke such authorization at any time, and any such use shall be discontinued immediately upon written notice from CollegeSource®, Inc. and Career Guidance Foundation.

Disclaimer

CollegeSource® digital catalogs are converted from either the original printed catalog or electronic media supplied by each school. Although every attempt is made to ensure accurate conversion of data, CollegeSource®, Inc. and Career Guidance Foundation and the schools which provide the data do not guarantee that this information is accurate or correct. The information provided should be used only as reference and planning tools. Final decisions should be based and confirmed on data received directly from each school.

*Because foreign-language data are subjected to a more limited quality control, CollegeSource® accepts no liability for the content of non-English materials.

Copyright & Disclaimer Information

Copyright© 1994, 1995, 1996, 1997, 1998
Career Guidance Foundation

CollegeSource digital catalogs are derivative works owned and copyrighted by Career Guidance Foundation. Catalog content is owned and copyrighted by the appropriate school.

While the Career Guidance Foundation provides information as a service to the public, copyright is retained on all digital catalogs.

This means you may NOT:

- distribute the digital catalog files to others,
- “mirror” or include this material on an Internet (or Intranet) server, or
- modify or re-use digital files

without the express written consent of the Career Guidance Foundation and the appropriate school.

You may:

- print copies of the information for your own personal use,
- store the files on your own computer for personal use only, or
- reference this material from your own documents.

The Career Guidance Foundation reserves the right to revoke such authorization at any time, and any such use shall be discontinued immediately upon written notice from the Career Guidance Foundation.

Disclaimer

CollegeSource digital catalogs are converted from either the original printed catalog or electronic media supplied by each school. Although every attempt is made to ensure accurate conversion of data, the Career Guidance Foundation and the schools which provide the data do not guarantee that this information is accurate or correct. The information provided should be used only as reference and planning tools. Final decisions should be based and confirmed on data received directly from each school.

FROM THE PRESIDENT

Many years have passed since the Technical Institute opened its doors in the fall of 1965. I joined the Institute that first year as a social science faculty member and have been here ever since. The Tech is a wonderful place to work and to learn, and I invite you to join us.

There is unprecedented demand for professionals with cutting edge skills. Thousands of successful NHTI alumni enjoy rewarding careers throughout New England and can attest to the value of a degree from NHTI. Nationally, the only segment of our society that is experiencing personal income growth is comprised of people with two or more years of college. Therefore your interest in continuing your education, whether here, or at another institution of higher education, makes great sense.

Our faculty concentrates on teaching and on directly engaging our students. Our support staff is committed to helping each student enjoy the total college experience while also succeeding academically. Our Placement Office will help you make the connection between college and career.

We have impressive resources to help students achieve their educational goals. From the ever-growing Farnum Library to the modern classrooms at the Sweeney Tech Center to the “state-of-the-art” laboratories at Little and MacRury Halls, NHTI has the resources students need to succeed.

For students seeking a traditional, total college experience, NHTI offers attractive residence halls and a stimulating campus life. The new Dr. Goldie Crocker Wellness Center provides the NHTI community with a gymnasium and student activity facilities.

Many nontraditional students also thrive at NHTI. People looking to embark on new careers or to get ahead in their chosen professions have taken advantage of NHTI’s many resources to create opportunities for themselves. Full-time or part-time and day or evening options are available, as is financial aid for those who qualify.

As you can tell, I feel that the New Hampshire Technical Institute is an extraordinary school. I hope this publication can answer many of the questions you may have about NHTI. If you stop by to visit, I’m sure you’ll also find that the Institute is indeed a special place to live and to learn!

TABLE OF CONTENTS

Academic Calendar 1997-1998.....	3
General Information	5
Administration and Accreditation	6
History	7
Mission Statement	8
Admission Requirements	8
Academic Requirements	13
Transfer Information	18
Financial Information.....	19
Tuition and Fees	19
Payment Plan	20
Refund Policy	20
Financial Aid	22
Other Scholarship Programs	23
Farnum Library	27
Learning and Career Center	28
Student Life	29
Programs of Study	32
Engineering Technology	
Architectural (two and three year options)	33
Computer (two and three year options)	35
Electronic (two and three year options)	36
Manufacturing (two and three year options)	37
Mechanical (two and three year options).....	39
Business Administration	
Accounting	41
Human Resource Management	42
Management	42
Marketing	43
Sports Management	43
Computer Information Systems	44
Travel and Tourism	45
Hotel Administration	46
Real Estate	47
Dental Hygiene (two and three year options)	48
Dental Assisting (Diploma).....	49
Early Childhood Education (two and three year options)	50
Health Science	52
Human Services	
Human Services	53
Alcohol and Drug Abuse Counseling	54
Mental Health	54
Paramedic Education	55
Radiologic Technology (two and three year options)	56
Diagnostic Medical Sonography (Diploma)	57
Nursing	
Day Associate Degree	58
Evening Associate Degree	58
LPN-ADN Transition	59
Criminal Justice	60
Paralegal Studies (Certificate).....	61
Associate in General Studies.....	62
Associate of Arts in Arts and Sciences	62
Pre-Major Year	63
Certificate Programs	63
Division of Community Education	64
Technology Deployment Center	64
Course Descriptions	65
Institute Personnel	95
Credits	104

This catalog is a guide to New Hampshire Technical Institute and does not constitute a contract between the Institute and former, current or future students. Its contents are subject to revision at any time. The Institute reserves the right to change tuition, fees, courses, policies, programs, services, structure, and personnel as required. It is accurate as of July 12 1997.

Academic Calendar

August 1997-AUGUST 1998 Fall Semester

August 1997	8	New Student Registration - Fall 1997	7:30 am - 12:00 noon
	20	New Student Registration	7:30 am - 12:00 noon
	21	Final Registration	8:30 am - 11:00 am
	23	Residence Halls Open - New Students	9:00 am
	24	Residence Halls Open - Returning Students	9:00 am
	25	Day and Evening Classes Begin	8:00 am
	29	Add Course Period Ends for Day School	4:30 pm
<i>September 1997</i>	8/30-9/1	Labor Day Holiday -Institute Closed	
	2	Classes Resume	8:00 am
	6	Saturday classes begin	
October 1997	10	Residence Halls Close	5:00 pm
	13	Columbus Day - No Day Classes; Evening Classes will meet	
	14	System Day - No Day Classes; Evening Classes will meet	
	14	Residence Halls Re-Open	12:00 noon
	15	Classes Resume	8:00 am
	17	Mid-Semester "I" Grades Due	4:00 pm
	23	Mid Semester Warnings Due	4:00 pm
	26	Open House	1:00 - 4:00 pm
	26	Daylight Savings Time Ends; Turn Clocks Back 1 Hour	
	31	Last Day to Drop a Course or Withdraw with "W" Grade	
November 1997	11	Veterans' Day Holiday - Institute Closed	
	12	Classes Resume	8:00 am
	26	Residence Halls Close	5:00 pm
	26	No Evening Classes	
	27 & 28	Thanksgiving Holiday - Institute Closed	
	29	No Saturday Classes	
	30	Residence Halls Re-Open	12:00 noon
December 1997	1	Classes Resume	8:00 am
	1-5	Spring Semester registration for continuing students	
	10-12 & 15	Final Exams	
	15	Residence Halls Close	5:00 pm
		Community Education Division Grades Due within 48 hours	
		After Final Exam	9:00 am
	16	All Grades Due	9:00 am
	18	Academic Standards	9:00 am
	25	Christmas Holiday - Institute Closed	

Academic Calendar

SPRING SEMESTER

January 1998	1	New Year's Holiday - Institute Closed	
	6	System Day	
	7	New Student Registration	7:30 am - 12:00 noon
	8	Final Registration	8:30 am - 11:00 am
	11	Residence Halls Open	12:00 noon
	12	Day and Evening Classes Begin	8:00 am
	16	Add Course Period Ends for Day School	4:30 pm
	17	Saturday Classes Begin	8:30 pm
	19	Civil Rights Day-No Day Classes; Evening Classes will meet	
February 1998	16	Presidents' Day Holiday - No Day Classes; Evening Classes Will Meet	
	17	System Day - No Day Classes; Evening Classes Will Meet	
	18	Day Classes Resume	8:00 am
March 1998	6	Mid-Semester "I" Grades Due	4:00 pm
	6	Mid-Semester Warnings Due	4:00 pm
	6	Residence Halls Close	5:00 pm
	9-14	Spring Break - No Day or Evening Classes	
	15	Residence Halls Re-Open	12:00 noon
	16	Classes Resume	8:00 am
	27	Last Day to Drop Course or Withdraw with "W" Grade	4:30 pm
April 1998			
	3-5	Spring Fling Weekend*	
	5	Daylight Savings Time Begins; Set Clocks 1 Hour Ahead	
	21	Awards Day*	12:00 noon - 2:00 pm
May 1998			
	1	All Classes End	
	4-7	Final Exams	
	7	Residence Halls Close	5:00 pm
	8	All Senior Grades Due (Day and Evening)	4:00 pm
		Community Education Division Grades Due within 48 Hours	
		After Final Exam	9:00 am
	11	All Grades Due	9:00 am
	12	Academic Standards Committee - Seniors	TBA
	13	Academic Standards Committee - Freshmen,	TBA
	16	Commencement	2:00 pm
	18-19	System Days	

Summer Semester

May 1998	17	Residence Halls Open	12:00 noon
	18	Summer Day Classes Begin	8:00 am
	25	Memorial Day Holiday - Institute Closed	
	26	Day Classes Resume	8:00 am
June 1998			
	1	Summer Evening Classes Begin	
	1	Division of Community Education Day Session I begins	
July 1998			
	3	Independence Day Holiday - Institute Closed	
	6	Division of Community Education Day Session II begins	

*Subject to change

GENERAL INFORMATION

Overview

Organization and Administration

The New Hampshire Technical Institute is a statewide, post-secondary educational facility established by the Legislature in 1961. It is a division of the New Hampshire Department of Regional Community-Technical Colleges, which is directed by a Board of Governors and a Commissioner.

The System includes four regional community technical colleges, the New Hampshire Police Standards and Training Academy and the Christa McAuliffe Planetarium.

New Hampshire Technical Institute

11 Institute Drive
Concord, NH 03301-7412
Tel: (603) 225-1800 or 1-800-247-0179

New Hampshire Community Technical Colleges at:

Berlin/Laconia

2020 Riverside Drive • Berlin, NH 03570
Tel: (603) 752-1113

Prescott Hill • Laconia, NH 03246
Tel: (603) 524-3207

Nashua/Claremont

505 Amherst Street • Nashua, NH 03053
Tel: (603) 882-6923
or (603) 882-7022

1 College Drive • Claremont, NH 03743
Tel: (603) 542-7744

Manchester/Stratham

1066 Front Street • Manchester, NH 03102
Tel: (603) 668-6706

277R Portsmouth Ave. • Stratham, NH 03885
Tel: (603) 772-1194

New Hampshire Police Standards and Training Academy

Institute Drive • Concord, NH 03301
Tel: (603) 271-2133

Christa McAuliffe Planetarium

3 Institute Drive • Concord, NH 03301
Tel: (603) 271-7827

Accreditations

Institutional

New Hampshire Technical Institute is accredited by 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 the administrative staff of the school or college. 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. Phone (617) 271-0022.

Specialized Accreditations

Architectural, Computer, Electronic, Manufacturing and Mechanical Engineering Technologies-Accreditation by TAC/ABET (Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc.).

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.

Nursing - National League for Nursing (NLN), full accreditation; New Hampshire Board of Nursing and Nurse Registration, full accreditation.

Paralegal Studies - Approved by American Bar Association as a legal assisted education program.

Paramedic Education - Accreditation by American Medical Association Committee on Allied Health Education and Accreditation (CAHEA), Joint Review Committee on Educational Programs for the EMT-Paramedic.

Radiologic Technology -Joint Review Committee on Education in Radiologic Technology.

Human Services

National Organization for Human Services Education (NOHSE).

Memberships

New Hampshire Technical Institute is a full institutional member of the American Association of Community and Junior Colleges and of the American Technical Educational Association. The Institute also has National League for Nursing agency membership in the Council of Associate Degree Programs. Memberships are also held in the American Association of Community Colleges and the New England Association of College Admissions Counselors, National Association of College Admissions Counselors, New England Board of Higher Education, the Institute of Electrical and

Electronics Engineers, the National Association of Colleges, and American Society for Engineering Education.

Affirmative Action

The New Hampshire Technical Institute does not discriminate in the administration of its educational programs, activities, or employment practices on the basis of race, color, religion, national origin, gender, age, sexual orientation, disability, marital status, or veteran status.

This statement is a reflection of the educational philosophy expressed in the Mission Statement of the New Hampshire Technical Institute, and refers to, but is not limited to, the provisions of the New Hampshire Law Against Discrimination (RSA 354-A), Titles VI and VII of the Civil Rights Act of 1964 (with all pertinent amendments), the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974.

Inquiries regarding compliance with these Acts should be addressed to the Affirmative Action Office at the Institute, Phone: 603-225-1868, or to the Office of the Commissioner of the Department of Regional Community-Technical Colleges, 5 Institute Drive, Concord, NH 03301.

Inquiries concerning sex discrimination, racial or language discrimination or handicapped discrimination may also be made to the Health and Human Services Office of Civil Rights, 1875 JFK Federal Building, Boston, MA 02203, Phone: (617) 565-1340 or New Hampshire Commission on Human Rights, 163 Loudon Road, Concord, NH 03301, Phone: (603) 271-2767.

Campus Crime Statistics

In accordance with the Campus Security Crime Act, NHTI provides information relating to crime statistics and security measures to prospective students and employees. The crime rate is calculated by dividing the student population by the number of incident reports. Statistics are available from the Director of Security, the Vice President of Student Affairs or the Director of Admissions.

HISTORY

Established by the General Court in 1961 to "prepare qualified high school graduates as technicians who may serve as assistants to professionally trained personnel," New Hampshire Technical Institute in Concord serves the entire State of New Hampshire. It is the largest public, two-year institution in New Hampshire with residence hall facilities.

The campus is built on the site of a Pennacook Indian encampment, west of the Merrimack River. New Hampshire Technical Institute opened in 1965 with 256 students and four educational programs: electrical and electronic engineering technology; mechanical engineering technology; and electronic data processing.

In 1965, the campus dedicated two buildings: an academic hall which is now Earl H. Little Hall; and the Men's Residence Hall, renamed Strout Hall in 1990. The Paul E. Farnum Library and Elwood F. MacRury Hall opened in 1970. The Women's Residence

Hall, now called South Hall, was constructed in 1972. The Edward C. Sweeney Tech Center opened in May, 1985. The North Residence Hall opened in 1989. The Christa McAuliffe Planetarium was completed in July, 1990. The latest development is the 1996 completion of the Dr. Goldie Cracker Wellness Center. The Center provides a new home for many student activities, including student government, intramural and intercollegiate sports, concerts, dances, and academic functions.

In 1970, educational programs for nursing, radiologic technology, and dental hygiene were added. Other new programs have been added through the years to meet the demand of New Hampshire industries, businesses, and health care agencies. New Hampshire Technical Institute provided educational service to more than 4,200 persons during the Fall, 1993 semester.

The Institute now has twenty-six Associate Degree programs, two Diploma programs and twenty Certificate programs.

From its inception, the Institute has provided the highest quality educational programs possible with due consideration for cost to the taxpayers and to students. Institute curricula undergo a process of constant reevaluation and revision to remain up-to-date in the content and methods of teaching.

As was true in the past, New Hampshire Technical Institute is committed to a program of academic excellence. To help students achieve their academic goals and grow in their chosen field of study, the Institute provides services for special populations.

Mission . Values . Vision

NHTI Mission Statement

New Hampshire Technical Institute is a public two-year community technical college providing the highest possible level of technical, academic and professional preparation for the people in New Hampshire and the region.

Believing in the unique value of each individual, we dedicate ourselves to maintaining a learning community which will empower students, faculty, staff and alumni to succeed in their personal and professional lives. We therefore commit ourselves to creating a welcoming physical and social environment which reflects the following values:

- ◆ Excellence in teaching
- ◆ Shared governance

- ◆ Appreciation for diversity
- ◆ Responsiveness to business, industry and the community
- ◆ Lifelong learning
- ◆ Academic integrity
- ◆ Mutual respect for students and colleagues

Through a process of continuous improvement, we will exceed expectations in institutional accessibility, student-driven support systems, transfer opportunities, innovative teaching and applying current technology. We will be the college of choice by maximizing student success.

We are all Teachers • We are all Learners

Admission

Application Procedures

Applications for admission to the New Hampshire Technical Institute are available from the Admissions Office or from any New Hampshire high school guidance office.

Admission to the Institute is based on a number of considerations, no one of which is the determining factor for acceptance. Waiver of any portion of either general Institute 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.

A \$10.00 application fee is required. Candidates accepted into a degree program must pay a nonrefundable \$100.00 tuition deposit within 30 days of acceptance.

The following rules will guide the admissions of students to the New Hampshire Technical Institute:

- a. New Hampshire residents shall be given preference over those not domiciled in the state;
- b. Second priority shall be given to students qualifying under the New England Regional Student Program; and
- c. Veterans shall be given preference over non-veterans when students of equal academic qualifications are considered.

General Admission Requirements

Prior to being granted admission to the Institute, every applicant must:

1. Be a high school graduate or the equivalent;
2. Submit an application for admission and the \$10.00 application fee;
3. Have official transcripts forwarded to the Institute by all secondary and postsecondary institutions previously attended;
4. Applicants who have earned a high school equivalency certificate (GED) must submit a copy of the certificate, including scores, as well as transcripts reflecting completed school work and

grades prior to leaving school.

5. Perform satisfactorily on any entrance examinations required by the academic program to which admission is desired;
6. Arrange for a personal interview if required; and
7. Submit such certification of good health by a physician as may be required by the specific program and/or the Institute.

It is strongly recommended that the scores of one of the standardized national college admissions test (SAT or ACT) be forwarded to the Institute.

NOTE: IT IS THE APPLICANT'S RESPONSIBILITY to request official transcripts of previous study be mailed directly to the ADMISSIONS OFFICE. These transcripts must be received prior to consideration of your application.

Send transcripts to:

New Hampshire Technical Institute
Admissions Office
11 Institute Drive
Concord, New Hampshire 03301-7412

International Students

Applicants who are residents of foreign countries are required to submit their completed application and English translation of their secondary school and/or college records. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and receive a score of 500 or better. Inquiries regarding this test should be addressed to: TOEFL, Education Testing Service, Box 899, Princeton, New Jersey, 08540, U.S.A. All international applicants must file a "Certificate of Finances" form which documents sufficient financial resources for their years of study before an I-20 form (Certificate of Eligibility for an F-1 Visa) will be prepared.

ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

Specific Program Requirements

Though each program has specific academic prerequisites, you can meet these prerequisites at NHTI. Please contact the Admissions Office for details.

Architectural, Computer, Electronic, Manufacturing, and Mechanical Engineering Technologies:

1. At least three years of college preparatory mathematics (Algebra I, Algebra II and Geometry) with minimum grades of "C" (2.0) required;
2. It is strongly recommended that all engineering technology applicants have satisfactorily completed high school level courses in chemistry and physics; and
3. The results of the Scholastic Aptitude Test as administered by the College Entrance Examination Board should be submitted. Because standardized test scores are only one means of evaluating applicants, no specific minimum score is required.

Business Administration: Accounting, Human Resource Management, Management, Marketing and Sports Management

Applicants must have completed Algebra I with a grade of "C" or better at the high school level. Computer keyboarding skills are assumed.

Computer Information Systems

Applicants must have completed two years of pre-college math (Algebra I and Algebra II or Algebra I and Geometry) with grades of "C" or better. Computer keyboarding skills are assumed.

Hospitality Management

Hotel Administration and Travel and Tourism

1. College preparatory course (or equivalent) in English and/or Communications; good verbal abilities and writing skills are major considerations in the acceptance into the Travel and Tourism and Hotel Administration Programs;
2. a school or work reference must be provided;
3. computer keyboarding skills are essential; and
4. a personal interview with Department Head and/or faculty; interviews are scheduled following receipt of all required admissions information.
5. students entering the Hotel Administration or Travel and Tourism program who have not completed high school Algebra I with a "C" or better are required to take Mathematics 100 or another mathematics course to meet graduation requirements.

Real Estate

1. Be a high school graduate or the equivalent;
2. Submit an application for admission and the \$10.00 application fee;
3. Have official transcripts or relevant certifications forwarded to the Institute by all secondary and Postsecondary institutions previously attended.

Dental Hygiene

1. Satisfactory scores on the National League for nursing Pre-Nursing Guidance Battery Test (NLN) must be presented. Priority consideration will be given to candidates who sit for the NLN exam no later than the February testing date. (Information regarding test registration is available from the Admissions Office.)
2. College preparatory level courses in biology and chemistry as well as two years of college preparatory math (Algebra I and Algebra II or Algebra I and Geometry) must be completed with minimum grades of "C";
3. A personal interview with the Dental Admissions Committee is required;
4. Each candidate accepted into the Dental Hygiene program must observe professional practices in a dental office for a period of not less than twenty hours prior to first-time enrollment;
5. A complete physical examination and immunization record must be submitted before program registration. This form may be obtained from the Health Services Office.
6. In addition to the above, applicants must be in good physical and mental health in order to qualify for the program (see Technical Standards to follow).

Technical Standards

The student must have the sufficient motor coordination required to carry out dental hygiene procedures to include:

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

Dental Assisting

1. A course in high school science (biology or chemistry), or the equivalent, must have been completed with a minimum grade of "C";
2. A personal interview with the Dental Admissions Committee is required;
3. Each candidate accepted into the Dental Assisting program

ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

must observe professional practices in a dental office for a period of not less than twenty hours prior to first-time enrollment;

4. In addition to the above, applicants must be in good physical and mental health in order to qualify for the program (see Technical Standards to follow).

Technical Standards

The student must have the sufficient motor coordination required to carry out dental assisting procedures to include:

- sitting at chairside for a sustained length of time with frequent reaching and turning;
- manual dexterity to safely perform intraoral instrumentation;
- 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; and
- sufficient hearing to assess patient needs.

Early Childhood Education

1. Two letters of reference, one from a professional in the field;

2. College preparatory course (or equivalent) in English and/or Communications. Good verbal abilities and writing skills are a major consideration in the acceptance into the Early Childhood Program;

3. Personal interview with Department Head and/or faculty. Interviews are scheduled following receipt of all required admissions information; and

4. Scholastic Aptitude Test (SAT) scores should be submitted by all prospective students.

5. Submission of an essay (handwritten or typed), minimum of two pages and responding to one of four questions related to Early Childhood Education. Applicants should contact Admissions Office at 603-225-1865 for appropriate questions.

6. Students entering the Early Childhood Education program who have not completed high school Algebra I with a "C" or better are required to take Mathematics 100 or another mathematics course to meet graduation requirements.

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 ability are advised to discuss specific career goals with the department head during the admissions process.

Character Expectations

The health and safety of young children is of paramount concern to the Department of Early Childhood Education. Applicants for positions in childcare, preschools and many other early childhood programs 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 the problem, may not be employable or even eligible for practica. Applicants are advised that such matters will be discussed during the admissions interview, so that future goals will not be compromised.

Health Science

1. High School level courses in chemistry and biology, or the equivalent, must be satisfactorily completed; and

2. Proof of licensure, registration, or certification in a health career field must be presented.

Human Services, Mental Health, Alcohol and Drug Abuse Counseling

1. Paid or volunteer experience in the general human services field (public or private);

2. Submission of at least one letter of reference from a professional in the field;

3. Submission of a hand written essay of a minimum of two pages outlining reasons or experience that led applicant to consider the human service field; and

4. Completion of a personal interview with the department faculty.

5. Students entering the Human Services, Mental Health or Alcohol and Drug Abuse Counseling program who have not completed high school Algebra I with a "C" or better are required to take Mathematics 100 or another mathematics course to meet graduation requirements.

Paramedic Education

1. Admission Requirements:

- submit application and fee;
- High School degree with biology, chemistry, and math;
- submit copy of National Registry or State EMT;
- submit copy of current BCLS certification;
- verification of at least one year's field experience and letter of recommendation from EMS supervisor;
- submit documentation of at least 100 completed field calls;
- completion of National League of Nursing (NLN) exam prior to start of program. (Information regarding test registration is available from the Admissions Office.)
- a personal interview with the Department Admissions Committee.

2. Technical/Physical Standards: The Technical Standards for admission have been established as a guidance tool for realistically informing the candidate of minimum standards needed to satisfactorily function in the educational program and ultimately in the profession. The student in the Paramedic Program 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.

3. Health Requirements: Annual TB testing; Hepatitis B vaccine; Personal health insurance; completed health physical (all students are sent Institute Health forms upon acceptance. These forms must be completed prior to the start of classes); Institute liability insurance.

4. In Addition: 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 sufficient to work with analyzing data and figures, working with computer terminals, making visual inspections on

ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

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.

Radiologic Technology

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.

Technical Standards

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

- Standing for sustained periods of time and walking most of the work day to accomplish tasks.
- Frequent reaching and manual dexterity in handling accessory equipment for radiographic purposes including typing on computer terminals.
- Frequently transporting, moving, lifting and transferring patients from a wheelchair or stretcher to and from a radiographic table. In addition, the student must have:
 - Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic 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 machines.
 - Sufficient hearing to assess patient needs.
 - 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.
 - Ability to work with frequent interruptions and respond appropriately to unexpected situations. Ability to work with wide variations in work load and stress levels.

Further admissions requirements are:

1. High school level courses in biology, chemistry, Algebra I, and Geometry (Algebra II recommended) must be completed with a minimum grade of "C";
2. A personal interview is required;
3. An observation period in a hospital x-ray department is required prior to first-time enrollment. Please contact the Department Head of Diagnostic Medical Imaging at the New Hampshire Technical Institute for instructions and authorization;

4. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for one and two person adult, infant, and child before program registration.

Diagnostic Medical Sonography

1. Applicants must have completed a two year AMA or AMA equivalent allied health training program that is patient care related;
2. Applicants must have completed two semesters of college level Anatomy and Physiology with laboratory with grades of "C" or better;
3. A high school level course in Algebra I is required;
4. Algebra II or Geometry **and** Physics are strongly recommended.
5. A personal interview is required;
6. The applicant must complete a course in Cardiopulmonary Resuscitation and Airway Obstruction Management for one and two person adult, infant, and child before program registration.

Nursing

Associate Degree Nursing

1. High school or college course in two laboratory sciences, one of which must be chemistry, must be passed with a minimum grade of "C".
2. A high school level course in algebra or college prep math must be completed with a minimum grade of "C";
3. A minimum "composite all" score of 60 on the National League for Nursing Pre-Nursing Guidance Battery Test (NLN) must be presented; information regarding registration for the test may be obtained from the Admissions Office (603) 225-1865;
4. You will be asked to write a personal statement regarding your interest in a Nursing career; this can be accomplished following the NLN exam if taken at NHTI or at one of the group information sessions (see #6 below);
5. Two professional references submitted on NHTI nursing reference forms;
6. You are strongly encouraged to attend a group information session; please call the Admissions Office for details (603) 225-1865;
7. A personal interview may be requested;
8. Completed applications will be reviewed in January, March and June; applications completed by January 15th will be reviewed and decisions made directly after that date; completed applications will also be reviewed after March 15th and June 15th; the class fills up quickly so you are encouraged to apply early; a completed application includes items 1-7 above;
9. A completed physical examination and immunization record must be submitted before program registration; this form may be obtained from the Health Services Office ((603) 225-1881));
10. In addition to the above, applicants must be in good physical and mental health in order to qualify for licensure; please contact the Board of Nursing in the state in which you plan to practice for further information.

Transition Option for Licensed Practical Nurses

1. High school or college course in two laboratory sciences, one of which must be chemistry, must be passed with a minimum grade of "C".
2. A high school level course in algebra or college prep math must be completed with a minimum grade of "C";
3. The applicant must be a graduate from an approved school

ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

of practical nursing;

4. The applicant must hold a current LPN License;
5. All candidates must obtain satisfactory scores on the following examinations:
 - NLN Nursing Mobility Profile I
 - Book 1 Foundations of Nursing
 - Book 2 Nursing Care During Childbearing
Nursing Care of the Child
6. A personal interview is strongly recommended and may be required; and
7. A completed physical examination and immunization record must be submitted before program registration.

Criminal Justice

1. Arrange through the Admissions Office for a mandatory interview with a department member;
2. During the interview process, **HANDWRITE** an essay clarifying your expectations of the Criminal Justice program at NHTI;
3. The results of the Scholastic Aptitude Test (SAT) as administered by the College Entrance Examination Board should be submitted; and
4. Submit two reference letters, in addition to any provided by a school or college guidance/counseling office.

Health Considerations

Although there are no health prerequisites for admission, 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 a department member prior to admission.

Character Expectations

Applicants should be aware that background checks are completed by potential employers prior to obtaining any position with arrest or detention powers, and typically, even before being accepted on 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 that such matters will be raised during the interview.

Paralegal Studies

Prior to acceptance, applicants need to have successfully completed 45 college credits in general education courses at an accredited institution. NHTI offers many courses that could assist an individual in meeting this prerequisite.

The Institute also offers a General Associate in Science degree in which individuals can accumulate up to 20 credits for experiential learning. A combination of experiential credits and transfer credits from other colleges could satisfy the 45 college credit prereq-

uisite for the Certificate in Paralegal Studies.

Applicants must submit the following:

1. Two letters of recommendation;
2. An essay.

Associate in General Studies

1. A personal interview may be required;
2. Complete a high school level Algebra I course with a grade of "C" or better. (Note: this requirement can be met by taking MT 005 Algebra I, MT 009 Introductory Mathematics I or MT 011 Introductory Mathematics, at New Hampshire Technical Institute.)

Associate of Arts in Arts and Sciences

Applicants must have completed two years of college preparatory mathematics (Algebra I and Algebra II) with grades of "C" or better. Students who lack the math requirements may complete them through waiver testing or coursework at NHTI.

Pre-Major

This option is designed for students who wish to pursue an associate degree program but lack the mathematics, English, science, or study skills needed to complete the program in two years. Students are admitted into a three-year program of study, the first year being the pre-major year.

Students will continue in the program to which they were admitted upon successful completion of the pre-major year. In order to evaluate a student's qualifications, a personal interview with the Director of Admissions is strongly recommended.

Please note that this option is under revision.

NHTI Alumni Profile

Griffin Manning - Class of 1997

Major: Nursing

Enrolling at NHTI enabled Griffin to start a second career after having been out of school for thirteen years. NHTI's supportive faculty along with the Institute's affordability made it possible for Griffin to obtain a degree while still supporting his family.

"NHTI's nursing program exceeded all my expectations, offering a rare mix of 'big school' activity choices with a 'small school' sense of community. It provided me with a rock-solid foundation to build a career on."

Academic Requirements

Grading System

New Hampshire Technical Institute has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives.

Letter Grade	Points	Definition	Grade	Description
A	4.0 pts	An honor grade representing achievement of a level of understanding and ability which is excellent and distinctive.	N	Issued to reflect completion of a course, workshop, or seminar in which no letter grade is assigned and no credit granted.
A-	3.7 pts			
B+	3.3 pts	Represents achievement of a level of understanding and ability of consistently high quality.	W	Issued to reflect an official drop/withdrawal from a course at any time prior to completion of 60% of the length of the course.
B	3.0 pts			
B-	2.7 pts			
C+	2.3 pts	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field.	WF	Student initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as "F".
C	2.0 pts			
C-	1.7 pts			
C	(2.0)	The lowest acceptable passing grade in courses with 009, 010, 011, 012, 013 and 015 numbering.	WP	Student initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.
D+	1.3 pts	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field.	AU	Audit (no credit, no grade). Does not count toward course load for any semester.
D	1.0 pts			
D-	0.7 pts			
F	0.0 pts	Represents negligible academic achievement. A student who receives an "F" grade in a course which is a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.	NI	Grade not issued by instructor (Registrar use only).
P		Pass		
PP		Provisional pass; warning (in clinic courses).		
NP		No pass; unsatisfactory (in clinic courses).		
I		Designates that course work has not been completed by the end of the semester due to extenuating circumstances such as illness. The work must be completed by the student through arrangement with the instructor no later than the midpoint of the following semester. In the case of an "I" during a spring semester, the next succeeding semester shall be defined as the following fall semester, unless the curriculum requires summer semester enrollment, in which case the summer shall be considered the next succeeding semester. Should the student fail to complete the work within this period, the grade will become an "F." An "I" grade will not be included in the computation of Grade Point Averages.		
AF		Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance-e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Conduct Code, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum,		

Audit

Not all courses can be taken for audit. The term "audit" refers to enrollment in a course with the intent that neither a grade nor credit will be granted. Students enrolled in a course on an audit basis will (1) pay the full tuition for that course; (2) formally register at the start of the semester for that course as an auditing student; and (3) comply with all course requirements for an audit as defined by the faculty member responsible for that course.

A non-matriculated student may audit a course provided that space is available and subject to the approval of the faculty member.

Matriculated students must receive the approval of their Department Head in order to audit a course. Students who are in a suspended or reduced load status as a result of action by the Academic Standing or Judicial Committee must also receive the approval of their Department Head.

Any exception to this policy must be approved by the Vice President of Academic Affairs. Audit courses do not count in establishing and maintaining full-time status.

ATTENDANCE

Registration for any course presupposes that the student will attend all scheduled classes, laboratories, and clinics. Each student is responsible for meeting all course requirements. In addition to academic issues relative to attendance, Veterans and students receiving financial aid from some sources are expected to be in regular attendance as a condition of receiving such aid.

Individual faculty members may have specific attendance requirements which will be made known to students during the first week of a class. However, it is the policy of the Institute that when the number of absences, for any reason, in a given course exceeds the number of times that course meets in one week, the student may

ACADEMIC REQUIREMENTS

be suspended from that course at the discretion of the instructor. Such suspensions will be indicated through the issuance of the grade of "AF." Where both classroom and laboratory/clinic sessions are involved, they will be treated as separate issues.

Any student who has been suspended or dropped from a course under this policy may appeal to the Academic Standards Committee through the Vice President of Academic Affairs.

Academic Credits

Each course is assigned a number of credits based on the time obligated for formal enrollment in that course. The allocation of credits is normally according to the following formula:

One credit represents a) one hour of classroom work per week; or b) two or three hours of laboratory per week; or c) three to five hours clinical experience per week for a semester.

Full Time and Part Time Enrollment Status

Student enrollment at the Institute is defined according to the number of credits for which the student is enrolled, as follows:

- Full-time: 12 or more credits in a semester;
- Part-time: Less than 12 credits in a semester.

Grade Point Average

The Grade Point Average (GPA) is indicative of the overall quality of performance of a student. It is used by academic institutions and prospective employers as a means of describing academic achievement.

Three factors are used in computing the GPA: credit hours, point value, and letter grade earned. Letters such as A, B, B+, and C have point values.

For example, if a student is enrolled in five courses carrying 4, 4, 6, 3 and 5 credits and earns grades of B+, C-, A, D, and C respectively, his or her GPA for the semester would be calculated in the following manner:

Letter Grade	Credits	Point Value	=	Grade Points
B+	4 X	3.3	=	13.2
C-	4 X	1.7	=	6.8
A	6 X	4.0	=	24.0
D	3 X	1.0	=	3.0
C	5 X	2.0	=	10.0
	22			57.0

The GPA is calculated by multiplying the number of credits times the point value, then dividing the sum of the grade points (57.0 in the example) by the sum of the credits (22 in the example). The GPA in the example is 2.59.

The cumulative GPA for all semesters the student has been at the Institute may be calculated in the same manner by using total credits and total grade points.

Academic Warnings

At mid-semester, Academic Warnings are formally issued by faculty to students with grades of "C-" or below, "NP", or "PP". Warnings are submitted by faculty to the Registrar's Office from which formal mid-semester warning reports are mailed to students. Warnings may also be issued at any time during a semester when deemed appropriate by faculty.

Academic Progress

Any student whose academic progress is deemed less than acceptable by his or her department may be referred to the Academic Standards Committee. The Committee is comprised of: the Vice President of Academic Affairs, who chairs the Committee; an elected representative of each of the academic divisions; the Vice President of Student Affairs; the Director of Enrollment and Retention; and the Department Head of the department in which the student is enrolled. The Director of Counseling, the Registrar, and the Coordinator of the Learning and Career Center serve in advisory capacities. The Committee considers all pertinent aspects of each individual case and recommends action to be taken by the Vice President of Academic Affairs. That action may involve, but is not limited to, a warning, academic probation, suspension from a specific program or from the Institute as a whole for a specified period of time, conditional probation or dismissal. Dismissal is permanent.

Academic Probation will last for one semester only. The student's Department Head will recommend to the Committee if a student can take courses in their major field during the Academic Probation. Students placed on Academic Probation may be eligible to continue their financial aid if they meet the minimum GPA requirements.

Suspension may be for any period of time established by the Academic Standards Committee, but must be for a minimum of one semester excluding the summer semester (unless the summer semester is required by the student's program). A matriculated student suspended from a program may not take major field courses during the suspension in either the Day Division or the Division of Community Education. Non-major field courses, however, may be taken in either division at the Institute. A matriculated student suspended from the Institute may not take any courses in either the Day Division or the Division of Community Education during the period of suspension.

To ensure that adequate academic progress toward a degree is being made, the Institute also uses the following guidelines in determining which students are automatically brought to the attention of the Academic Standards Committee:

Total Credits Accumulated	Minimum Acceptable Grade Point Average
0-13	1.5
14-27	1.7
28-40	1.8
41 or more	2.0 (1.9 for students who matriculated prior to the Fall 1995 semester.)

All credit courses, regardless of the grade received, are used for this calculation. Students entering with advanced standing should add their transfer credits to those credits earned at the Institute to determine their positions in the guidelines.

In addition, any student registered for two or more courses during any semester will be subject to review by the Academic Standing Committee if his or her Grade Point Average for the semester is below 1.5.

Students enrolled in Pre-Major courses must achieve grades of "C" or higher for automatic continuation in their programs. A student who receives a grade lower than a "C" will have his or her enrollment reviewed by the Academic Standards Committee.

ACADEMIC REQUIREMENTS

Conditional Probation Partnership

The Conditional Probation Partnership assists students whose cumulative GPA after the first Semester is between .50-1.09. The Conditional Probation Partnership involves a contractual arrangement with the student incorporating mentoring/counseling elements. At the end of the first semester, a Department Head designates students for this program when making the usual recommendations to the Academic Standards Committee. Students are recommended on the basis of the Department's judgment that they could reasonably be expected to achieve academic success with guided assistance and realistic academic goals. An agreement would then be forwarded to the student along with a letter from the Vice President of Academic Affairs explaining that in lieu of suspension the student is being given an opportunity to continue, if he/she agrees to the conditions of the agreement.

The student would be asked to sign the agreement and return it to the Academic Affairs office by a predetermined date. If the student chooses not to sign the agreement, then he/she would be suspended from the program with the usual conditions.

One requirement of the Conditional Probation would be to attend an orientation session during the week before classes begin. Adjustments to the agreement could be discussed at this time and any changes in registration could also be processed.

Clinical/Practicum/Internship Evaluations

Evaluations are conducted on all students who enroll in any course designated as a clinical, practicum or internship experience. It is the student's responsibility to understand the goals, objectives and evaluation criteria of each clinic/practicum/internship and to adhere to all policies, rules and procedures outlined by the student's department and/or clinic/practicum/internship site. Students enrolled in these educational experiences are evaluated not only on their technical skills and knowledge, but also their behavior, attitude and attendance as well as adherence to policies, rules and procedures set forth by NHTI, the academic department and the participating agency to which the student is assigned.

A student will be removed from a clinic, practicum or internship site if performance or behavior is deemed unsatisfactory or unsafe as a result of an evaluation conducted by a faculty member/agency supervisor in accordance with department criteria and procedures. A review of all circumstances leading to the removal will be conducted by the department involved.

A written report and/or documentation of the evaluation, results of the departmental review and the recommended academic action (suspension or dismissal) will be submitted to the Vice President of Academic Affairs. The case will be referred immediately to the Academic Standards Committee which will hold a hearing as soon as possible. The student involved may attend classroom instruction, but not the clinic/practicum/internship, pending the hearing and action of the Academic Standards Committee.

Student Academic Eligibility

Any matriculated student who has paid the student activity fee and has registered for at least twelve hours of course work in the current semester will be eligible to participate in intercollegiate* athletics, provided other Institute/Conference eligibility guidelines are met.

A student will lose his/her eligibility to participate in any category described above if:

1. The student does not register for and maintain a minimum of 12 hours of course work in the current semester; or
2. The student does not pay the required student activity fee; or
3. More than one course is failed at the end of the preceding semester; or
4. The student does not maintain the minimum standards of academic progress as noted below:

Total Credits Completed Toward NHTI Program Including Transfer Credits	Minimum Cumulative Grade Point Average
0 - 13	1.5
14 - 27	1.7
28 - 40	1.8
41 or more	2.0 (1.9 for students who matriculated prior to the Fall 1995 semester.)

*In the event that a student seeks eligibility to participate on an intercollegiate athletic team, conference rules, if more stringent, will take precedence over Institute regulations.

Graduation

New Hampshire Technical Institute holds one commencement program in May of each year. Students completing all program course requirements and achieving a 2.00 cumulative GPA (1.9 for students who matriculated prior to the Fall 1995 semester) at the end of the Fall term prior to commencement or the Spring term of commencement or the Summer term immediately following commencement will be included in the May program.

a. Students whose program is regularly scheduled to be completed the summer term following the May Commencement (Dental Assisting, e.g.) may participate in the Commencement exercise. However, at the end of the Spring semester the student must have achieved a minimum GPA of 2.0 (1.9 for student matriculating before 1995) and completed all other course requirements to be eligible to participate.

b. A student whose program is regularly scheduled to complete in the Spring semester but who is lacking no more than two courses for graduation may participate in the Commencement exercise if he/she has registered for the appropriate summer courses either at NHTI or another institution from which the course may be transferred. The student must also have a cumulative GPA of 2.0 (1.9 for a student matriculating before 1995) at the end of the Spring semester to participate in the Commencement exercise.

Potential graduates must file an "Intent to Graduate" form according to the following schedule:

- Fall Completions** - The last Friday in October
- Spring Completions** - The last Day of the preceding Fall term
- Summer Completions** - The last Friday in January

All forms must be signed by the Department Head of the academic program in which the degree will be conferred.

All students filing "Intent to Graduate" forms will be charged the required \$60.00 graduation fee. The fee is refundable ONLY to persons who do NOT meet expected graduation requirements as of

ACADEMIC REQUIREMENTS

the end of the spring semester in which the graduation is held. The fee is NOT refundable for continuing summer completors.

A nominal fee will be charged for replacement of a diploma.

All financial and other obligations to the Institute must be met for degrees, diplomas, and transcripts to be released.

Basic Graduation Requirements

The degree of Associate in Science, General Associate in Science, Associate in Engineering Technology, or a Diploma, whichever is applicable, will be granted to students who satisfactorily complete the programs in which they are enrolled.

Satisfactory completion is defined as the achievement of:

1. A passing grade for all courses required by the specific program;
2. A 2.0 or higher Cumulative Grade Point Average for all courses required in the curriculum for students who matriculate into a program as of the Fall 1995 semester.
3. For Associate Degree Candidates: must complete a minimum of 64 credits and all program requirements.

NHTI Transcript Requests

Transcripts of students' NHTI grades are available from the Registrar's Office. Requests must be in writing and may be faxed ((603) 225-1809) or mailed to the Registrar's Office. Requests must include the following information.

- 1.) name while attending NHTI; 2.) social security number; 3.) program of study at NHTI; 4.) dates of attendance and/or graduation; 5.) address where you would like the transcript sent.

There is no charge for the first two (2) transcripts; there is a \$3.00 fee for each subsequent transcript.

Please Note: transcripts will not be issued if a student has a past due balance on his/her account.

Residency Requirements

To be eligible to receive a NHTI degree, a student must satisfactorily complete a minimum of 16 semester hours of course work in NHTI controlled courses with at least half of these credits in last semester major field courses. Exceptions to this policy require the approval of the Vice President of Academic Affairs and the Academic Standards Committee.

Scholastic Honors

New Hampshire Technical Institute publishes a Dean's List at the end of each semester. It includes the names of all full-time students whose Grade Point Average (GPA) for that semester is 3.3 or higher. Students who graduate with a cumulative GPA of 3.7 or higher are graduated with high honors, and those who have a GPA of 3.3 to 3.69 are graduated with honors.

Prerequisite Courses

Many courses at the Institute are dependent upon knowledge learned in preceding courses. The Institute requires that the student pass all listed prerequisite courses prior to proceeding with courses for which there are prerequisites. Prerequisite courses may be waived only with the prior approval of the head of the department in which they are taught. Such a waiver does not, however, suggest

that those prerequisite courses need not be taken, but only that credit for them may be gained at a subsequent time.

Repeated Courses

A student may repeat a course for credit toward a degree one time, with the approval of the instructor and the Department Head, at the time of registration. Further repetition of the course for degree credit will require approval by the Academic Standards Committee. The student's cumulative Grade Point Average will reflect the most recent course and resulting grade, however, both courses and corresponding grades will appear on the student's transcript.

CLEP

The Institute grants credit for satisfactory completion of certain College Level Examination Program (CLEP) examinations. Details are available from the Vice President of Academic Affairs.

Credit By Examination

In certain instances, a student who has been accepted into a degree program may present evidence that would suggest that he or she may be eligible to receive credit for a course or courses either through aggregate educational experience or through some combination of occupational experiences. In such cases, an application for a credit-by-examination must be made within the first two weeks of a semester and be approved by the student's Department Head.

The head of the department offering the course will assign a faculty member who will discuss the subject area to be tested with the student and administer the test. A fee is required from the student for each examination administered under this policy. The fee is \$25.00 per credit hour. The credit-by-examination will be comprehensive in nature.

Grades for credit-by-examination will be either "pass" or "no

ACADEMIC REQUIREMENTS

pass," with full course credit granted for a grade of "pass." A student receiving a grade of "no pass" in an examination representing a required course will be required to satisfactorily complete that course.

A student who has previously received a failing grade in a course (or less than "C" for transfer) may not request credit by examination in that course. See *Residency Requirement*, p. 16.

Credit For Experiential Learning

Credit for experiential learning is available only through the General Associate in Science program. If a matriculated student in the General Associate in Science program receives credit for experiential learning and later transfers to another NHTI degree or certificate program, that student must complete the required courses in the program or take the appropriate credit-by-examinations. Exceptions to this policy may be made through consultation with the specific department head involved and the approval of the Vice President of Academic Affairs.

Independent Study

Independent Study is for matriculated students only. It consists of three segments-proposal, approval and learning - with the primary responsibility for each segment placed on the student. The student must (1) propose a course of study leading to a clearly defined goal; (2) secure approval from: the student's Department Head; a faculty member who will supervise the learning experience; the Department Head of the supervising faculty member; and (3) satisfactorily pursue the learning outcome defined in the proposal.

An independent study may not be taken in lieu of a course; any course listed in the NHTI catalogues, therefore, may not be taken as an independent study project.

In addition, a student receiving a grade of "no pass" (using the definition of the Department offering the course) in a required course in the student's program of study must satisfactorily complete that course. A student who has failed in a required course (or who has received a grade that will not transfer to NHTI) may not request to complete that requirement through the use of an Independent Study.

Registration for independent study will follow the conventional procedure. The grade for an Independent Study follows the Institute's normal grading system.

Exceptions to the above policy require departmental and Vice President of Academic Affairs approval.

Change of Major

Currently enrolled matriculated students may request a change in their major program of study by using the "Change of Major Form" available in the Registrar's Office and 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.

The request must be made within the ADD period at the beginning of a semester for the same semester.

Requests for the subsequent semester made after the ADD period will not take effect until a review by the Academic Standards Committee at the end of each term. The student will be informed of the decision in writing by the Admissions Office.

Add/Drop/Change Procedure

A course may be added in the Day Division at any time prior to the eighth calendar day of a semester or through the date specified for registration for a course offered by the Division of Community Education.

For day students, such an addition to an already registered student's load may be added only with approval of the Department Head, the instructor or instructors involved, and formal notification to the Registrar's Office by using the ADD form provided by that office.

Exceptions require approval of the Vice President of Academic Affairs. Community Education students must file a new registration form.

Students remaining in the same course who wish to change their section must do so through formal notification to the Registrar's office by using the CHANGE form provided by that office.

A course may be dropped at any time through formal notification to the Registrar's Office using the DROP form provided by that office. Merely ceasing to attend classes does not constitute an official drop or withdrawal. Dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a letter grade based on the total requirements and objectives of the course will be issued by the faculty member teaching the course.

Exceptions require approval of the Vice President of Academic Affairs.

Withdrawal from the Institute

Should a matriculated student find it necessary to withdraw from all courses at the Institute, the Registrar must be notified in writing or by submitting an Institute Withdrawal Form.

An exit interview with the Director of Enrollment and Retention is requested. Such withdrawal is subject to the same academic policy as applies to dropped courses. If such withdrawal occurs at the 60% or later period, the student is subject to the same academic assessments and actions as students completing the semester.

Readmission

Students who have been suspended from the Institute or a program for academic reasons may, prior to the completion of the suspension, apply for readmission by writing to the Director of Admissions.

Students who have been suspended by the Judicial Committee for disciplinary reasons may apply for readmission in writing to the Judicial Committee upon completion of the suspension.

Students who have officially withdrawn in good standing may apply for readmission by writing to the Director of Admissions and will require no action by the Academic Standards Committee.

Day Division, matriculated students in good standing who interrupt their education by not enrolling in the subsequent semester of their program must file a new application for admission which can be obtained from the Admissions Office.

The \$10.00 application fee must be submitted with the application form. Readmission into a degree program will be based upon availability of classroom and/or clinical space.

ACADEMIC REQUIREMENTS

Transfer

Transferring into NHTI

New Hampshire Technical Institute accepts credits from other institutions of higher education based on equivalency of course content and equivalency of academic credit hours. Courses satisfying these criteria are accepted, providing that grades of "C" (based on NHTI standards) or above have been assigned by the issuing institution. As of the Fall 1995 Semester, grades of "D" or better will be accepted from other institutions in the Dept. of Regional Community-Technical Colleges provided there are course content and academic credit hour equivalencies. Under the direction of the Vice President of Academic Affairs, the Director of Admissions is responsible for determining the appropriateness and acceptance of transfer credits.

Transfer credits may be used to satisfy specific degree course requirements. Grades associated with such credits will not be included in the determination of the student's Grade Point Average, which reflects only achievement in courses completed at NHTI. In the event that a student fails a course at the NHTI, subsequently satisfactorily completes a comparable course at another institution and requests transfer, those credits may be used to satisfy NHTI course requirements. However, the grade received at the NHTI will remain a part of the transcript but will not be utilized in determining the student's Grade Point Average. See *Residency Requirement*, p. 16.

Transferring to Other Institutions

Department Heads and the Career and Placement Office assist students who wish to continue their education at other colleges or universities. A number of formal and informal articulation agreements exist and are specific to particular majors. While some of these agreements are listed by major in the "Programs of Study" section of this catalog, students who plan to transfer to other colleges or universities should meet with their Department Head, the Director of Counseling and Placement and the affiliated institution for advice and assistance.

Following is a list, by program, of some of the affiliations maintained by NHTI:

Engineering Technologies

Architectural

Boston Architectural Center
Roger Williams University

Computer & Electronic

UNH Durham (BET program)
Northeastern University School of Engineering
Wentworth Institute of Technology
University of Massachusetts-Lowell

Mechanical

Wentworth Institute of Technology
UNH Durham (BET program)

Business

Keene-State College
University of Phoenix
New Hampshire College

Criminal Justice

NH Police Standards and Training
University of Massachusetts-Lowell

Dental Hygiene

New England College

Early Childhood Education

Keene State College
Notre Dame College

Human Services

Rivier College
New England College
Plymouth State College
Keene State College
UNH-Durham

Nursing

Keene State College

Paramedic

University of Maryland/Baltimore

Disclaimer

Transfer policies vary from institution to institution. The receiving college or university has sole discretion in determining the amount of credit to be awarded. Students should not make assumptions about which credits are transferrable even if an articulation agreement exists. Whether a student is transferring into or out of NHTI, it is the student's responsibility to contact the appropriate person at the receiving institution in order to discuss their policy, learn what documentation is required and, finally, to determine and confirm transferrable credit.

Name and/or Address Changes

In order that all NHTI correspondence reach students, up-to-date names and addresses must be on file. Name and/or address change forms may be obtained in the Registrar's Office, completed as appropriate, and returned to the Registrar's Office.

Veterans Administration Enrollment Certification

Students enrolled at the Institute and receiving VA education benefits are required to complete the Request for VA Enrollment Certification form upon completion of registration at the beginning of each semester. Forms are obtained from the Registrar (VA Certifying Officer of the Institute). Students interested in and eligible for VA education benefits must meet with the Registrar.

Completion or Graduation Rate

As required by the U.S. Department of Education, 34 CFR Part 668, Student Assistance General Provisions, "An institution shall make readily available to all enrolled students and prospective students, through appropriate publications and mailings, the Institution's completion and graduation rate (or a projected completion or graduation rate) of its full time degree-seeking undergraduate students who enroll for the first time" at NHTI "and have not previously enrolled at any other institution of higher education."

Of 532 first time, first year students entering NHTI in the Fall 1991 semester, 449 were full time. These students entered academic programs for a one, two, or three year duration to complete a one year diploma program or an associate degree program.

NHTI's projected completion or graduation rate, as defined above is 63%.

Financial Information

The following table presents a summary of fees established for the 1997-98 academic year. Costs are generally set in July for the following year. Tuition and fees are due prior to the beginning of each semester. Some programs require specific uniforms and/or special instruments. The student is responsible for the purchase of these materials.

Tuition COSTS 1997-98 Academic Year

	NH Resident	NERSP*	Non-Resident
Tuition Deposit**	\$ 100.00	\$ 100.00	\$ 100.00
Fall 1997 Semester	1540.00	2310.00	3542.00
Spring 1998 Semester	1540.00	2310.00	3542.00
Total Tuition	\$3080.00	\$4620.00	\$7084.00
Per Credit Cost	\$110.00	\$ 165.00	\$253.00

Fall and Spring semester tuition rates represent charges based on 14 credits per semester. Students will be permitted to take up to 18 credits for the per semester charge. Students will be charged on a per credit basis for credits taken over 18 unless the additional credits are required by their program of study.

Students enrolled in dual majors will be charged as above for their first major and on a per credit basis for courses required in the second major.

FEES

Comprehensive Fee

Day Programs: \$11.00 per credit hour; maximum \$154.00 per semester

Evening Programs: \$5.00 per credit hour; maximum \$65.00 per semester

Fee For Lab/Clinic/Practicum/Co-Op/Internship

A fee will be charged for all Laboratory/Clinic/Practicum/Co-op/Internship or other similar experiences. This fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$44.00 for each course. This fee will be added to the normal tuition charge for that course. This fee will be charged to all students with no exceptions. No other lab fees are permitted without the written authorization of the Commissioner of the Department of Community Technical Colleges.

Example: BI 101 A&PI (Lec) 3 (Lab) 2 (Credit) 4 $4 - 3 = 1 \times 44 = \$44$

Orientation Fee \$25.00

Graduation Fee \$60.00

Summer Sessions

Some academic programs require summer sessions. There will be an additional charge for the summer semester.

Residence Hall COSTS

Occupancy Rates	Room	Board	RACT***	Room Deposit	Total
Double					
Fall 97 Semester.	\$ 1515.00	\$ 629.00	\$ 30.00	\$ 50.00	\$ 2224.00
Spring 98 Semester	1515.00	629.00	30.00	.00	2174.00
Total	\$ 3030.00	\$ 1258.00	\$ 60.00	\$ 50.00	\$ 4398.00
Single					
Fall 97 Semester	\$ 1715.00	\$ 629.00	\$ 30.00	\$ 50.00	\$ 2424.00
Spring 98 Semester	1715.00	629.00	30.00	.00	2374.00
Total	\$3430.00	\$1258.00	\$60.00	\$ 50.00	\$ 4798.00

CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

*New England Regional Student Program ** Non-Refundable: will be credited toward first semester tuition

***Non-Refundable Resident Activity Fee

FINANCIAL INFORMATION

Insurance

Personal Professional Liability Insurance is MANDATORY for all students in health and human service related programs which include clinical requirements. Programs include: paramedic, nursing, dental hygiene, dental assisting, radiologic technology, diagnostic medical sonography, human services, alcohol and drug abuse counseling, mental health, and early childhood education. The cost is approximately \$18.00 per year. Paramedic students pay \$65.00 per year.

Payment of Tuition and Fees/Enrollment

Tuition and fees are due prior to the beginning of each semester. Students with outstanding balances on their accounts will not be permitted to enroll in future semesters until prior term balances have been paid.

Course schedules for the next semester will be withheld until financial arrangements have been made with the Business Office. After financial obligations have been met, a course schedule will be mailed and the student will be permitted to attend classes.

NHTI Payment Plan

This program offers a low cost, flexible system for paying semester expenses out of current income through regularly scheduled payments during the semester. Instead of the usual large payments due at the beginning of each semester, you can budget educational costs in convenient installments. There is a \$30.00 charge per semester for this service. Details about this program are mailed to all new students. They may also be obtained from the Business Office (Phone: 603-271-6309 or the Division for Community Education (Phone 603-225-1877).

NOTE: All first time financial aid borrowers will be required to use this plan or pay in full prior to the beginning of the semester.

NHTI Delinquent Account

Collection Process

Any account ninety days past due may be turned over to an independent, outside collections agency. This will add twenty-eight percent, the agency's fee, to the total owed. At the same time the debt will more than likely be reported to the Credit Bureau.

Refund Policy

Institute Refund Policy for Financial Aid Recipients

An administrative fee will be deducted from the semester charges before the following refunds are figured. This fee will be 5% of chargeable semester costs or \$100, whichever is less.

Pro-Rata Refund Policy for first time students at this institution, receiving Title IV Aid - Day or Evening School:

If a student is attending the Institute for the first time, is receiving Title IV financial aid and withdraws from the Institute, the tuition, fees, room and board refunds will be prorated for 60% of the

first semester of attendance (rounded down to the nearest 10%):

Week 1	90% refund
Weeks 2 and 3	80% refund
Week 4	70% refund
Weeks 5 and 6	60% refund
Weeks 7 and 8	50% refund
Week 9	40% refund
Week 10	30% refund

This pro-rata refund will be compared to the System's refund policy. We will use the one which is better for the student. If a semester is less than 16 weeks, the weeks will be prorated.

Please Note: First time borrowers whose financial aid consists of only Stafford Loans are considered non-financial aid recipients for the first 30 days of the semester. Therefore, this policy would not refer to them. (See Institute Refund Policy for Nonfinancial Aid recipients.)

Federal Refund Policy - For students who have previously attended this institution, are receiving Title IV financial aid and withdrawal from the Institute, the tuition, fees, room and board refunds will be figured as follows:

Weeks 1 and 2	90% refund
Weeks 3 and 4	50% refund
Weeks 5, 6, 7, and 8	25% refund
Balance of semester	0% refund

This Federal refund will be compared to the System's refund policy. We will use the one which is better for the student. If a semester is less than 16 weeks, the weeks will be prorated.

Allocation of Financial Aid Refunds

Refunds must be used to restore funds to the appropriate aid programs as prescribed by law and regulation as follows:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. FSEOG
7. Other Title IV Aid Programs
8. Other Federal sources of aid
9. State/Private/College aid
10. The student

If the student is scheduled to receive a refund and if the student has unpaid charges that he/she owes the institution, the refund due the student will automatically be credited to his/her account.

Financial Aid Repayment Policy

Cash disbursed to the student, excluding Federal Stafford and Federal PLUS Loans and Federal Work-Study earned, minus reasonable noninstitutional charges incurred to date, equals the amount

to be repaid by the student. Repayments must be used to restore funds to the appropriate aid programs as prescribed by regulation:

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal sources of aid
6. State/Private/College aid

In no case will aid be restored to a program in excess of the amount awarded from that program.

Institute Refund Policy for Non-Financial Aid

Recipients

Students who complete the official college/institute withdrawal procedure prior to the first meeting of the class in the second week of the semester (or other prorated enrollment period) will receive a 100% refund of tuition, less nonrefundable fees. Nonrefundable fees are defined as advance tuition deposit, application fees, and orientation fees.

Students who drop a course or courses prior to the second week of the semester (or other prorated enrollment period) will be refunded 100% for credits below 12 credits.

Students registered for workshops through system divisions of Community Education or Technology Deployment Centers 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 who have registered through the Day or Evening Divisions who fail to attend any classes (no shows) will receive a full refund (less the nonrefundable Advance Tuition Deposit assessed all entering freshmen).

In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

Room rent refunds shall not be made after registration day for any semester. A student may request, by writing to the Director of Residence Life, a refund after registration day under exceptional circumstances. Exceptional circumstances shall include, but not be limited to death, medical emergency, military requirements or severe financial hardship. Within ten (10) working days of the date of the receipt of the student's request for refund, the Institute President shall grant or deny the request.

The request for refund, along with the President's determination, shall be submitted to the Administrative Board of the Department of Regional Community-Technical Colleges for final determination. The Administrative Board shall have thirty (30) days after the President's decision to confirm or deny the President's determination.

Board refunds may be prorated for the remainder of the

semester when a resident student officially withdraws from the Institute. Such prorated refunds will be computed on a weekly basis from the first day of the week following withdrawal.

Residency Status

In order to qualify for New Hampshire resident tuition rates, a student must have been a legal resident of the state for a minimum of twelve months. "Legal domicile," as stated on the last page of the Application for Admission, refers to place of primary residence, either with parents or as an independent.

If you change your legal residence to New Hampshire during your studies at NHTI, you still must be legally domiciled in this state for twelve months prior to being eligible for resident rates. Change of address does not necessarily constitute change of legal residence. In order to begin the process of eligibility, students must complete change of residency *and* change of address forms, which are available in the Registrar's Office. In addition to the forms, students must provide proof of residency, such as a notarized statement, a New Hampshire driver's license or rent receipts, that accurately reflects the effective date of residency.

New England Regional Student Program (NERSP)

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

- a. The program is not available in the home-state public college;
- b. The out-of-state, public institution is nearer to the student's residence than the instate 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 the Institute. NHTI considers New England Regional status to be a form of financial aid. For further information, contact a guidance counselor or the Institute Admissions Office.

Books and Supplies

The student is responsible for the purchase of all books and supplies required for the courses in which he or she is 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 estimated cost of additional supplies and instruments.

Protested Check Policy

"Whenever any check, draft, or money order issued in payment of any fee or for any other purpose is returned to any State department or institution as uncollectible, the department or institute shall charge a fee of \$10.00 or 5% of the face amount of the check, whichever is greater, plus all protest and bank fees. To cover the costs of collection, these fees are in addition to the amount of the check, draft, or money order owed to the department or institution." (RSA 6:11A)

Financial Aid

Financial Aid

Financial assistance is available to students who are unable to meet their total educational costs. Awards are based on financial need as determined by the Federal Student Aid Programs.

Included within the New Hampshire Technical Institute student assistance program are Education Grants, the Federal Work Study Program, Federal Perkins Loans, New Hampshire Higher Education Loans, New Hampshire Technical Loans, State Incentive Grants, NH Nursing Education Grants, grants for single parents and displaced homemakers, Women in Engineering Technology Grants, Early Childhood Education Grants, and Governor's Success Grants.

Information and application materials for these programs are available from the Financial Aid Office.

In addition to these sources, financial aid sometimes is available in the student's hometown. Local agencies provide low cost loans or scholarships ranging from \$50 to \$1,000. Listings of such sources are usually available through high school guidance counselors. The New Hampshire Higher Education Assistance Foundation has a free computerized scholarship search. Applications are available by writing to the Foundation at 44 Warren Street, Concord, NH 03301 or by calling 1 (800) 525-2577, Ext. 119.

NHTI's priority deadline is May 1 for the receipt of the following: electronic receipt of the Free Application for Federal Student Aid (FAFSA), NHTI application for financial aid, appropriate tax returns and acceptance into a program. Students applying after this date will receive financial aid on a fund available basis only.

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

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

Education Grants

Federal Pell Grants, Federal Educational Opportunity Grants and Institute Grants are available to assist students with the cost of tuition, books, transportation, fees, supplies, and room and board.

Federal Work-Study Program

Qualified students may earn part of their expenses by working in laboratories, the Library, residence halls, offices, on-campus grounds or in certain off-campus, nonprofit organizations doing community service.

Federal Perkins Loans and New Hampshire Technical Loans

Long term loans at 5% interest are available to Institute students who demonstrate financial need.

Federal Family Education Loan Program

Under the Stafford Loan program, dependent and independent students may borrow up to \$2,625 per academic year as freshmen and \$3,500 as seniors. This loan could be subsidized, unsubsidized or a combination of both. The difference is the federal government

pays the interest on the subsidized loan while the student is in school. The student is **LIABLE** for the interest on the unsubsidized loan while in school and he/she may choose to pay it or capitalize it.

Independent students may borrow an additional \$4,000 of unsubsidized Stafford Loan per academic year.

Other educational loans, which are based on credit instead of need, are the Parent Loan for Students (PLUS) which a parent takes out on behalf of the dependent student and the Alternative Loans for Parents and Students (ALPS).

These loans are all repaid at a variable rate of interest which is set each July 1st. Deferment of repayment is available under certain conditions.

Single Parent/Displaced Homemaker Grant

This grant was established to help single parents and displaced homemakers to achieve their educational goals. In addition to financial assistance, the program offers counseling and personal support.

Governor's Success Grant

This is a state and private grant awarded to full time students (12 credits per semester) who are NH residents, who have a 2.5 grade point average after completing their freshman courses and who have not received a bachelor's degree. The awards are based on merit and/or need. Need is figured on the results of the Free Application for Federal Student Aid (FAFSA). Merit takes into consideration academics, leadership and community service. This is awarded during the academic year and announcements will be made when applications are available.

Women in Engineering Grant

This grant is awarded to females who are matriculated in any of our Engineering Technology programs. Full time and part time, in-state and out of state females are eligible. Students must show an unmet need based on the FAFSA. This is awarded during the academic year and no application is required.

State Nursing Grant/Loan

This is a state grant for full time nursing students (12 credits in a semester) who are NH residents and who show an unmet need based on the FAFSA. The grant is repaid by rendering nursing service in New Hampshire. Otherwise, the grant becomes a loan which must be repaid. Applications are available in the Financial Aid Office.

Nursing Leveraged Grant/Loan

This is a state and private grant awarded to nursing students who are NH residents and who show an unmet need based on the FAFSA. Priority is given to part time students (at least 6 credits in a semester). Full time students (12 credits or more in a semester) may also be considered. This is awarded during the academic year and announcements will be made when applications are available. The grant is repaid by rendering nursing service in New Hampshire. Otherwise, the grant becomes a loan which must be repaid.

Veterans Assistance

The Institute is approved for veterans' benefits under the Veterans Adjustment Act (GI Bill), the Veterans Educational Assistance Program (VEAP), the Montgomery GI Bill and Dependents Educational Assistance Program. Qualified enrolled veterans and their dependents may receive monthly financial benefits as full or part-time students. Applications and information on the program are available from the Institute Registrar (*VA Certifying Officer of the Institute*).

Other Scholarship Programs

Applications will be available 4-6 weeks before the deadline. Watch for details on the Financial Aid Bulletin Board in the Tech Center, across from the Admissions Office.

Agnes Lindsay Scholarship:

- * student must be a New Hampshire resident, living in a rural area, which excludes Concord, Manchester, Nashua, Portsmouth, Keene, Dover, Salem;
- * student must be currently enrolled for 12 credits, have completed at least one semester, have a 3.0 cumulative average and must demonstrate financial need;
- * applications available at the Tech Center Receptionist desk or in the Financial Aid Office; deadline is February 28th.

Alexander Eastman Foundation:

- * for nursing or radiology students;
- * must be independent (over 24 years old or supporting dependents);

- * must be currently employed by a health care facility in the greater Derry area including Derry, Londonderry, Windham, Chester, Hampstead or Sandown;
- * call 225-6641 for applications;
- * applications must be received by June 14, 1996.

American Business Women's Association:

- * must have business or professional career;
- * based on need and scholastic standing;
- * deadline 2/28

American Dental Hygiene Association:

- * must be a full time Dental Hygiene student with freshman year completed
- + student must have completed Free Application for Federal Student Aid
- + application deadline 6/1

American Legion Auxiliary:

Marion Bagley Scholarship \$1,000

- * deadline 5/1

Grace High Memorial Child Welfare Scholarship Fund:

- * 2 scholarships of \$300 each
- * must be a female in a 2 year program and must write an essay
- * student's parents must belong to the American Legion or the Auxiliary
- * must be a New Hampshire resident
- * deadline 4/15

Elsie Brown Scholarship \$150

- * must be a child of a deceased veteran
- * must be a NH resident
- * requires an essay
- * deadline 4/15

Past President's Parley \$400

- * for nursing students
- * deadline 5/10

Concord Business and Professional Women's Club Scholarship (3):

- * student must be a female taking business courses and interested in entering the business field; taking one or more courses for credit or non-credit, in a degree or non-degree program;
- * applications available in Financial Aid Office, must be received by Concord Business and Professional Women's Association by April 30th.

Falzarano Scholarship: \$250-\$1,250 N.H. Charitable Fund:

- * student must be a current resident of: Bradford, Croydon, Goshen, Lempster, Newbury, New London, Newport, Springfield, Sunapee, Sutton, Warner or Wilmot;
- * student must be matriculated;
- * preference given to students with few economic resources;
- * applications available in Financial Aid Office;
- * deadline April 15th.

Foundation for Seacoast Health Scholarship:

- * must be in a health related field
- * must have lived in a seacoast community, including Portsmouth, Newington, New Castle, Greenland, Rye and North Hampton, New Hampshire or Kittery, Eliot and York, Maine for at least two years
- * based on academic achievement and commitment to a health field
- * deadline 2/1

International Society for Measurement and Control: \$1,000

- * for Engineering Technology students
- * deadline 5/3

Marshall Snyder Scholarship:

- * must have taken or be enrolled in a physical science class with a lab session and must have a 2.5 GPA
- * deadline 3/17

Merrimack County Legal Secretaries Association:

- * must be in a paralegal or law career
- * must be a Merrimack County resident
- * based on scholastic performance, leadership and financial need

National Society of Public Accountants:

- * for accounting majors who attend full time days or part time evenings
- * must have a B average
- * submit the application by their March deadline

New England Regional Black Nurses Association: \$500 and \$1,000

- * must be New England residents, minority nursing majors with 2.0 GPA
- * must have filed the Free Application for Federal Student Aid
- * deadline 2/1

New Hampshire Charitable Fund: \$100 - \$2,500 in loans and/or grants

- * applications available through this organization at 37 Pleasant Street, Concord, NH 03301; phone numbers are 225-6641 and 1-800-464-1700;
- * besides the GENERAL FUND, specific funds exist for students from Fall Mountain Regional High School, employees and customers of NH Dunkin Donuts, residents of Milford, New London, Sandwich and Sutton, NH and residents of Merrimack, Strafford, Carroll and various other counties;
- * applications available through N.H. Charitable Fund and must be in their hands by their April deadline date.

New Hampshire Rehabilitation Association: \$600

- * students of rehabilitation or human services programs pursuing an education related to vocational rehabilitation;
- * deadline 6/30.

Orville Redenbacher: 25 available for \$1,000 each

- * must be 30 years or older and must write an essay;
- * deadline 5/1.

Professional Development Scholarship Program: \$1,000 available

- * student must be a female; awards based on need;
- * preference given to advanced degree course work, but awards for undergraduate studies will be considered; professional association conferences may also be funded;
- * applications available in the Financial Aid Office, must be received by N.H. Women in Higher Education by February 28th.

Rotary Club of the Capital City: two \$500 scholarships to NHTI

- * student must be bonafide resident of Concord, have a 3.0 GPA, demonstrate financial need; and be entering the senior year the following fall;
- * student must have demonstrated an interest in service to the community or to the school; and must attend a Rotary meeting after notification of receiving award;
- * applications available in the Financial Aid Office;
- * applications must be received by the Rotary Club by April 1st.

Society of Manufacturing Engineers Scholarships: \$1,000 - \$2,500

- * students must be currently enrolled for 12 credits, have completed 30 credit hours in the Manufacturing Engineering Technology program and have a minimum cumulative GPA of 3.5;
- * additional information posted in Engineering Technology area in February;
- * application cover sheet available in the Engineering Technology office and the Financial Aid Office;
- * deadline March 1st.

Sweeney Scholarship:

- * must be a female with a visible and permanent walking disability;
- * must be a New Hampshire resident who graduated from a NH high school;
- * defrays tuition expenses.

Veterans Association Nursing Scholarship:

- * must serve 2 years in a VA medical center
- * for full time nursing majors with a 3.0 GPA
- * defrays tuition, fees, educational expenses plus a monthly stipend
- * deadline in May

Standards of Satisfactory Progress

The Higher Education Act (HEA) and the Dept. of Regional Community-Technical Colleges require that students maintain satisfactory academic progress in the course of study they are pursuing in order to receive financial aid under Title IV of the HEA. These programs include the Federal Pell Grant, Federal Perkins Loan, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Federal Stafford Loan, Federal PLUS, ALPS loans and State Student Incentive Grant program. **Satisfactory progress is based on quality and quantity of performance.**

Qualitative Standards

Quality is indicated in grades received, as defined in the cumulative Grade Point Average (GPA). Successful completion of courses includes the following grades: A, B, C, D, and P. The New Hampshire Technical Institute will follow these guidelines:

Total Credits Accumulated Toward NHTI Program*	Minimum Cumulative Grade-Point Average Required
1-13	1.5
14-27	1.7
28-40	1.8
41+	2.0 (1.9 for students who matriculated prior to the Fall 1995 semester)

*Total credits accumulated will include:

- 1) all courses used in computing GPA for current program;
- 2) all preparatory courses required;**
- 3) transfer credits from other schools;
- 4) pass/fail courses in current program.

**Preparatory courses required will be figured in the GPA during a student's first year only.

Qualitative satisfactory progress is reviewed at the end of each semester by the financial aid officer.

Students suspended by the Academic Standards Committee will not be eligible for any Title IV funds even though the students may be encouraged to enroll for courses during the suspension period.

Qualitative Warning

Students who fail to meet the qualitative standards for satisfactory progress will be placed on satisfactory progress warning for one semester. During this semester they will continue to be eligible for financial aid, but must bring their cumulative grade point average up to the required standard.

Quantitative Standards

Associate Degree Programs

Students pursuing an Associate Degree must complete a minimum number of credits each year to conform with satisfactory progress. Completed credits result in grades of A, B, C, D, P or PP. Grades of W, I, T, NP, NI, or AU do not fulfill the requirement.

For full-time and part-time students, the formula to determine the minimum number of credits required is as follows:

1. #of credits in program of study x 150% = maximum # of credits student is allowed to attempt and receive aid.
2. # of credits in program of study
maximum # of credits student is allowed to attempt and receive financial aid = 67% which is the percentage of credits attempted that student must complete each year.
3. # of credits student attempted during year x 67% = #of credits student must complete that year

EXAMPLE:

$$72 \text{ credits in program} \times 150\% = 108 \quad 72 = 67\% \quad 108$$

If a student attempted 30 credits: $30 \times 67\% = 20$ credits which student must complete that year.

Credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the end of the add period.

Certificate and Diploma Programs

Requirements for students in Certificate or Diploma programs are the same as for Associate Degree programs except that quantitative satisfactory progress is reviewed at the end of each semester. Therefore, step 3 is: #of credits student attempted during semester x 67% = # of credits student must complete that semester.

Quantitative Warning

Students enrolled in Associate Degree, Certificate or Diploma programs who fail to meet the quantitative standards for satisfactory progress will be placed on satisfactory progress warning for one semester. During this warning semester, they will continue to be eligible for financial aid, but must bring their cumulative number of credits earned to the required standard. (Transfer credits can be used to make up deficiencies in credits earned.) Aid can be reinstated only after a student has met the required standards listed above. Withdrawal and readmission does not necessarily change the student's satisfactory progress status.

Appeal Procedure

If a student is ineligible for Financial Aid based on satisfactory progress, the student may appeal for review of that determination. Students claiming extenuating circumstances should first appeal to the Financial Aid Officer. Next appeal should be made in writing to the President of the Institute within 15 working days following the Financial Aid Officer's decision. A successful appeal may preserve the student's eligibility for financial aid in the following semester.

Regaining Eligibility

Students, who are denied financial aid for failure to maintain satisfactory progress, must regain their eligibility during future semesters at their own expense. When their GPA is raised to the acceptable level, they may be eligible for reinstatement of financial aid providing they are also within the quantitative satisfactory progress limits.

transferred into the new program.

Enrollment Periods

When a student is reviewed for satisfactory progress, all enrollment periods for the current program are included in the review. This includes enrollment periods during which the student did not receive financial aid and enrollment periods during which the student did receive financial aid.

Course Withdrawal

Course withdrawal may affect a student's eligibility for financial aid.

NHTI Faculty Profile

Dr. James Pietrovito - Social Science

Suspended students, who are being readmitted, may not be eligible for financial aid on their return unless they have retaken courses in the interim and raised their GPA to satisfy the qualitative and quantitative requirements. Otherwise they must complete future semesters at their own expense until they regain eligibility for Title IV funds.

Incomplete Grades

In most cases, financial aid will be withheld until final grades are in. If financial aid is disbursed and the final grades result in a GPA that makes the student ineligible for financial assistance, any Title IV monies received for that ineligible semester must be repaid by the student.

Repeated Courses

Repeated courses may be counted as part of a student's enrollment only when retaken because of prior failure or withdrawal.

Change of Program

Students who change their majors will be given additional time to complete their requirements based on the number of credits

B.A. Lycoming College

M.Ed. University of Vermont

Ed.D. George Peabody College
of Vanderbilt University

Professor Pietrovito came to NHTI as a full-time faculty member after 17 years as a Planning Consultant and Dean of Community Education for the State of New Hampshire where

he gained significant experience designing and delivering learning experiences specific to the needs of the world of work in accordance with the policies and procedures of state government.

"I appreciate the diversify of the NHTI student body. Different perspectives help bring our subjects to life! I enjoy being involved in the "core" activities of a learning community. Working directly with learners is challenging and invigorating!"

Farnum Library

Paul E. Farnum Library (Learning Resources Center)

Learning Resources incorporates traditional library materials as well as audiovisual and electronic systems and materials to meet the research needs of our college audience. These resources are found in the Paul E. Farnum Library, a one-story building in the center of the campus.

The library's collections include 30,000 books, 700 periodicals, 50,000 microforms, 1000 filmstrips, films, videotapes, recordings and other media. The Institute archives is a collection of historical material relating to the New Hampshire Technical Institute, including alumni records. A special collection of CAD-CAM documents on microfiche is unique in the State. Numerous CD-ROM materials are available for computerized data searches of periodical indices and technical data.

To provide the most comprehensive services possible, the Library coordinates efforts with the New Hampshire State Library

and other libraries in the State: public, college, hospital, high school and law firms. By participating in computer networks, the Library can readily borrow materials from other libraries. INTERNET, available on several workstations, puts us in touch with world-wide information sources. Applications for INTERNET passwords are available at the Circulation Desk.

Audiovisual equipment is available to view and produce videotapes, 16 mm films, etc. In addition to helping students produce their own videotapes, the audiovisual department broadcasts TECH TV on Concord cable Channel 37.

Library Hours:

Monday - Thursday :	8 a.m. - 10:30 p.m.
Friday:	8 a.m. - 4:30 p.m.
Saturday:	9 a.m. - 5 p.m.
Sunday:	6 p.m. - 10:30 p.m.

Summer hours are slightly abbreviated.

Learning and Career Center

Learning and Career Center

The Learning and Career Center (LACC) provides academic support services in the following areas: tutoring, disabilities, computer assisted instruction, and English as a Second Language (ESL). Please contact the LACC for information: (603) 225-1855.

HOURS:

Monday - Thursday	8:00 a.m. - 7:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

Academic Planning

LACC faculty work with students who need to identify their learning strengths and weaknesses in order to achieve educational success. The Learning and Study Strategies Inventory is available to students and is designed to assist students in finding out how they learn best, how they study, and how they feel about learning and studying. Students who are interested in clarifying their career goals can receive assistance through the use of career exploration tools such as Choices.

PEER TUTORING

Free peer tutoring services are provided for students seeking to improve their academic performance. Tutoring sessions allow students to ask questions, learn at their own pace and receive immediate feedback. Drop-in tutoring is available in certain subjects during selected hours. Students may also receive assistance in study skills: organizing time and materials, notetaking, reading and studying textbooks, and preparing for tests.

Writing Lab

An English instructor is available during selected hours to help students with all writing assignments including lab reports, essays, research papers, narratives, revising and editing.

Math Lab

A math instructor is available during selected hours to help students decipher and learn from math texts, improve math study skills, decode mathematical symbols, hone problem solving skills, understand how to use formulas, create and interpret tables and graphs, use scientific calculators and graphing programs, and prepare for quizzes and tests.

Computer Assisted Instruction and Word Processing

Students can use a variety of software packages to refresh their skills or to work on problem areas of current course work. Through tutorials, practice exercises and mastery tests, students can learn at their own pace and obtain immediate feedback about their progress. Computers in the lab are also equipped with word processing software and may be used by students to complete assigned papers.

Assistance is available for students who would like to learn to use these programs; previous computer experience is not required.

Disabilities Services

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, NHTI does not discriminate against students with disabilities in terms of program admission and/or opportunities for academic success. Students with disabilities are encouraged to disclose the nature of their disabilities to the Coordinator of Disabilities Services prior to the beginning of their first semester at NHTI. Students with disabilities who choose not to disclose their disability will not be eligible for services unless they provide documentation of their disability to the Coordinator of Disabilities Services. The services available to students with learning disabilities vary according to students' individual needs. Information regarding students' learning disabilities is kept confidential.

English as a Second Language (ESL)

ESL services for students include individual help with problems in oral and written expression, tutoring in academic subjects, and informal language proficiency evaluation. ESL students are encouraged to discuss cultural, social, and professional concerns with the ESL coordinator.

Placement Testing

The LACC administers required placement tests in math, reading, writing, and study strategies and attitudes. After you have completed your testing, you may meet with a faculty member in the LACC to discuss your test scores and receive answers to any questions you may have regarding course placement and academic support services.

New Hampshire Job Training Council (NHJTC)

NHJTC, now located in NHTI's Learning and Career Center, is a private, non-profit organization committed to helping people learn new skills so they can begin new careers. Since 1983, NHJTC has helped more than 30,000 state residents of all ages and backgrounds receive the training they need to get to work.

NHJTC provides eligible individuals with career counseling and assessment services to identify the types of work they would most enjoy. Staff assist individuals in identifying available training and education programs, based on the area of career interest. Once training is completed, we provide job search services including job search tactics, interviewing skills, resume writing and evaluation of the employment market for each individual's particular career and skills.

The services provided by NHJTC are free to eligible NH residents. To find out more about NHJTC please call our toll-free number at 1 (800) 772-7001.

Student Life

Campus Life

The New Hampshire Technical Institute is an advocate for the uniqueness and worth of each individual student. Programs and services have been created to promote student development by encouraging such concepts as positive and realistic self appraisal; intellectual development; appropriate personal and occupational choices; clarification of values; physical fitness; the ability to relate meaningfully with others; the capacity to engage in a personally satisfying and effective style of living; the capacity to appreciate cultural and aesthetic differences; and the capacity to work independently and interdependently. The staff of the Student Affairs Department is dedicated to providing an environment which supports students in meeting both their academic and personal goals. The following campus life programs and services have been designed to meet these needs.

Counseling Services

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

Career Counseling and Placement

The Career and Placement Office provides career and occupational exploration, and individual career counseling. In the Career Resource Center, students and alumni can use Choices CT, a career exploration and planning software program and, Alex, a data base of job opportunities. A "Job Market" binder of current full-time and part-time job listings is also available. Many employers who hire NHTI graduates list new positions in the Job Market binder. Students who secure part-time positions in their major field of study or have practicum or internship experiences while attending the Institute increase their chances of securing employment after graduation.

Assistance with job placement and college transfer is also available. Students continuing to higher levels of education comprised about 20 percent of the 1995 graduating class. Transfer information can be accessed through Choices CT, video tapes, college catalogs, and other materials located in the Career Resource Center in North Hall.

While graduates of the Institute are prepared to enter a national labor market, 95 percent of those working full-time took jobs in New Hampshire with 84 percent working in jobs directly related to their program of study. Through the concerted efforts of the faculty and staff at the Institute, placement services continue to be very effective. Assistance with resume writing and job search techniques is an ongoing service through the Career Counseling and Placement Office.

It is recommended that students become acquainted with these services during their first semester. The Career Counseling and Placement Office is located in North Hall.

Residence Life

Residence living is an integral part of the total educational experience at NHTI. Every effort is made to provide opportunities for personal growth and development in a safe, secure and clean living environment conducive to the academic and personal development of the student.

Moving into the residence halls of NHTI will be the first time many of our students have moved away from home. The residence life staff is here to help students adjust quickly to their new environment. NHTI has three coeducational residence halls housing 340 students. Each hall has a full-time professional Residence Director and a staff of Resident Assistants. The resident assistant staff is selected from successful second year students and receives training in all areas of student development from fire and safety concerns to peer counseling.

All students living in a residence hall must be full-time matriculated students. It is the policy of NHTI that any student who signs a residence hall contract must maintain that residence for the full academic year. Additionally, students living in the residence halls are required to purchase a meal plan from the Institute's food service.

Food Service

The Institute's food service provides meals and snacks at moderate cost. The dining hall is open seven days a week, serving three meals a day Monday through Friday (two meals on Saturday and Sunday) except on holidays and during Institute vacations.

STUDENT LIFE

Residence Hall students must purchase meal permits for the dining room. Commuter students may purchase individual meals on a cash basis in the dining hall or in the Tech Center Bistro.

Health Services

The Institute maintains a Health Center which is open 8 am - 6 pm, Monday through Thursday and 8 am - 4 pm on Fridays. Summer hours are Monday-Friday 8 am - 4 pm. A nurse practitioner is available by appointment. Students can discuss medical concerns and obtain treatment for acute and chronic illnesses. Routine physical exams for sports or gynecological exams and immunizations are available for a nominal fee. Itemized receipts are given to the student for submission to their insurance. Economical dental and/or accident and health insurance can be purchased through the Health Services Office if needed.

The Health Center is also a resource center where students can learn behaviors to help ensure wellness for their lifetime. Educational workshops and seminars are presented on various health topics pertinent to NHTI's diverse student population.

Bookstore

The campus bookstore is located in White Hall. All books and supplies needed by students are available in the bookstore as well as clothing, glassware, gift items, and health and beauty aids. Also available at the bookstore are cards, candy, reference books, including a wide range of nursing reference books, study guides, and backpacks.

Checks, Mastercard, Visa, and Discover cards are all accepted at the bookstore. Checks should be made payable to NHTI Bookstore. Home address and phone number must appear on all checks. A valid school ID or valid driver's license is required for all purchases made by check. Personal checks with a value of up to \$10.00 weekly will be cashed. No two-party checks will be cashed. A charge of \$15.00 will be made for each check returned to the Bookstore from the bank. Further check cashing privileges will be curtailed until the returned check and fee have been paid. All checks are subject to bank verification

Hours:

8:30 a.m. - 6:00 p.m.	Monday through Thursday
8:30 a.m. - 3:00 p.m.	Friday

Athletics

The New Hampshire Technical Institute recognizes that its primary emphasis is to provide a high quality technical education, but it also recognizes that many student/athletes desire to compete in challenging levels of athletic competition. To that end, the Institute has developed a program that offers the intercollegiate athlete the opportunity to compete on both a regional and national level. Under the auspices of the Northern New England Small College

Conference (NNECC) and the National Small College Athletic Association (NSCAA), teams compete in men's soccer, men's and women's basketball and volleyball, as well as baseball and softball. Several teams have enjoyed great success in the past, advancing to regional finals and national competition. In addition, athletes have attained All-American status via the NSCAA, and garnered several All-Star awards from regional competition.

Intramurals and Wellness Opportunities

Students may participate in a wide variety of intramural and wellness activities. Programs are available both on and off campus.

On campus, the Dr. Goldie Crocker Wellness Center has a full gym, as well as a nautilus area and free weight room. Outdoor facilities include soccer, baseball and softball fields, tennis courts, horseshoe pits, and volleyball courts. Available programs include basketball, volleyball, indoor soccer, gym hockey, tournaments, martial arts, aerobics, fitness clinics and demonstrations, flag football, ultimate frisbee, golf, softball, and both crosscountry and downhill skiing.

The City of Concord can boast at having some of the finest recreational facilities in the State of New Hampshire. NHTI students, upon presentation of a valid ID, are considered residents of the City, and are eligible to participate in a variety of programs such as instruction, leagues, and special events.

The Concord area is full of many attractive options, as well as being geographically close to an abundance of recreational opportunities statewide.

Student Government

NHTI encourages a democratic form of student government to develop individual initiative and a sense of group responsibility.

The Student Senate is responsible for Institute affairs which are not academic in nature. The Senate is composed of elected representatives both from campus residents and commuting students and is responsible for the promotion and coordination of student activities.

Students American Dental Hygienists Association (SADHA)
Student Early Childhood Association (SECA)
Society of Manufacturing Engineers (SME)
Student Nurse's Association (SNA)
Sun Tech (Solar car club)
South Hall Council
Strout Hall Council
Student Senate
Travel Society

Professional Organizations

Most academic programs have a professional organization that promotes its integration into the chosen field of study.

Each association has elected officers and a planned agenda for the year. Whenever possible, these groups meet regularly during the academic day. These associations provide an opportunity for student/faculty planned programs which provide supplementary and educational information.

Phi Theta Kappa

The Phi Theta Kappa Society is the only internationally acclaimed honor society serving two-year colleges offering associate degree programs. Phi Theta Kappa seeks to recognize and encourage scholarship among students, develop opportunities for leadership, fellowship and services, as well as provide an intellectual climate for continued academic excellence. The name of NHTI's chapter is Alpha Upsilon Omicron.

Student Clubs and Organizations

Campus Activity Board
Campus Pride Alliance
Criminal Justice Club
Institute of Electrical & Electronic Engineers, Inc.
(I.E.E.E., Student Chapter)
NH Jr. Dental Assisting Association (NHJDA)
NHT EYE (the Institute's literary magazine)
North Hall Council
Outing Club
Phi Theta Kappa Honor Society
Paramedic Student Organization (PSO)
Roentgen Ray Society

Orientation Program

The New Hampshire Technical Institute Orientation Program's primary objective is to ensure that all students experience a smooth transition to college life. Students will have the opportunity to meet faculty and staff, and learn more about the organizations and activities that are available. Thus, it is strongly urged that students participate in the Fall orientation opportunity.

Alumni

The Alumni Association of the Institute numbers 8,500 strong. This association plays an integral role in job placement, academic direction, fund raising, and serves as a valued resource for the future of the Institute.

Programs of Study

Engineering Technologies

Architectural Engineering Technology

The Architectural Engineering Technology program combines engineering theory and graphic art with a solid foundation in mathematics and science. Students in the program learn structural and environmental systems theory, statics and strength of building materials, general engineering theories and practices, and the skills and techniques of architectural design, drafting and surveying.

The degree of Associate in Engineering Technology with a major in Architectural Engineering Technology is awarded upon successful completion of the program. Graduates of the program are employed with architectural and engineering firms, contractors, surveyors, and in various governmental agencies. This program is accredited by the Technology Accreditation Commission/ Accreditation Board for Engineering and Technology, Inc. (TAC/ ABET). Please refer to pages 9-12 for specific Admission requirements.

FIRST YEAR

• FALL SEMESTER

		CL	LAB	CR
#AR 103	Architectural Drafting and Sketching	2	2	3
#AR 120	Materials and Methods of Construction	3	0	3
EN 101	English Composition	4	0	4
MT 101	Elementary Functions	5	0	5
PH 101	Physics I	3	2	4
				19

• SPRING SEMESTER

		CL	LAB	CR
#AR 104	Design Drafting I	2	2	3
#AR 150	Statics and Strength of Materials	3	2	4
EN 125	Communication and the Literature of Science and Technology	3	0	3
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Applications	1	3	2
				16

SECOND YEAR

• FALL SEMESTER

		CL	LAB	CR
#AR 202	Design Drafting II	2	2	3
#AR 220	Surveying	2	3	3
#AR 240	Timber and Steel Design	3	2	4
PH 102	Physics II	2	2	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				16-17

• SPRING SEMESTER

		CL	LAB	CR
#AR 235	Reinforced Concrete Design	2	3	3
#AR 250	Environmental Systems	2	2	3
#AR 270	Construction Management	2	2	3
#AR 297	Architectural Design Project	1	3	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				15-16
	TOTAL CREDITS			66-68

Indicates major field courses

NHTI Alumni Profile

Michelle Juliano - Class of 1986

Major: Architectural Engineering Technology

Currently: Professional Engineer with NH Department of Transportation

After graduating from NHTI, Michelle went on to the University of New Hampshire, where she earned a bachelor's degree in civil engineering.

In 1988 she accepted a position with the NH Department of Transportation, where she designed bridges for eight years in the Bureau of Bridge Design. She moved to the Bureau of Public Works in 1997 where she currently heads the civil engineering department while also serving as a project manager. Michelle has remained active in NHTI's Engineered for Women program.

"As a structural engineer I've found that my architectural engineering technology background from NHTI has really complemented my subsequent educational and professional experiences. NHTI pointed me in the right direction!"

ARCHITECTURAL ENGINEERING TECHNOLOGY

Three Year Option

FIRST YEAR

*FALL SEMESTER		CL	LAB	CR
#AR103	Architectural Drafting and Sketching	2	2	3
#AR120	Materials and Methods of Construction	3	0	3
EN 101	English Composition	4	0	4
MT 101	Elementary Function	5	0	5
		15		

. SPRING SEMESTER		CL	LAB	CR
#AR 104	Design Drafting I	2	2	3
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Applications	1	2	2
PH 101	Physics I	3	2	4
		13		

SECOND YEAR

● FALL SEMESTER		CL	LAB	CR
#AR 220	Surveying	2	3	3
PH 102	Physics II	2	2	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
		9-10		

● SPRING SEMESTER		CL	LAB	CR
#AR 150	Statics and Strength of Materials	3	2	4
#AR 250	Environmental Systems	2	2	3
EN 125	Communication and the Literature of Science and Technology	3	0	3
		10		

THIRD YEAR

● FALL SEMESTER		CL	LAB	CR
#AR 202	Design Drafting II	2	2	3
#AR 240	Timber and Steel Design	3	2	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
		10-11		

● SPRING SEMESTER		CL	LAB	CR
#AR 235	Reinforced Concrete Design	2	3	3
#AR 270	Construction Management	2	2	3
#AR 297	Architectural Design Project	1	3	3
		9		

TOTAL 66-68

Indicates major field courses

NHTI Alumni Profile

Joel Wright - Class of 1990

Major: Electronic Engineering Technology

Currently: InfoServe Corporation

Joel graduated from the NHTI electronic engineering technology program and continued his engineering education at the University of NH. Before joining InfoServe in 1994, Joel worked at Cabletron and at the Mt. Washington Observatory. He is responsible for the operation of a growing company that supplies high-end,

purpose-built computer systems and field service, consulting, and training for those systems to northern NE business and industry.

"The background I gained at NHTI was a tremendous boost to my career. I especially benefitted from the early exposure to hands-on work in the electronics labs."

NHTI Alumni Profile

Eric Hastings, Randy Remick, and Keith McBey

Major: Architectural Engineering Technology

Currently: Contracting Project Managers, Bonnette, Page, and Stone Corp. of Laconia.

Eric, Randy, and Keith are pictured to the left of Steven Page, the President of Bonnette, Page, and Stone. They graduated from NHTI with Architectural Engineering Technology Degrees in 1978, 1981, and 1994 respectively.

"When we need a new estimator or project manager, we just go right to New Hampshire Technical Institute in Concord. We haven't gone wrong yet. The Tech is a great resource for companies like mine." - Stephen Page

COMPUTER ENGINEERING TECHNOLOGY

Computer Engineering Technology

The Computer Engineering Technology program provides a state-of-the-art capability in using computers, offering marketable computer programming skills and an in-depth understanding of the hardware. Graduates are prepared for positions as computer programmers in engineering and manufacturing environments.

The program focuses on the C and C++ programming languages and includes the use of Assembly Language, Relay Ladder Logic and Visual Basic. The curriculum includes microprocessor technology, fundamentals of electronics, networking, interfacing of computer peripherals and three major operating systems: DOS, Windows, and UNIX.

The Computer Engineering Technology program utilizes well-equipped laboratories with a wide range of software, in addition to the extensive electronics facilities.

The Computer Engineering Technology program provides the first two years of study towards a Bachelor of Science in Engineering Technology at the University of New Hampshire. Students maintaining a specific grade point average will be accepted as juniors. There is the flexibility for students to continue for other degrees at other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET).

FIRST YEAR

. FALL SEMESTER		CL	LAB	CR
#CP 103	Introduction to Computers and Operating Systems	2	2	3
#CP 107	Introduction to Programming with C++	2	3	3
#EL 101	Electric Circuits	3	3	4
EN 101	English Composition	4	0	4
MT 101	Elementary Functions	5	0	5
				19
. SPRING SEMESTER		CL	LAB	CR
#CP 108	Digital Devices and Interfacing	3	3	4
#CP 111	Machine and Assembly Language	2	3	3
EN 125	Communication and the Literature of Science and Technology	3	0	3
MT 102	Introduction to Calculus	4	0	4
PH 101	Physics I	3	2	4
				18

SECOND YEAR

. FALL SEMESTER		CL	LAB	CR
#CP 227	Personal Computer Architecture, Hardware and Software	1	3	2
#CP 234	Algorithms with C++	3	3	4
#CP 260	Computer Real Time Interfacing	3	3	4
#CP 301	Computer Project Definition	1	0	1
MT 200	Calculus	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				18-19
. SPRING SEMESTER		CL	LAB	CR
#CP 222	Data Communications	3	3	4
#CP 240	Advanced Operating Systems	3	2	4
#CP 252	Networking and Internet Technologies	2	2	3
#CP 303	Computer Project	1	4	3
PH 202	Physics IIa (1st 7.5 weeks)	3	2	2
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				19-20
TOTAL CREDITS				74/76

Three Year Option

FIRST YEAR

. FALL SEMESTER		CL	LAB	CR
#CP 103	Introduction to Computers and Operating Systems	2	2	3
#CP 107	Introduction to Programming with C++	2	3	3
MT 101	Elementary Functions	5	0	5
EN 101	English Composition	4	0	4
				15
. SPRING SEMESTER		CL	LAB	CR
#CP 111	Machine and Assembly Language	2	3	3
PH 101	Physics I	3	2	4
MT 102	Introduction to Calculus	4	0	4
				11

SECOND YEAR

. FALL SEMESTER		CL	LAB	CR
#CP 234	Algorithms with C++	3	3	4
EL 101	Electric Circuits	3	3	4
MT 200	Calculus	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				15-16
. SPRING SEMESTER		CL	LAB	CR
#CP 222	Data Communications	3	3	4
#CP 108	Digital Devices and Interfacing	3	3	4
EN 125	Communication and the Literature of Science and Technology	3	0	3
PH 202	Physics IIa (1st 7.5 weeks)	3	2	2
				13

THIRD YEAR

. FALL SEMESTER		CL	LAB	CR
CP 227	Personal Computer Architecture, Hardware and Software	1	3	2
CP 260	Computer Real Time Interfacing	3	3	4
CP 301	Computer Project Definition	1	0	1
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				10-11
. SPRING SEMESTER		CL	LAB	CR
#CP 252	Networking and Internet Technologies	2	2	3
#CP 240	Advanced Operating Systems	3	2	4
#CP 303	Computer Project	1	4	3
				10
TOTAL CREDITS				74-76

Indicates major field courses

** Other Technical Electives, if available, may be substituted with Department approval.

Please Note: CP205 Programming in C may be substituted for CP107.

EL 244 Embedded Microcomputers may be substituted for CP111.

EL 226 Digital Electronics may be substituted for CP 108.

Please refer to pages 9-12 for specific Admission requirements.

ELECTRONIC ENGINEERING TECHNOLOGY

Electronic Engineering Technology

The Electronic Engineering Technology program provides a balance of theory and state-of-the-art applications that produces highly educated, practically-oriented engineering technicians. Graduates are prepared for positions in industry or may continue on for advanced degrees.

The program includes study in mathematics, digital and linear electronics; communications; microcomputers; integrating hardware utilization and software programming in the computer language C; printed circuit board design and fabrication techniques and a design project. Extensive laboratory experience is provided using electronic testing devices and personal computers.

The Electronic Engineering Technology program provides the first two years of study towards a Bachelor of Science in Engineering Technology at the University of New Hampshire. Students maintaining a specific grade point average will be accepted as juniors. There is the flexibility for students to continue for other degrees at other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET).

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#CP 103	Introduction to Computers and Operating Systems	2	2	3
#CP 107	Introduction to Programming with C++	2	3	3
#EL 101	Electric Circuits	3	3	4
EN 101	English Composition	4	0	4
MT 101	Elementary Functions	5	0	5
				19

• SPRING SEMESTER		CL	LAB	CR
#EL 102	Circuit Analysis	3	3	4
#EL 110	Electronics I	3	3	4
EN 125	Communication and the Literature of Science and Technology	3	0	3
MT 102	Introduction to Calculus	4	0	4
PH 101	Physics I	3	2	4
				19

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#EL 210	Electronics II	3	3	4
#EL 226	Digital Electronics	3	3	4
#EL 320	Electronic Design Tools and Standards	0	3	1
#EL 321	Industry Methods Laboratory	0	4	2
MT 200	Calculus	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				19-20

• SPRING SEMESTER		CL	LAB	CR
#EL 244	Embedded Microcomputers	3	3	4
#EL 250	Electronic Communications	3	3	4
#EL 322	Engineering Technology Project	0	4	2
#EL 323	Engineering Technology Project Management	0	3	1
PH 202	Physics IIa (1st 7.5 Weeks)	3	2	2
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				16-17

TOTAL CREDITS 72-74

Three Year Option

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#CP 103	Introduction to Computers and Operating Systems	2	2	3
#EL 101	Electric Circuits	3	3	4
EN 101	English Composition*	4	0	4
MT 101	Elementary Functions	5	0	5
				16

• SPRING SEMESTER		CL	LAB	CR
#EL 110	Electronics I	3	3	4
MT 102	Introduction to Calculus	4	0	4
PH 101	Physics I	3	2	4
				12

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#CP 107	Introduction to Programming with C++	2	3	3
#EL 226	Digital Electronics	3	3	4
MT 200	Calculus	4	0	4
				11

• SPRING SEMESTER		CL	LAB	CR
#EL 102	Circuit Analysis	3	3	4
#EL 244	Embedded Microcomputers	3	3	4
EN 125	Communication and the Literature of Science and Technology	3	0	3
PH 202	Physics IIa (1st 7.5 weeks)	3	2	2
				13

THIRD YEAR

• FALL SEMESTER		CL	LAB	CR
#EL 210	Electronics II	3	3	4
#EL 320	Electronic Design Tools and Standards	0	3	1
#EL 321	Industry Methods Laboratory	0	4	2
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				11-12

• SPRING SEMESTER		CL	LAB	CR
#EL 250	Electronic Communications	3	3	4
#EL 322	Engineering Technology Project	0	4	2
#EL 323	Engineering Technology Project Management	0	3	1
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				10-11

TOTAL CREDITS 72-74

*EN 101 could be taken in Fall Semester of Second Year (3 yr. option)

Indicates major field courses

Please Note: CP 205 Programming in C maybe substituted for CP 107
Please refer to pages 9-12 for specific Admission requirements.

MANUFACTURING ENGINEERING TECHNOLOGY

Manufacturing Engineering Technology

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

The degree of Associate in Engineering Technology with a major in Manufacturing Engineering Technology is awarded upon successful completion of the program. Graduates are employed in positions such as production planners, management assistants, material planners, and manufacturing engineering technicians.

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, and at other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET). *Please refer to pages 9-12 for specific Admission requirements.*

NHTI Faculty Profile

Meurig T. Davies
Manufacturing Engineering Technology

B.S. University of Wales,
 Cardiff

M.S. University of Birmingham

Before joining the NHTI faculty in 1988, Professor Davies spent 25 years in industry and was a vice-president and general manager for one of the worlds largest ship-building companies. He's also worked for Rolls Royce, Boeing Aircraft, Ford and General Motors.

"When I arrived here I was immediately impressed with the Institute's Computer Integrated Manufacturing Laboratory, the equal of which can be found at very few universities. But I was even more impressed by the wonderful rapport which exists between students and faculty here."

FIRST YEAR

		CL	LAB	CR
• FALL SEMESTER				
EN 101	English Composition	4	0	4
#MC 101	Design Graphics I	1	3	2
#MF 111	Manufacturing and Materials Processing	3	2	4
MT 101	Elementary Functions	5	0	5
PH 101	Physics I	3	2	4
				19
• SPRING SEMESTER				
EN 125	Communication and the Literature of Science and Technology	3	0	3
#MC102	Design Graphics II	1	3	2
#MC150	Statics and Strength of Materials	3	2	4
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Application	1	3	2
PH 102	Physics II	2	2	3
				18

SECOND YEAR

		CL	LAB	CR
• FALL SEMESTER				
CH 204	Chemistry	3	2	4
#MF 201	Instrumentation and Controls	2	2	3
#MF 220	Manufacturing Processes and Machine Tools	3	3	4
MT 200	Calculus	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				18-19
• SPRING SEMESTER				
#MF 241	Computer Integrated Manufacturing (CIM)	3	3	4
#MF 230	Production Systems	3	2	4
#MF 250	Statistical Process Control	2	2	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
xx xxx	Elective*	1-3	0-32-4	16-19
				71-75
TOTAL CREDITS				

SUGGESTED ELECTIVES:

		CL	LAB	CR
MC 205	Material Science	3	2	4
MT 203	Selected Topics in Calculus	3	0	3

* Subject to the approval of the Department Head

Indicates major field courses

MANUFACTURING ENGINEERING TECHNOLOGY

Three Year Option

FIRST YEAR

• FALL SEMESTER		CR	LAB	CR
EN 101	English Composition	4	0	4
#MF 111	Manufacturing and Materials Processing	3	2	4
MT 101	Elementary Functions	5	0	5
				13

• SPRING SEMESTER		CR	LAB	CR
EN 125	Communication and the Literature of Science and Technology	3	0	3
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Applications	1	3	2
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				12-13

SECOND YEAR

• FALL SEMESTER		CR	LAB	CR
#MC 101	Design Graphics I	1	3	2
MT200	Calculus	4	0	4
PH 101	Physics I	3	2	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				13-14

• SPRING SEMESTER		CR	LAB	CR
#MC102	Design Graphics II	1	3	2
#MC150	Statics and Strength of Materials	3	2	4
#MF 250	Statistical Process Control	2	2	3
PH 102	Physics II	2	2	3
				12

THIRD YEAR

• FALL SEMESTER		CL	LAB	CR
CH 204	Chemistry	3	2	4
#MF 201	Instrumentation and Controls	2	2	3
#MF 220	Manufacturing Processes and Machine Tools	3	3	4
				11

• SPRING SEMESTER		CL	LAB	CR
#MF 230	Production Systems	3	2	4
#MF 241	Computer Integrated Manufacturing (CIM)	3	3	4
XX xxx	Elective*	1-3	0-3	2-4
				10-12

TOTAL CREDITS 71-75

SUGGESTED ELECTIVES:

		CL	LAB	CR
MC 205	Material Science	3	2	4
MT 203	Selected Topics in Calculus	3	0	3

Indicates major field courses

*Subject to the approval of the Department Head

NHTI Alumni Profile

Beth Pennock - Class of 1997

Major: Manufacturing Engineering Technology

Although Beth already had a baccalaureate degree, she returned to NHTI to realize her dream of studying engineering technology.

"I'd always been interested in engineering, but I didn't receive much encouragement to pursue a degree in that field. I ended up getting a bachelor's degree in business management at a large univer-

sity in Boston. When I decided I wanted to return to school to study engineering technology, the people at NHTI were great. There were plenty of lab opportunities and the professors provided plenty of individual attention, helping us to relate theory to practice. The Institute has a great learning environment!"

NHTI Alumni Profile

NHTI Solar Hawk Team

(1-r, Greg Cullen, Frank Weeden, Steve Brochu, and Dave Bettencourt)

Major: Mechanical Engineering Technology

The four students collaborated on the "Solar Hawk" project which involved building a 1/4 scale model plane and testing it in flight for "proof of concept" of the original design.

"Enrolling at the Technical Institute headed me in the right direction. Now I'm really excited about my future."

- Dave Bettencourt

MECHANICAL ENGINEERING TECHNOLOGY

Mechanical Engineering Technology

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

The degree of Associate in Engineering Technology with a major in Mechanical Engineering Technology is awarded upon successful completion of the program. Graduates are employed in positions such as assistant engineer, machine designer, engineering sales representative, engineering laboratory technician, technical supervisor and CAD operator.

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, and other colleges and universities. This program is accredited by the Technology Accreditation Commission/Accreditation Board for Engineering and Technology, Inc. (TAC/ABET). *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

		CL	LAB	CR
	• FALL SEMESTER			
EN 101	English Composition	4	0	4
#MC 101	Design Graphics I	1	3	2
#MF 111	Manufacturing and Materials Processing	3	2	4
MT 101	Elementary Functions	5	0	5
PH 101	Physics I	3	2	4
				19

		CL	LAB	CR
	• SPRING SEMESTER			
EN 125	Communication and the Literature of Science of Technology	3	0	3
#MC102	Design Graphics II	1	3	2
#MC150	Statics and Strength of Materials	3	2	4
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Applications	1	3	2
PH 102	Physics II	2	2	3
				18

SECOND YEAR

		CL	LAB	CR
	• FALL SEMESTER			
CH 204	Chemistry	3	2	4
#MC250	Dynamics and Mechanical Design I	3	2	4
#MF 201	Instrumentation and Controls	2	2	3
MT 200	Calculus	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				18-19

		CL	LAB	CR
	• SPRING SEMESTER			
#MC205	Material Science	3	2	4
#MC226	Thermodynamics and Heat Transfer	3	0	3
#MC260	Mechanical Design II	3	2	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
xx xxx	Elective*	1-3	0-31-4	15-19
				70-75
	TOTAL CREDITS			

SUGGESTED ELECTIVES:

		CL	LAB	CR
MC 275	Intermediate CADD	1	3	2
MC 282	Senior Project	2	2	3
MT 203	Selected Topics from Calculus	3	0	3

* Subject to the approval of the Department Head

Indicates major field courses

MECHANICAL ENGINEERING TECHNOLOGY

Three Year Option

NHTI Alumni Profile

Joe Petro - Class of 1987

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
EN 101	English Composition	4	0	4
#MF 111	Manufacturing and Materials Processing	3	2	4
MT 101	Elementary Functions	5	0	5
				13

• SPRING SEMESTER		CL	LAB	CR
EN 125	Communication and the Literature of Science and Technology	3	0	3
MT 102	Introduction to Calculus	4	0	4
MT 107	Computer Programming and Applications	1	3	2
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				12-13

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#MC 101	Design Graphics I	1	3	2
MT 200	Calculus	4	0	4
PH 101	Physics I	3	2	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3-4	0	3-4
				13-14

• SPRING SEMESTER		CL	LAB	CR
#MC102	Design Graphics II	1	3	2
#MC 150	Statics and Strength of Materials	3	2	4
#MC 226	Thermodynamics and Heat Transfer	3	0	3
PH 102	Physics II	2	2	3
				12

THIRD YEAR

• FALL SEMESTER		CL	LAB	CR
CH 204	Chemistry	3	2	4
#MF 201	Instrumentation and Controls	2	2	3
#MC250	Dynamics and Mechanical Design I	3	2	4
				11

• SPRING SEMESTER		CL	LAB	CR
#MC205	Material Science	3	2	4
#MC260	Mechanical Design II	3	2	4
XX xxx	Elective*	1-3	0-3	1-4
				9-12
TOTAL CREDITS				70-75

SUGGESTED ELECTIVES:		CL	LAB	CR
MC275	Intermediate CADD	1	3	2
MC282	Senior Project	2	2	3
MT 203	Selected Topics in Calculus	3	0	3

Indicates major field courses

* Subject to the approval of the Department Head

Major: Mechanical Engineering
Technology

Currently: Senior Automotive
Engineering Consultant

After enjoying a very successful
experience at NHTI, Joe transferred to
the University of New Hampshire

where he eventually finished fifth out of a class of 60 mechanical engineers. He was offered a job as an automotive engineer in Michigan, where he won acclaim for helping to develop an engineering evaluation process that had widespread application throughout the industry. He went on to found the Knowledge Based Engineering (KBE) Group before returning to New England as a senior automotive consultant with ICAD Corporation.

"I came to the New Hampshire Technical Institute determined to succeed in the engineering field. I soaked up everything I could get. I was always asking questions and the Tech's professors were great. I think they appreciated my intensity, and they gave me as much individual attention as I desired."

Business Administration

Accounting

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

By offering advanced accounting and related courses, the Accounting program prepares graduates to be junior accountants or to transfer to four-year colleges. The degree of Associate in Science in Business Administration with a specialization in Accounting is awarded upon successful completion of the program.

Each course with the "AC" designation must be completed with a grade of C- or higher. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#AC 101	Accounting I	4	0	4
BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
IS 166	PC Applications	2	2	3
MT 110	Intermediate Algebra	4	0	4
				18

• SPRING SEMESTER		CL	LAB	CR
#AC 102	Accounting II	4	0	4
#BU 130	Taxes	4	0	4
EN 125	Communications and the Literature of Science and Technology OR			
EN xxx	English Elective	3-4	0	3-4
IS 265	Spreadsheets	2	2	3
MT 125	Finite Math	4	0	4
				18-19

• SUMMER SEMESTER (Optional)		CL	LAB	CR
#AC 290	Accounting Internship	0	9	3

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#AC 205	Intermediate Accounting I	4	0	4
#AC 250	Cost Accounting	3	0	3
BU 225	Business Law	3	0	3
BU 270	Principles of Management	4	0	4
SO 210	Macroeconomics	3	0	3
				17

• SPRING SEMESTER		CL	LAB	CR
#AC 206	Intermediate Accounting II	4	0	4
#AC 240	Accounting Information Systems	2	2	3
#BU 250	Principles of Finance	3	0	3
#BU xxx	Business Elective OR			
MT 251	statistics	3-4	0	3-4
SO 211	Microeconomics	3	0	3
				16-17

TOTAL CREDITS				69-74
----------------------	--	--	--	-------

NHTI Faculty Profile

Joseph Gula - Business Administration

B.S. University of
New Hampshire

M.B.A. Rivier College

Joseph Gula became an Associate Professor at NHTI in 1993 and was promoted to Professor in 1997. His private sector background includes successful experiences in management, marketing, sales and business law.

Professor Gula was the first recipient of the Student Senate Faculty Award for excellence.

"The Business Administration programs at NHTI offer students individual attention from professors with real-world business backgrounds. After only two years, many of our graduates launch promising business careers."

NHTI Alumni Profile

Matt Newland - Class of 1990

Major: Business Management

Currently: Director of Driver Education Training for the State of NH

Matt was involved with student government while at NHTI, serving as student senate president. After graduating from NHTI with a business degree in 1990, Matt transferred to the University of New Hampshire, where he later earned a bachelor's degree in business. While at UNH,

Matt was selected for the prestigious position of student trustee on the University System Board of Trustees.

He has since served several terms in the New Hampshire legislature.

"I attribute much of my success at UNH, in politics, and in business to my experiences at the Tech," said Newland. "And I met my wife there as well. You need a good education to be able to process information and to make informed decisions. And my decision to go to the Tech was one of my best!"

Human Resource Management

The Business Administration - Human Resource Management program offers a broad educational background for students who seek a career in human resource management, employee training, and employee development. The program includes courses in accounting, business law, management, word processing and spreadsheets, English, economics, mathematics and applied behavioral sciences.

The first year of the program has offerings which are common to the general Management program. The second year allows students to create their Human Resource Management emphasis through a selection of electives such as Organizational Behavior, Human Resources Management and Labor-Management Relations.

Graduates are prepared either to enter training positions in Human Resource Management or to transfer to a four-year college. The degree of Associate in Science with a major in Business Administration with a specialization in Human Resource Management is awarded upon successful completion of the program.

FIRST YEAR

. FALL SEMESTER		CL	LAB	CR
#AC 103	Fundamentals of Accounting I	3	0	3
#BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
#IS 166	PC Applications	2	2	3
MT 110	Intermediate Algebra	4	0	4
				17

. SPRING SEMESTER		CL	LAB	CR
#AC 104	Fundamentals of Accounting II	3	0	3
#BU 150	Supervision	3	0	3
#IS 265	Spreadsheets	2	2	3
MT 125	Finite Mathematics	4	0	4
PY 105	Introduction to Psychology	3	0	3
				16

SECOND YEAR

. FALL SEMESTER		CL	LAB	CR
#BU xxx	Business Elective*	3-4	0	3-4
#BU 270	Principles of Management	4	0	4
#BU 273	Human Resource Management	4	0	4
SO 210	Macroeconomics	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3
				17-18

. SPRING SEMESTER		CL	LAB	CR
#BU 170	Principles of Marketing	3	0	3
#BU 225	Business Law I	3	0	3
#BU xxx	Business Elective* *	3-4	0	3-4
EN 125	Communication and the Literature of Science and Technology OR			
EN xxx	English Elective	3-4	0	3-4
SO 211	Microeconomics	3	0	3
				15-17

TOTAL CREDITS 6568

#Indicates major field courses.

* Any BU, AC, BK, or IS course that is not a required course

** BU 245 or BU 275 or BU 290

Management

The Business Administration-Management 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 business. The associate degree curriculum includes courses in accounting, business law, management, word processing and spreadsheets, economics, English, mathematics and applied behavioral sciences.

Having studied contemporary management practices, graduates of the program are prepared to enter training positions in supervision, marketing management or office management. Other graduates will transfer to four-year colleges. The degree of Associate in Science in Business Administration with a specialization in Management is awarded upon successful completion of the program.

FIRST YEAR

. FALL SEMESTER		CL	LAB	CR
#AC 103	Fundamentals of Accounting I	3	0	3
#BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
#IS 166	PC Applications	2	2	3
MT 110	Intermediate Algebra	4	0	4
				17

. SPRING SEMESTER		CL	LAB	CR
#AC 104	Fundamentals of Accounting II	3	0	3
#BU 150	Supervision	3	0	3
#BU 170	Principles of Marketing	3	0	3
#IS 265	Spreadsheets	2	2	3
MT 125	Finite Mathematics	4	0	4
				16

SECOND YEAR

. FALL SEMESTER		CL	LAB	CR
#BU 225	Business Law I	3	0	3
#BU 250	Principles of Finance	3	0	3
#BU 270	Principles of Management	4	0	4
#BU xxx	Business Elective*	3-4	0	3-4
SO 210	Macroeconomics	3	0	3
				16-17

. SPRING SEMESTER		CL	LAB	CR
#BU xxx	Business Elective**	3-4	0	3-4
#BU xxx	Business Elective**	3-4	0	3-4
EN 125	Communication and the Literature of Science and Technology OR			
EN xxx	English Elective	3-4	0	3-4
PI 242	Contemporary Ethical Issues	3	0	3
SO 211	Microeconomics	3	0	3
				15-18

TOTAL CREDITS 64-68

Indicates major field courses

* Any BU, AC, BK, or IS course that is not a required course

** BU 220, BU 226, BU 240, BU 245, BU 262, BU 273, BU 275 or BU 290

Please refer to pages 9-12 for specific Admission requirements.

Marketing

The Business Administration-Marketing program provides a broad educational background for students who seek a career in marketing, advertising, or sales. The program includes courses in accounting, business law, management, marketing and related research skills, word processing and spreadsheets, economics, English and mathematics.

The first year of the program has offerings which are common to the Management degree. The second year allows students to choose their marketing emphasis through a selection of electives such as sales, marketing research, consumer behavior, and advertising.

Having studied contemporary marketing practices, graduates of the program are prepared to enter training positions in marketing management, customer service or sales. Other graduates will transfer to four-year colleges. The degree of Associate in Science in Business Administration with a specialization in Marketing is awarded upon successful completion of the program.

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#AC 103	Fundamentals of Accounting I	3	0	3
#BU 101	Introduction to Business	3	0	3
EN 101	English Composition	4	0	4
#IS 166	PC Applications	2	2	3
MT 110	Intermediate Algebra	4	0	4
				17

• SPRING SEMESTER		CL	LAB	CR
#AC 104	Fundamentals of Accounting II	3	0	3
#BU 150	Supervision	3	0	3
#BU 170	Principles of Marketing	3	0	3
#IS 265	Spreadsheets	2	2	3
MT 125	Finite Mathematics	4	0	4
				16

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#BU 174	Principles of Sales	3	0	3
#BU 225	Business Law I	3	0	3
#BU xxx	Business Elective*	3	0	3
EN 125	Communication and the Literature of Science and Technology OR			
EN xxx	English Elective	3-4	0	3-4
SO 210	Macroeconomics	3	0	3
				15-16

• SPRING SEMESTER		CL	LAB	CR
#BU 265	Marketing Research	4	0	4
#BU xxx	Business Elective*	4	0	4
#BU xxx	Business Elective**	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3
SO 211	Microeconomics	3	0	3
				17

TOTAL CREDITS 65-66

Indicates major field courses.

* Any BU, AC, BK, or IS course that is not a required course

** BU 261 or BU 280 or BU 295

Sports Management

The Business Administration - Sports Management program is designed for individuals with an interest 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 of or the management of sports businesses or sports programming.

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

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#AC 103	Fundamentals of Accounting I	3	0	3
EN 101	English Composition	4	0	4
#IS 166	PC Applications	2	2	3
MT 110	Intermediate Algebra	4	0	4
#SM 101	Introduction to Sports Management	3	0	3
				17

• SPRING SEMESTER		CL	LAB	CR
#AC 104	Fundamentals of Accounting II	3	0	3
#BU 150	Supervision	3	0	3
#BU 170	Principles of Marketing	3	0	3
#IS 265	Spreadsheets	2	2	3
#BU xxx	Business Elective*	3-4	0	3-4
				15-16

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#BU 225	Business Law I OR			
#SM 225	Sports Law	3	0	3
#BU 270	Principles of Management	4	0	4
#SM 210	Sports and Fitness Facilities Management	3	0	3
#SM 230	Public Relations and Advertising for the Sports Industry	3	0	3
SO 202	Economics	4	0	4
				17

• SPRING SEMESTER		CL	LAB	CR
#BU xxx	Business Elective* OR	3	0	3
	Internship	0	9	3
#EN 120	Communications	3	0	3
SO xxx	Social Science Elective	3	0	3
#SM 250	Sports Management Seminar	3	0	3
XX xxx	General Elective*	3-4	0	3-4
				15-16

TOTAL CREDITS 64-66

Indicates major field courses

*BU xxx Business Elective is any BK, BU, AC, SM, or IS course offering that is not a required course.

Please refer to pages 9-12 for specific Admission requirements.

Computer Information Systems

Computer Information Systems

The Computer Information Systems (CIS) Associate Degree program provides an extensive background for careers in the information technology field. The curriculum includes computer courses for application development (Visual Basic, COBOL, Database Management Systems), network and operating systems, culminating with a senior design project. Extensive hands-on computer training is provided in lab, along with the basic foundation courses in theory and applications in lecture. In addition, students take courses in Mathematics, English, Economics and Social Sciences. Graduates are prepared for positions such as Programmer, Local Area Network (LAN) Administrator, Information Systems Specialist and Database Administrator in an ever growing field. Graduates may opt to continue their education in a Bachelor's Degree program elsewhere. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
AC 103	Fundamentals of Accounting I	3	0	3
EN 101	English Composition	4	0	4
#IS 101	Computer Information Systems	2	3	3
MT 110	Intermediate Algebra	4	0	4
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3	0	3
				17

• SPRING SEMESTER		CL	LAB	CR
AC 104	Fundamentals of Accounting II	3	0	3
EN 125	Communications and the Literature of Technology OR			
EN xxx	English Elective	3	0	3
#IS 121	Computer Programming I	2	2	3
#IS 267	Database Management Systems I	2	2	3
MT 125	Finite Mathematics	4	0	4
				16

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#IS 200	Managing Information Systems	2	2	3
#IS 221	Computer Programming II	2	2	3
#IS 240	Visual Basic	2	2	3
#IS 247	Senior Project Preparation	1	0	1
#IS 248	Networking Technologies for Business	2	2	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3	0	3
				16

• SPRING SEMESTER		CL	LAB	CR
#IS 268	Database Management Systems II	2	2	3
#IS 291	System Software	2	2	3
#IS 298	Senior Project	2	4	4
#IS xxx	Technical Elective*	2	2	3
MT 251	Statistics	4	0	4
				17
TOTAL CREDITS				66

Indicates major field courses

*IS or CP course requiring the approval of the CIS department head

NHTI Alumni Profile

Steve Chapman - Class of 1990

Major: Computer Information Systems

Currently: Data Base Administrator

Steve enrolled at NHTI in the fall of 1988. He graduated with a degree in Computer Information Systems in 1990. He went on to Plymouth State College where he earned a bachelor's

degree in CIS in 1992. Steve started his career as a programmer analyst and later became a data base administrator. A member of the Institute's CIS Advisory Board, Steve also serves as an adjunct faculty member at NHTI.

"The best two years of my college experience were at NHTI. Even though I went on to graduate from a four-year school, I feel like I could have gone directly from NHTI into the business world or information systems. The faculty support at NHTI was the best!"

NHTI Alumni Profile

Juan Quiroga - Class of 1993

Major: Business Administration/Computer Information Systems

Currently: International Trade Representative

A native of Colombia, Juan's Spanish speaking background combined with his two NHTI degrees helped put him in an advantageous position as he pursued a career in international business. He went from NHTI to New Hampshire College where he completed his bachelor's and master's degrees before joining a major multinational company.

"The professors at the Tech were great. They helped me sharpen my English skills so I could succeed. The people there really care about students. That's why I still stay in touch with my former professors."

Hospitality Management

Travel and Tourism Option

The Travel and Tourism program prepares students for entry-level positions in the tourism industry. Career opportunities include travel agent, airline ticket/reservationist, or cruise, hotel and tour representative.

The program provides extensive training in domestic and international ticketing and reservation procedures. A survey is provided of world geography and an analysis is made of the role politics, culture, landscape and economics play in destination options. The curriculum emphasizes business management, sales, customer service, ethics, law, hospitality, and communication techniques through lecture, discussion and role playing.

In a cooperative agreement with Trans World Travel Academy/ TWTA, students will receive 90 hours of hands-on training on TWA's Worldspan on-line reservation system. Worldspan is used by over 25% of the U.S. Travel agencies.

Students may be selected to participate in an internship at a location such as Walt Disney World. Participation in the Walt Disney internship or other internships may affect course sequence. Please refer to pages 9-12 for specific Admission requirements.

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
EN 100	English Composition	4	0	4
MT 100	Fundamental Mathematics with Applications	3	0	3
#IS 166	PC Applications	2	2	3
#TR 101	The Tourism System	3	0	3
#TR 110	Domestic Travel Procedures	3	0	3
				16

• SPRING SEMESTER		CL	LAB	CR
BU 170	Principles of Marketing	3	0	3
EN 120	Communications	3	0	3
PY 105	Introduction to Psychology OR			
SO xxx	Social Science Elective	3	0	3
#HR 227	Legal Issues for the Hospitality Industry OR			
BU 225	Business Law I	3	0	3
#TR 115	International Travel Procedures	3	0	3
				15

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#AC 103	Fundamentals of Accounting	3	0	3
SO 210	Macroeconomics	3	0	3
#GY 101	Travel Geography	4	0	4
#HR 245	Meeting and Convention Planning OR			
#TR xxx	Travel Elective	3	0	3
#TR 220	Computer Reservations I	2	2	3
				16

• SPRING SEMESTER		CL	LAB	CR
BU 150	Supervision	3	0	3
FL xxx	Foreign Language	3	0-2	3-4
#TR 299	Senior Hospitality Seminar	1	0	1
#HR 260	Hospitality Sales/Marketing	3	0	3
#TR 240	Computer Reservations II	2	2	3
#TR 275	Travel Experience	1	2	2
#TR 290	Travel Internship OR	0	9	3
XX xxx	General Elective	3	0	3
				18-19
TOTAL CREDITS				65-66

Indicates major field courses.

HOSPITALITY MANAGEMENT

Hotel Administration Option

The Hotel Administration program will prepare students for an entry-level position in the hotel industry. The student will explore the various types of positions and responsibilities as they relate to the size and needs of a Deluxe to Tourist Hotel, Inn, Lodge or Resort in relation to front office operations. Classroom instruction is completed by hands-on industry software training. Students will have the opportunity to take the American Hotel and Motel Association certification tests in Rooms Division and/or Marketing/Sales Specialist. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
EN 101	English Composition	4	0	4
MT 100	Fundamental Mathematics with Applications	3	0	3
#IS 166	PC Applications	2	2	3
#TR 101	The Tourism System	3	0	3
#TR 110	Domestic Travel Procedures	3	0	3
				16

• SPRING SEMESTER		CL	LAB	CR
BU 170	Marketing	3	0	3
EN 120	Communications	3	0	3
PY 105	Introduction to Psychology OR			
SO xxx	Social Science Elective	3	0	3
#HR 227	Legal Issues for the Hospitality Industry OR			
BU 225	Business Law I	3	0	3
IS 265	Spreadsheets	2	2	3
#HR 115	Front Office Operations	3	0	3
				18

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
AC 103	Fundamentals of Accounting I	3	0	3
SO 210	Macroeconomics	3	0	3
#HR 269	Food and Beverage Management	3	0	3
#HR 245	Meeting/Convention Planning	3	0	3
#HR 229	Hotel Management and Operations	3	0	3
				15

• SPRING SEMESTER		CL	LAB	CR
BU 150	Supervision	3	0	3
FL xxx	Foreign Language	3	0-2	3-4
#HR 299	Senior Hospitality Seminar	1	0	1
#HR 260	Hospitality Sales/Marketing	3	0	3
#HR 290	Hotel Internship OR	0	9	3
XX xxx	General Elective	3	0	3
AC 104	Fundamentals of Accounting II	3	0	3
				16-17
TOTAL CREDITS				65-66

Indicates major field courses.

Real Estate

Real Estate

The Real Estate program will prepare students for a career in Real Estate; first, as an associate working under the supervision of a broker and then if he/she chooses, as the owner of a real estate business. It will provide the student with a very practical business education, and an excellent grounding in general business practices which may be applied not only in real estate, but in any business career. This program facilitates understanding of a wide spectrum of real estate knowledge, from basic licensing laws, through sophisticated investment strategies. The primary objective of the Real Estate Program is to provide its graduates with an optimum chance to succeed from the very beginning of their career in real estate.

This program is available evenings only for the 1996-97 academic year. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
AC 103	Fundamentals of Accounting I	3	0	3
RE 101	Fundamentals of Real Estate	3	0	3
EN 101	English Composition	4	0	4
IS 166	PC Applications	2	2	3
XX xxx	Math or Science Elective	4	0	4
				17

• SPRING SEMESTER		CL	LAB	CR
AC 104	Fundamentals of Accounting II	3	0	3
EN xxx	English Elective	3	0	3
IS 162	Real Estate Computer Applications	2	2	4
RE 102	Real Estate Marketing & Advertising	3	0	3
RE 201	Real Estate Internship I*	1	10	4
				16

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective	3	0	3
RE 220	Real Estate Finance	3	0	3
RE 202	Real Estate Internship II*	1	10	4
XX xxx	General Education Elective	3-4		3-4
PI 242	Contemporary Ethical Issues	3	0	3
				16-17

• SPRING SEMESTER		CL	LAB	CR
SO 202	Economics	4	0	4
RE 221	Real Estate Brokerage Management	3	0	3
RE 222	Real Estate Investment & Taxation	3	0	3
RE 203	Real Estate Internship III*	1	12	5
				15
TOTAL CREDITS		64-65		

*Real Estate Internship requires 2.0 GPA to enroll

Dental Auxiliaries

Dental Hygiene

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

The degree of Associate in Science with a major in Dental Hygiene is awarded upon successful completion of the program. Graduates are able to find employment as hygienists or to continue their education at the baccalaureate level. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
BI 101	Anatomy and Physiology I	3	2	4
CH 110	Introduction to Biochemistry	3	2	4
#DN 100	Dental Hygiene I	2	0	2
#DN 113	Clinical Dental Hygiene I	0	9	3
#DN 134	Oral Anatomy I	2	1	2
EN 101	English Composition	4	0	4
				19

• SPRING SEMESTER		CL	LAB	CR
BI 102	Anatomy and Physiology II	3	2	4
#DN 103	Dental Hygiene II	2	0	2
#DN 114	Clinical Dental Hygiene II	0	9	3
#DN 136	Oral Anatomy II	2	0	2
#DN 140	Dental Radiology	2	3	3
PY 105	Introduction to Psychology	3	0	3
				17

• SUMMER SEMESTER		CL	LAB	CR
BI 202	Microbiology	3	3	4
#DN 162	Dental Materials for Dental Hygiene	2	3	3
#DN 201	Dental Hygiene III	1	2	2
				9

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#DN 126	Nutrition	2	0	2
#DN 212	Clinical Dental Hygiene III	1	8	3
#DN 222	Dental Hygiene Research OR	1	7	3
#DN 223	Dental Specialty Clinic	1	7	3
#DN 241	Community Dental Health	2	0	2
#DN 240	Dental Hygiene Science	4	0	4
				14

• SPRING SEMESTER		CL	LAB	CR
EN 120	Communications	3	0	3
#DN 202	Dental Hygiene IV	2	0	2
#DN 221	Clinical Dental Hygiene IV	1	8	3
#DN 222	Dental Hygiene Research OR	1	7	3
#DN 223	Dental Specialty Clinic	1	7	3
SO 203	Sociology	3	0	3
				14

TOTAL CREDITS 73

Three Year Option

FIRST YEAR**

• FALL SEMESTER		CL	LAB	CR
BI 101	Anatomy and physiology I	3	2	4
CH 110	Introduction to Biochemistry	3	2	4
EN 101	English Composition	4	0	4
				12

• SPRING SEMESTER		CL	LAB	CR
BI 102	Anatomy and Physiology II	3	2	4
EN 120	Communications	3	0	3
PY 105	Introduction to Psychology	3	0	3
SO 203	Sociology	3	0	3
				13

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
BI 202	Microbiology	3	3	4
#DN 100	Dental Hygiene I	2	0	2
#DN 113	Clinical Dental Hygiene I	0	9	3
#DN 134	Oral Anatomy I	2	1	2
				11

• SPRING SEMESTER		CL	LAB	CR
#DN 103	Dental Hygiene II	2	0	2
#DN 114	Clinical Dental Hygiene II	0	9	3
#DN 136	Oral Anatomy II	2	0	2
#DN 140	Dental Radiology	2	3	3
				10

• SUMMER SEMESTER		CL	LAB	CR
#DN 162	Dental Materials for Dental Hygiene	2	3	3
#DN 201	Dental Hygiene III	1	2	2
				5

THIRD YEAR

• FALL SEMESTER		CL	LAB	CR
#DN 126	Nutrition	2	0	2
#DN 212	Clinical Dental Hygiene III	1	8	3
#DN 222	Dental Hygiene Research OR	1	7	3
#DN 223	Dental Specialty Clinic	1	7	3
#DN 240	Dental Hygiene Science	4	0	4
#DN 241	Community Dental Health	2	0	2
				14

• SPRING SEMESTER		CL	LAB	CR
#DN 202	Dental Hygiene IV	2	0	2
#DN 221	Clinical Dental Hygiene IV	1	8	3
#DN 222	Dental Hygiene Research OR	1	7	3
#DN 223	Dental Specialty Clinic	1	7	3
				8

TOTAL CREDITS 73

Some of the Dental Hygiene Clinics may be held during evening hours

**First year can be completed through the Day Division or through the Division of Community Education

Indicates major field courses

Dental Assisting

The Dental Assisting Program provides the education for employment as a dental assistant. The dental assistant must possess knowledge of procedures and practices in patient care and laboratory work as well as office management. The one-year Dental Assisting Program emphasizes clinical training in its own modern clinic and in private dental offices.

A Diploma in Dental Assisting is awarded following successful completion of the program. Graduates are able to find employment as Dental Assistants in private practices or in institutions. They may also apply for admission into the Health Sciences Program and, with an additional year of study, receive a degree of Associate in Science with a major in Health Science. *Please refer to pages 9-12 for specific Admission requirements.*

• FALL SEMESTER		CL	LAB	CR
#DN 122	Dental Anatomy and Embryology	3	0	3
#DN 140	Dental Radiology	2	3	3
#DN 161	Dental Materials - Dental Assisting	2	3	3
#DN 175	Dental Assisting I	3	0	3
#DN 191	Dental Assisting Clinical Experience I	0	4	1
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology	3	0	3
				20
• SPRING SEMESTER		CL	LAB	CR
BI 172	Basic Biomedical Science	3	0	3
#DN 155	Oral Hygiene Education/Nutrition	3	0	3
#DN 176	Dental Assisting II	2	0	2
#DN 181	Office Procedures and Management (7 wks)	1	0	1
#DN 196	Dental Assisting Clinical Experience II	0	15	5
#DN 239	Medical Emergencies for Dental Assisting	2	0	2
#DN 250	Dental Office Computer Application (7 wks)	0	3	1
EN120	Communications	3	0	3
				20
. SUMMER SEMESTER		CL	LAB	CR
#DN 198	Dental Assisting Clinical Experience III (6 weeks)	2	8	5
				5
	TOTAL CREDITS			45

NHTI Alumni Profile

Dr. Leslie Ann Bouvier - Class of 1984

Major: Dental Hygiene

Currently: Doctor of Dental
Medicine, Somersworth, NH

After working as a hygienist Leslie returned to school to become a dentist, completing her studies at Old Dominion University and the University of Connecticut.

"I love being a dentist and my experiences at NHTI made it all possible. The professors really connected with me, challenging me and enabling me to gain confidence so I could attain my goals. Enrolling at the Tech was one of the best moves I ever made."

Early Childhood Education

Early Childhood Education

The Early Childhood Education Associate Degree program of professional studies provides students with the theoretical foundations and practical experiences necessary for certification as directors, and teachers in childcare centers, nursery schools and private Kindergartens responsible for the care and education of young children and qualified to independently implement developmentally appropriate and inclusionary activities. Graduates may also be eligible for positions as educational assistants in public schools as well as for further study at four year colleges.

The degree of Associate in Science (A.S.) with a major in Early Childhood Education will be awarded upon the successful completion of this program. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

. FALL SEMESTER		CL	LAB	CR
#EC 102	Foundations in Early Childhood Education and Child Care	3	0	3
#EC 120	Growth and Development of the Young Child	3	0	3
#EC 135	Dynamics of Curriculum Development	4	0	4
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology	3	0	3
				17

. SPRING SEMESTER		CL	LAB	CR
#EC 175	Environments for Young Children	4	0	4
#EC 185	Health, Nutrition and Safety in Early Childhood Education	2	0	2
#EC 140	Sociology of Children and Families	3	0	3
SO 203	Sociology OR			
PY 110	Human Growth and Development: The Life Span	3	0	3
EN xxx	English Elective	3	0	3
XX xxx	General Education Elective (BU, MT, SC)	3	0	3
				18

. SPRING SEMESTER		CL	LAB	CR
#EC 260	Organization and Management in Early Childhood Education OR	3	0	3
#EC 270	Understanding Young Children's Special Needs OR	3	0	3
#EC 293	Early Childhood Education Practicum II OR	2	5	3
#EC 294	Early Childhood Education Practicum II	2	10	5
#EC 280	Senior Seminar in Professional Development	3	0	3
EN120	Communications	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3
XX xxx	General Education Elective (EN, PY, SO, IS, MT, BI, etc.)	3	0	3
TOTAL CREDITS				67-69

SECOND YEAR

. FALL SEMESTER		CL	LAB	CR
#EC 210	Infant/Toddler Development OR			
#EC 220	Developmentally Appropriate Programs for School-Aged Children	3	0	3
#EC 230	Children's Literature OR			
#EC 231	Early Literacy Development	3	0	3
#EC 285	Early Childhood Education Practicum I	2	10	5
XX xxx	General Education Elective (BU, MT*, SC)	3	0	3
PY 110	Human Growth and Development OR			
SO 203	Sociology	3	0	3
				17

*Students entering the Early Childhood Education program who have not completed high school Algebra I with a "C" or better are required to take Mathematics 100 or another mathematics course to meet graduation requirements.

Indicates major field courses

Three Year Option

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#EC 102	Foundations in Early Childhood Education and Child Care	3	0	3
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology	3	0	3
SO 203	Sociology	3	0	3
				13

• SPRING SEMESTER		CL	LAB	CR
EN xxx	English Elective	3	0	3
PY 110	Human Growth and Development: The Life Span	3	0	3
xx xxx	General Education Elective (EN, SO, PY, PI, MT, PH, BI, CH, PS)	3	0	3
				9

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
xx xxx	General Elective (BU, MT*, SC)	3	0	3
#EC 120	Growth and Development of the Young Child	3	0	3
#EC 135	Dynamics of Curriculum Development	4	0	4
#EC 185	Health, Nutrition and Safety in Early Childhood Education	2	0	2
				12

• SPRING SEMESTER		CL	LAB	CR
#EC 140	Sociology of Children and Families	3	0	3
#EC 175	Environments for Young Children	4	0	4
xx xxx	General Education Elective	3	0	3
				10

THIRD YEAR

• FALL SEMESTER		CL	LAB	CR
#EC 210	Infant/Toddler Development OR			
#EC 220	Developmentally Appropriate Programs for School Aged Children	3	0	3
#EC 230	Children's Literature OR			
#EC 231	Early Literacy Development	3	0	3
#EC 285	Early Childhood Education Practicum I	2	10	5
				11

• SPRING SEMESTER		CL	LAB	CR
#EC 280	Senior Seminar in Professional Development	3	0	3
#EC 293	Early Childhood Practicum II OR	2	5	3
#EC 294	Early Childhood Education Practicum II OR	1	10	5
#EC 270	Understanding Young Children's Special Needs OR			
#EC 260	Organization and Management in Early Childhood Education	3	0	3
EN 120	Communications	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3
				12-14
TOTAL CREDITS		67-69		

*Students entering the Early Childhood Education program who have not completed high school Algebra I with a "C" or better are required to take Mathematics 100 or another mathematics course to meet graduation requirements.

Indicates major field courses

Health Science

Health Science

Developed in recognition of the educational needs of people who are certified, licensed or registered in specific health career fields, the degree of Associate in Science with a major in Health Science is awarded as a joint effort of the Division of Health and Human Services and the Division of Community Education. To qualify for admission into the program, candidates must show proof of current certification, licensure or registration in a recognized health career.

Evaluation of credit received from a college or hospital based program of study in a health related field may result in the receipt of transfer credit or advanced standing credit toward the degree.

A candidate for this highly individualized degree must accumulate a minimum of 64 total credit hours according to the requirements listed below:

Required general education courses are as follows:

		CL	LAB	CR
EN 101	English Composition	4	0	4
EN xxx	English Elective	3	0	3
SO xxx	Social Sciences Electives	6	0	6
BI	101 or BI 131	3	2	4
BI	102 or BI 132	3	2	4

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

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

Please note that a minimum of 16 credit hours must be earned through instruction at New Hampshire Technical Institute. (See *“Residency Requirements” on page 14.*) Please refer to pages 9-12 for specific Admission requirements.

NHTI Faculty Profile

Patricia Yokell - Biological Sciences

A.A.S. Nassau
Community College

B.S. Boston College

M.S.T. Boston College

Professor Yokell came to NHTI in 1989 after having taught at the Post-secondary level for 15 years. She feels NHTI’s educational philosophy serves its students well.

“Many of the graduates from our Health Science programs return to tell us how much they appreciated our approach to teaching science courses. We hear that many students are initially intimidated by required science courses. We make it a point to help our chemistry and biology students overcome these concerns, so they can have more opportunities for success.”

NHTI Alumni Profile

Jessica Gardner - Class of 1997

Major: Health Science and Business Administration/Marketing

After graduating from NHTI, Jessica opted to continue her education at New Hampshire College.

“Going to NHTI provided me with confidence and direction while making me excited about my future. I now recognize opportunities that I didn’t realize existed before.”

Human Services

Human Services

The Human Services program prepares the student to work effectively and knowledgeably with individuals in need of direct, personal support and assistance. The student will develop skills and competencies in interviewing, counseling, and case management, and will be able to link clients with needed community resources and services.

There are three practica courses, each of which provides the student with 150 contact hours of practica experience for a total of 450 hours in the field. The student is involved in the selection of the agency, institution or site in which to fulfill the desired practica requirements. The practicum enables the student to apply what he or she has been learning to a practical, hands-on situation.

The degree of Associate in Science with a major in Human Services is awarded upon successful completion of the two-year program. The Human Services degree offers the student a variety of opportunities which may lead to employment in school systems, child care agencies, hospitals, nursing homes, Community Services Councils, youth and group homes, and other human services agencies.

With permission of the Department Head and assuming adequate resources are available, practica may be taken in semesters other than those indicated in the program outline below. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
EN 101	English Composition	4	0	4
#HU 103	Introduction to Practicum Experience	1	0	1
#HU 111	Introduction to Human Services	4	0	4
#MH 185	Interviewing: Processes and Techniques	3	0	3
PY 105	Introduction to Psychology	3	0	3
				15
• SPRING SEMESTER		CL	LAB	CR
BI 120	Human Biology	3	0	3
BI 121	Human Biology Lab	0	2	1
EN 120	Communications OR			
EN xxx	English Elective	3	0	3
#HU 193	Human Services Practicum I	2	10	5
PY 110	Human Growth and Development: The Life Span	3	0	3
				15
• SUMMER SEMESTER		CL	LAB	CR
#MH 141	Drug Use and Abuse	3	0	3
#PY 210	Abnormal Psychology	3	0	3
#PY 283	Group Counseling	3	0	3
				9
Optional				
HU 193	Human Services Practicum I	2	10	5
HU 295	Human Services Practicum II	2	10	5
HU 296	Human Services Practicum III	2	10	5

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#HU 295	Human Services Practicum II	2	10	5
#PY 280	Individual Counseling: Theory and Practice	3	0	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science OR			
CR xxx	Conflict Resolution Elective	3-4	0	3-4
IS 166	PC Applications	2	2	3
				14-15
• SPRING SEMESTER		CL	LAB	CR
HU 220	Family Systems, Current Social Issues and Health Care Delivery Modalities in Human Services	3	0	3
HU 242	Ethics and the Professional Helper	3	0	3
#HU 296	Human Services Practicum III	2	10	5
MT 100	Fundamental Math with Applications OR			
MT xxx	Mathematics Elective*	3	0	3
				14
TOTAL CREDITS				67-68

Indicates major field courses

*If Algebra I passed with a grade of "C" may substitute any BU/MT/SC elective (except MT 100)

HUMAN SERVICES

Alcohol and Drug Abuse Counseling

The Human Services program provides professional Alcohol and Drug Abuse Counseling education and field experience for students who seek careers as human service workers with a specialty in alcohol counseling. The first year of study covers a broad range of courses in both the human services and alcohol and drug abuse. In the second year, students specialize in alcohol and drug abuse counseling and receive extensive clinical training.

The degree of Associate in Science with a major in Human Services with specialization in Alcohol and Drug Abuse Counseling is awarded upon successful completion of the two year program. Graduates of the program serve in positions in public and private general psychiatric hospitals, youth and group homes, alcohol and drug: abuse treatment centers, mental health and social services agencies and employee assistance programs.

With permission of the Department Head and assuming adequate resources are available, practica may be taken in semesters other than those indicated in the program outline below.

FIRST YEAR

		CL	LAB	CR
• FALL SEMESTER				
#AD 110	Introduction to Alcoholism and Drug Abuse Counseling	3	0	3
EN 101	English Composition	4	0	4
#HU 111	Introduction to Human Services	4	0	4
PY 105	Introduction to Psychology	3	0	3
		14		

		CL	LAB	CR
• SPRING SEMESTER				
#AD220	Twelve Core Functions of the Substance Abuse Counselor	3	0	3
BI 120	Human Biology	3	0	3
BI 121	Human Biology Lab	0	2	1
IS 166	PC Applications	2	2	3
#MH 185	Interviewing: Processes and Techniques	3	0	3
PY 110	Human Growth and Development: The Life Span	3	0	3
		16		

		CL	LAB	CR
• SUMMER SEMESTER				
#AD 230	Physiological Complications of Substance Related Disorders	3	0	3
#AD 291	Practicum I: Orientation to Alcohol and Drug Abuse Counseling	2	6	4
#PY 280	Individual Counseling: Theory & Practice	3	0	3
#PY 283	Group Counseling	3	0	3
		13		

SECOND YEAR

		CL	LAB	CR
• FALL SEMESTER				
#AD 240	Alcohol/Drug Abuse Treatment Planning, Case Management and Documentation	3	0	3
#AD292	Practicum II: Alcohol and Drug Abuse Counseling	2	10	5
#MT 100	Fundamental Math with Applications OR			
MT xxx	Mathematics Elective*	3	0	3
#PY 210	Abnormal Psychology	3	0	3
		14		

		CL	LAB	CR
• SPRING SEMESTER				
#AD250	Adv. Seminar in Alcohol/Drug Abuse	3	0	3
#AD293	Practicum III: Alcohol and Drug Abuse Counseling	2	15	7
EN120	Communications OR			
EN xxx	English Elective	3	0	3
#HU 220	Family Systems, Current Social Issues and Alternative Health Care Delivery Modalities in Human Services	3	0	3
		16		

TOTAL CREDITS 73

*If Algebra I passed with a grade of C, may substitute any BU/MT/SC Elective
Indicates major field courses

Please refer to pages 9-12 for specific Admission requirements.

Mental Health

The Human Services - Mental Health program provides education and field experience for mental health workers. The first year of study covers a broad range of courses in the human services field. In the second year, students develop their knowledge of the specific field of mental health.

The degree of Associate in Science with a major in Human Services with specialization in Mental Health is awarded upon successful completion of the two-year program. Graduates serve in positions as mental health workers, field representatives, case managers, outreach workers, activity and recreational directors, and special needs classroom assistants in various state, local and private health agencies, group homes, adolescent and elderly facilities, and in school and child care settings.

With permission of the Department Head and assuming adequate resources are available, practica may be taken in semesters other than those indicated in the program outline below.

FIRST YEAR

		CL	LAB	CR
• FALL SEMESTER				
EN 101	English Composition	4	0	4
#HU 103	Introduction to Practicum Experience	1	0	1
#HU 111	Introduction to Human Services	4	0	4
#MH 185	Interviewing: Processes and Techniques	3	0	3
PY 105	Introduction to Psychology	3	0	3
		15		

		CL	LAB	CR
• SPRING SEMESTER				
BI 120	Human Biology	3	0	3
BI 121	Human Biology Lab	0	2	1
EN 120	Communications OR			
EN xxx	English Elective	3	0	3
#MH 193	Mental Health Practicum I	2	10	5
PY 110	Human Growth and Development: The Life Span	3	0	3
		15		

		CL	LAB	CR
• SUMMER SEMESTER				
#MI 141	Drug Use and Abuse	3	0	3
#PY 210	Abnormal Psychology	3	0	3
#PY 283	Group Counseling	3	0	3
		9		

Optional

MH 193	Mental Health Practicum I	2	10	5
MH 295	Mental Health Practicum II	2	10	5
MH 296	Mental Health Practicum III	2	10	5

SECOND YEAR

		CL	LAB	CR
• FALL SEMESTER				
#MH 295	Mental Health Practicum II	2	10	5
#PY 280	Individual Counseling: Theory and Practice	3	0	3
SO xxx	Social Science Elective OR			
PS xxx	Political Science Elective OR			
CR xxx	Conflict Resolution Elective	3	0	3
IS 166	PC Applications	2	2	3
		14		

		CL	LAB	CR
• SPRING SEMESTER				
#HU 220	Family Systems, Current Social Issues and Alternative Health Care Delivery Modalities in Human Services	3	0	3
#HU 242	Ethics and the Professional Helper	3	0	3
#MH 296	Mental Health Practicum III	2	10	5
MT 100	Fundamental Math with Applications OR			
MT xxx	Mathematics Elective*	3	0	3
		14		

TOTAL CREDITS 67

Paramedic Education

Paramedic Education

New Hampshire Technical Institute's Associate Degree Paramedic Program combines a flexible blend of paramedic courses, general education requirements, specialty certifications and diverse hospital and pre-hospital experiences. NHTI students have the opportunity to work with some of New England's finest hospital and pre-hospital affiliates.

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

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
BI 101	Anatomy and Physiology I	3	2	4
EN 101	English Composition	4	0	4
#PM 103	Introduction to Emergency Medical Services*	2	0	1
#PM 117	Physical Assessment	3	2	4
#PM 142	Cardiology I	3	0	3
				16

• SPRING SEMESTER		CL	LAB	CR
BI 102	Anatomy and Physiology II	3	2	4
EN120	Communications	3	0	3
#PM 110	Paramedic Procedures	2	2	3
#PM 124	Pharmacology	3	0	3
#PM 192	Paramedic Clinic I	0	5	2
#PM 243	Advanced Cardiology (incl. ACLS)	2	2	3
				18

• SUMMER SEMESTER		CL	LAB	CR
#PM 152	PHTLS (16 hour class)	1	1	1
#PM 196	Paramedic Clinic II (7 weeks)	0	16	5
				6

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
BI 222	Pathophysiology	4	0	4
#PM 211	Medical Emergencies	3	0	3
#PM 222	Obstetric/GYN/Pediatric Emergencies	3	0	3
#PM 252	Trauma Management	2	0	2
#PM 293	Paramedic Clinic III	0	10	3
PY 105	Introduction to Psychology	3	0	3
				18

• SPRING SEMESTER		CL	LAB	CR
BU 150	Supervision	3	0	3
IS 166	PC Applications	2	2	3
#PM 260	Crisis Intervention	2	0	2
#PM 277	Seminar in Emergency Medical Services	2	0	2
#PM 294	Paramedic Clinic IV	0	10	3
SO 203	Sociology	3	0	3
				16

TOTAL CREDITS 74

Indicates major field courses

*10 weeks

Please refer to pages 9-12 for specific Admission requirements.

NHTI Faculty Profile

Martin Jean -Registered Paramedic

A.S. New Hampshire Technical Institute

B.S. Springfield College

M.Ed. Plymouth State College

Martin Jean returned to NHTI as a Professor in 1991. He has played a key role in helping NHTI's Paramedic Program continue to grow.

"My experiences here as a student were so positive that I continued to maintain close ties with the Tech, even after graduation. Little did I know that some day I'd return as a faculty member!"

NHTI Alumni Profile

Ray Thurston - Class of 1979

Major: Paramedic Education

Currently: Assistant Fire Chief, Concord, NH

Ray changed careers in 1975 when he joined the Concord Fire Department. He then enrolled in NHTI's newly-established Paramedic Program. In 1979 he became the first paramedic to be certified in New Hampshire.

"Education helps people to advance professionally. The majority of people in our fire department who have been promoted during the past few years are people who have taken classes at the Tech. I know first hand the value of a degree from the Institute."

Radiologic Technology

Radiologic Technology

Summer Start Date: July of Each Year

The Radiologic Technology program integrates scientific concepts and working skills through intensive clinical experience and classroom study. The program requires 24-months of study, includes one summer internship before graduation, and a total of 1,856 clinic hours. The RT specializes in the medical application of Radiographic techniques and equipment in the treatment of patients.

The degree of Associate in Science with a major in Radiologic Technology is awarded upon the successful completion of the program. Graduates are eligible to sit for the certification examination conducted by the American Registry of Radiologic Technologists to practice as a Registered Radiologic Technologist. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

(6 Weeks)	• SUMMER SEMESTER	CL	LAB	CR
#XR 101	Fundamentals of Radiography	1	1	2
#XR 116	Radiographic Exposure I	3	2	4
#XR 121	Radiation Protection	2	0	2
#XR 151	Radiologic Nursing Procedures	2	0	2
				10

	• FALL SEMESTER	CL	LAB	CR
BI 131	Radiologic Anatomy and Related Physiology I	3	2	4
EN 101	English Composition	4	0	4
#XR 161	Radiographic Positioning and Clinical Procedures I	3	18	7
#XR 220	Radiographic Exposure II	1	3	2
				17

	• SPRING SEMESTER	CL	LAB	CR
BI 132	Radiologic Anatomy and Related Physiology II	3	2	4
EN 120	Communications	3	0	3
#XR 162	Radiographic Positioning and Clinical Procedures II	3	18	7
#XR 180	Radiographic Physics	4	0	4
				18

SECOND YEAR

(11 Weeks)	• SUMMER SEMESTER	CL	LAB	CR
PI 242	Contemporary Ethical Issues	3	0	3
PY 105	Introduction to Psychology	3	0	3
#XR 163	Radiographic Positioning and Clinical Procedures III	1	26	7
#XR 271	Special Imaging Modalities	2	0	2
				15

	• FALL SEMESTER	CL	LAB	CR
IS 166	PC Applications	2	2	3
SO 203	Sociology	3	0	3
xx xxx	Social Science, Business, Political Science or Psychology Elective	3-4	0	3-4
#XR 201	Pathology for Radiologic Technologists	3	0	3
#XR 291	Radiographic Clinical Procedures IV	0	24	5
				17-18

	• SPRING SEMESTER	CL	LAB	CR
#XR 292	Radiographic Clinical Procedures V	1	32	7
	TOTAL CREDITS			84-85

Three Year Option

Summer Start Date: July of Each Year

FIRST YEAR

(6 weeks)	• SUMMER SEMESTER	CL	LAB	CR
PI 242	Contemporary Ethical Issues	3	0	3
PY 105	Introduction to Psychology	3	0	3
#XR 121	Radiation Protection	2	0	2
				8

	• FALL SEMESTER	CL	LAB	CR
BI 131	Radiologic Anatomy and Related Physiology I	3	2	4
EN 101	English Composition	4	0	4
IS 166	PC Applications	2	2	3
				11

	• SPRING SEMESTER	CL	LAB	CR
BI 132	Radiologic Anatomy and Related Physiology II	3	2	4
EN 120	Communications	3	0	3
				7

SECOND YEAR

(11 weeks)	• SUMMER SEMESTER	CL	LAB	CR
#XR 101	Fundamentals of Radiography	1	1	2
#XR 116	Radiographic Exposure I	3	2	4
#XR 151	Radiographic Nursing Procedures	2	0	2
				8

	• FALL SEMESTER	CL	LAB	CR
#XR 161	Radiographic Positioning and Clinical Procedures I	3	18	7
#XR 220	Radiographic Exposure II	1	3	2
				9

	• SPRING SEMESTER	CL	LAB	CR
#XR 162	Radiographic Positioning and Clinical Procedures II	3	18	7
#XR 180	Radiographic Physics	4	0	4
				11

THIRD YEAR

(11 weeks)	• SUMMER SEMESTER	CL	LAB	CR
#XR 163	Radiographic Positioning and Clinical Procedures III	1	26	7
#XR 271	Special Imaging Modalities	2	0	2
				9

	• FALL SEMESTER	CL	LAB	CR
SO 203	Sociology	3	0	3
XX xxx	Social Science, Business, Political Science or Psychology Elective	3-4	0	3-4
#XR 201	Pathology for Radiographic Technologists	3	0	3
#XR 291	Radiographic Clinical Procedures IV	0	24	5
				14-15

	• SPRING SEMESTER	CL	LAB	CR
#XR 292	Radiographic Clinical Procedures V	1	32	7

TOTAL CREDITS 84-85

#Indicates major field courses.

Diagnostic Medical Sonography

Diagnostic Medical Sonography

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

A diploma in Diagnostic Medical Sonography is awarded to those students completing the full time program. Graduates find employment in hospitals and private clinics. *Please refer to pages 9-12 for specific Admission requirements.*

		CL	LAB	CR	
	• FALL SEMESTER				
#DS 201	Principles of Sonography	3	3	4	
#DS 265	Sonographic Anatomy and Pathology I	3	0	3	
#DS 275	Sonographic Principles of OB/GYN I	3	0	3	
#DS 295	DMS Clinic I	0	16	4	14
	• SPRING SEMESTER				
#DS 221	Sonographic Physics	3	0	3	
#DS 266	Sonographic Anatomy and Pathology II	3	0	3	
#DS 276	Sonographic Principles of OB/GYN II	2	0	2	
#DS 296	DMS Clinic II	0	24	6	14
	• SUMMER SEMESTER (10 WEEKS)				
#DS 241	Principles of Vascular Ultrasound	3	2	4	
#DS 297	DMS Clinic III	0	32	8	12
	• FALL SEMESTER				
#DS 233	Seminars in Sonography	4	0	4	
#DS 298	DMS Clinic IV	0	32	8	12
	TOTAL CREDITS				52

NHTI Faculty Profile

Sandra Beliveau - Radiologic Technology

A.S. New Hampshire Technical Institute

B.S. College for Lifelong Learning; University System of New Hampshire

Professor Beliveau came to NHTI in 1982 as a Radiology Clinical Instructor. She had previously served as Program Director at the Elliot School of Radiologic Technology.

“Changes in the healthcare environment have created a need to expand the scope of knowledge required for our radiology students. We encourage them to be multi-skilled and to advance into areas such as CAT Scan, MRI, and Ultrasound. Our students leave our program with a strong sense of commitment to quality and excellence in the clinical setting.”

Nursing

Nursing

The Nursing Program is designed to prepare men and women for a career as a Registered Nurse. The program is open to high school graduates and licensed practical nurses seeking career advancement who meet admission requirements. Nursing and general education courses are offered to provide a sound learning foundation for the practice of nursing. In nursing courses, classroom and clinical instruction are provided concurrently. All clinical experiences and observations are under the supervision of NHTI nursing faculty.

The Nursing Program is fully accredited by the National League for Nursing and approved by the New Hampshire Board of Nursing. Graduates of the Nursing Program are prepared to administer high quality technical nursing care to individuals of all ages and in a variety of health care settings. Graduates receive an Associate in Science degree with a major in Nursing and are eligible to apply for the State Board licensure examination for Registered Nurses.

Three program options exist in the Nursing Department: (1) Day Associate Degree Option; (2) Evening Associate Degree Option; and (3) LPN-ADN Transition Option. Classes may be taken on a part-time or full-time basis during the day or evening hours.

Day Associate Degree Option

FIRST YEAR

	• FALL SEMESTER	CL	LAB	CR
#NU 115	Nursing I	5	9	8
BI 101	Anatomy and Physiology I	3	2	4
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology	3	0	3

19

	• SPRING SEMESTER	CL	LAB	CR
#NU 116	Nursing IIA OR			
#NU 117	Nursing IIB	6	15	11
BI 102	Anatomy and Physiology II	3	2	4
PY 110	Human Growth and Development: The Life Span	3	0	3

18

SECOND YEAR

	• FALL SEMESTER	CL	LAB	CR
#NU 116	Nursing IIA OR			
#NU 117	Nursing IIB	6	15	11
BI 202	Microbiology	3	3	4
SO 203	Sociology	3	0	3

18

	• SPRING SEMESTER	CL	LAB	CR
#NU 215	Nursing III	4	15	9
EN xxx	English Elective	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3

15

TOTAL CREDITS: 70

Indicates major field course

Please see Program Comments on page 59.

Please refer to pages 9-12 for specific Admission requirements.

Evening Associate Degree Option

The Evening Associate Degree Nursing Option offers a part-time evening option for the student who because of work or family responsibilities cannot attend school on a full-time basis. The program is identical to the Day Option but offers courses over a three year period in the evening.

FIRST YEAR

	• FALL SEMESTER	CL	LAB	CR
BI 101	Anatomy and Physiology I	3	2	4
EN 101	English Composition	4	0	4

8

	• SPRING SEMESTER	CL	LAB	CR
BI 102	Anatomy and Physiology II	3	2	4
PY 105	Introduction to Psychology	3	0	3

7

	• SUMMER SEMESTER	CL	LAB	CR
BI 202	Microbiology	3	3	4
EN xxx	English Elective	3	0	3

7

SECOND YEAR

	*FALL SEMESTER	CL	LAB	CR
#NU 115	Nursing I	5	9	8
PY 110	Human Growth and Development: The Life Span	3	0	3

11

	• SPRING SEMESTER	CL	LAB	CR
#NU 116	Nursing IIA OR			
#NU 117	Nursing IIB	6	15	11
SO 203	Sociology	3	0	3

14

THIRD YEAR

	• FALL SEMESTER	CL	LAB	CR
#NU 116	Nursing IIA OR			
#NU 117	Nursing IIB	6	15	11
PI 242	Contemporary Ethical Issues	3	0	3

14

	• SPRING SEMESTER	CL	LAB	CR
#NU 215	Nursing III	4	15	9

9

TOTAL CREDITS: 70

LPN - ADN Transition Nursing Option

The Licensed Practical Nurse/ Associate Degree Nurse Transition Option is an upward mobility option designed to provide the LPN with the opportunity, through completion of additional education and clinical practice, to apply for the Registered Nurse Licensure exam. The course of study may be completed in one year.

Evaluation of credit received from the LPN program attended and satisfactory scores on the challenge examination may result in the following receipt of transfer credit:

Nursing	15 credits
Biological sciences	4 credits

In addition, the LPN must complete the following curriculum:

(12 Weeks) *SUMMER SEMESTER		CL	LAB	CR
#NU 176	Transition Nursing	3	2	4
BI 106	Integrated Biological Science	4	0	4
EN 101	English Composition	4	0	4
PY 105	Introduction to Psychology (6 wks)	3	0	3
PY 110	Human Growth and Development: The Life Span (6 wks)	3	0	3
				18
*FALL SEMESTER		CL	LAB	CR
#NU 117	Nursing IIB	6	15	11
BI 202	Microbiology	3	3	4
SO 203	Sociology	3	0	3
				18
. SPRING SEMESTER		CL	LAB	CR
#NU 215	Nursing III	4	15	9
EN xxx	English Elective	3	0	3
PI 242	Contemporary Ethical Issues	3	0	3
				15
TOTAL CREDITS				70

Program Comments:

1. Students in clinical courses are required to obtain professional liability insurance, medical insurance and a complete physical examination. Required immunizations must be maintained while enrolled in nursing courses.

2. Clinical facilities are located within a radius of 40 miles of NHTI. An alternative shift rotation may be required depending on clinical availability.

3. Each State Board regulates eligibility for licensure. Students should contact the Director of the Board of Nursing in the state where they plan to take the licensure examination. Satisfactory completion of the program does not guarantee RN licensure.

4. All students are required to obtain and maintain current American Heart Association certification in CPR and Airway Obstruction Management for one and two person adult and child before registration for any nursing course.

NHTI Faculty Profile

Joyce P. Myles, R.N. - Nursing

B.S. /B.A. Stony Brook University

M.A. New York University

Professor Myles came to NHTI in 1988, and was named Nursing Department Head in 1994. NHTI's nursing program has educated more nurses for New Hampshire hospitals and health care centers than has any other institution since it was established in 1971.

"Before coming to NHTI to teach, I had occasion to work with many Institute graduates and was always impressed by their skill, caring, and knowledge. I derive a great deal of satisfaction from helping students to meet goals that may, at times, seem unreachable to them."

NHTI Alumni Profile

Mary Dade - Class of 1997

Major: Nursing

A wife and mother of three boys, Mary still found time to serve as a student senator while also volunteering to help with numerous committees while studying nursing at NHTI.

"My decision to attend NHTI was one of the best I've ever made. I've really grown, both professionally and personally. The faculty and staff really care. I also developed some special friendships that I probably wouldn't have at a larger school."

Criminal Justice

Criminal Justice

The Criminal Justice program is designed to prepare men and women for careers in police work. The program prepares people to enter the field of law enforcement and assists those in the field to obtain additional general and technical education for promotion purposes. All students take a common first year of study, and then they choose to study in either the general field of law enforcement or the specialized field of corrections.

The degree of Associate in Science with a major in Criminal Justice will be awarded upon completion of all requirements. *Please refer to pages 9-12 for specific Admission requirements.*

FIRST YEAR

• FALL SEMESTER		CL	LAB	CR
#CJ 101	The Criminal Justice System	3	0	3
#CJ 121	Criminal Procedure	4	0	4
EN 101	English Composition	4	0	4
MT 100	Fundamental Math with Applications	3	0	3
PY 105	Introduction to Psychology	3	0	3
				17

• SPRING SEMESTER		CL	LAB	CR
BI 120	Human Biology	3	0	3
#CJ 123	Criminal Law	4	0	4
#CJ 210	Juvenile Justice Administration	3	0	3
EN 120	Communications	3	0	3
SO 203	Sociology	3	0	3
				16

Law Enforcement Option

SECOND YEAR

• FALL SEMESTER		CL	LAB	CR
#CJ 150	Criminology	3	0	3
#CJ 205	Police Operations	3	0	3
#CJ 270	Criminal Justice Internship (or in spring)	0	9	3
PS 231	American Government	3	0	3
IS 166	PC Applications	2	2	3
PY 205	Crisis Intervention	3	0	3
				15-18

• SPRING SEMESTER		CL	LAB	CR
#CJ 225	Drug Abuse and the Law	3	0	3
#CJ 240	Police/Community Relations	3	0	3
#CJ 270	Criminal Justice Internship (or in fall)	0	9	3
PS 220	Public Administration	3	0	3
PY 210	Abnormal Psychology	3	0	3
x x xxx	General Elective	3-4	0	3-4
				15-19

TOTAL CREDITS 66-68

Corrections Option

SECOND YEAR

*FALL SEMESTER		CL	LAB	CR
#CJ 150	Criminology/Deviant Behavior	3	0	3
#CJ 215	Corrections Administration/Operations	3	0	3
IS 165	Decision Support Systems I	2	2	3
PY 205	Crisis Intervention	3	0	3
PS 231	American Government	3	0	3
				15

• SPRING SEMESTER		CL	LAB	CR
#CJ 220	Community-Based Corrections	3	0	3
#CJ 225	Drug Abuse and the Law	3	0	3
#CJ 270	Criminal Justice Internship* OR	0	9	3
#CJ 275	Criminal Justice Senior Project	3	0	3
PY 210	Abnormal Psychology	3	0	3
PS 220	Public Administration	3	0	3
XX xx	General Elective	3-4	0	3-4
				18-19

TOTAL CREDITS 66-68

*CJ 270 - CJ 275 SENIOR PROJECT/INTERNSHIP CAN BE TAKEN IN EITHER SEMESTER OF THE SENIOR YEAR.

Paralegal Studies

Paralegal Studies

The Certificate Program in Paralegal Studies 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 lawyers' 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. This program is approved by the American Bar Association.

A Certificate in Paralegal Studies is awarded following successful completion of the program. *Please refer to pages 9-12 for specific Admission requirements.*

*FALL SEMESTER		CL	LAB	CR
#PL 101	Foundations of Paralegal Studies	2	0	2
#PL 103	Causes of Action in Contract and Tort	1	0	1
#PL 104	Legal Research	4	0	4
				7
• SPRING SEMESTER		CL	LAB	CR
#PL 110	Litigation and Trial Preparation	3	0	3
#PL 221	Real Estate	3	0	3
#PL 231	Business Organizations and Bankruptcy	3	0	3
				9
. SUMMER SEMESTER		CL	LAB	CR
#PL 241	Family Law	1	0	1
#PL 251	Probate Estates and Trusts	3	0	3
#PL 261	Criminal Process	1	0	1
#PL 271	Legal Writing	1	0	1
PL 270	Internship (Optional)	0	8	3
				6-9
TOTAL CREDITS		22-25		

Indicates major field courses

NHTI Faculty Profile

Monique Graf - Criminal Justice

A.S. Paralegal Studies,
Northern Essex Community College

B.S. Criminal Justice (Psychology Minor), UMass, Lowell

M.A. Criminal Justice, UMass, Lowell

Professor Graf came to NHTI as a full-time faculty member in 1993 and has played a major role in helping the Institute's Criminal Justice Program establish itself as one of the region's finest.

" I enjoy working with our students as they develop both personally and professionally during the two years they spend in our program. It is extremely satisfying to see them when they come back to visit as successful professionals!"

Associate In General Studies

Associate in General Studies

The Associate in 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.

The Associate in 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 AGS 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 AGS program strengthen their candidacy status;
- 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 explore the college experience without a definite career path in mind.

Degree Program Requirements		CREDITS
GS 100	General Studies Seminar OR	
GS 101	Assessment of Prior Learning (if applying for experiential learning credit)	1
	English	6
	Social Science	6
	Mathematics/Business/Science (including one Lab Science or Math course)	9
	General Education Electives	9
	Major Field Concentration OR Technical Specialty (up to 20 credits may be experiential learning)	33
TOTAL CREDITS		64

Please refer to pages 9-12 for specific Admission requirements.

Associate of Arts in Arts and Sciences

Program Description

This program offers the equivalent of the first two years in a four-year bachelor of arts or bachelor of science program. The program is flexible--students select courses based on the requirements of the four-year college to which they plan to transfer. (We recommend that students identify the college to which they plan to transfer as soon as possible.) A faculty advisor works with each student to design a program that best meets the student's future plans.

Degree Program Requirements Associate of Arts

	CREDITS
English/Humanities	15
Subjects: English Composition (required), Foreign Languages, Philosophy, Communication, Literature, Art	6
Mathematics	
Science	8
Social Sciences	12
Subjects: Political Science, Psychology, Sociology	
Arts and Science Electives	20
Computer Literacy	3
TOTAL CREDITS	64

Sample Program

	Credits
SEMESTER I	
English Composition	4
Math	3
English and Humanities Elective	3
Social Science Elective	3
Computer Literacy	3
	16
SEMESTER II	
English and Humanities Elective	3
Math Electives	6
Social Science OR Science Electives	6-7
	15-16
SEMESTER III	
English/Humanities Electives	6
Science or Math Elective	3-4
Social Science Elective	6
	15-16
SEMESTER IV	
English/Humanities Electives	6
Science or Math Electives	3-4
Social Science Electives	9
	18-19

Pre-Major Year

Pre-Major Year***

This option is designed for students who wish to pursue an associate degree program but lack the mathematics, English, science, or study skills needed to complete the program in two years. Students are admitted into a three-year program of study, the first year being the pre-major year. Students will continue in the program to which they were admitted upon successful completion of the Pre-Major year.

Course work in the pre-major year is planned to meet the individual needs of the students who are placed in classes according to their level of performance. The remaining two years are devoted to completing the course requirements for an Associate in Science Degree or Associate in Engineering Technology Degree.

Class sizes are limited and students have the opportunity to work individually with instructors to sharpen their academic skills. Students take additional study in their areas of need with noncredit courses and take credit courses in their areas of academic strength.

Instruction is offered in a classroom setting and can be supplemented by seminars, labs, special needs groups, and tutoring. Progress is followed through individual conferences. When testing shows a student is working at the college level in any academic area, a credit course in that area may be added to his or her schedule.

Many pre-major students complete credit courses in English, social science and introductory courses in their chosen field. Students must maintain a grade of "C", or the equivalent, in all 009, 010, 011, 012 and 015 prerequisite courses to continue with their curriculum. Those majoring in nursing or other health sciences must also obtain the necessary scores on standardized examinations required by the particular department. Students admitted into the pre-major year may be eligible to participate in financial aid, athletic programs, and other student activities.

COURSES AVAILABLE IN THE PRE-MAJOR YEAR:

		CL	LAB	CR
• FALL SEMESTER				
BI 012	Introductory Biology with Laboratory	3	2	0
EN 011	Introductory English I	4	0	0
MT 011	Introductory Math I *	4	0	0
MT 009	Introductory Math I **	5	0	0
PH 015	Pre-Engineering Technology Physics	4	2	0
RD 011	Study Strategies Lab	3	0	0
RD 100	Study Strategies	1	0	1
		CL	LAB	CR
. SPRING SEMESTER				
CH 011	Introductory Chemistry with Laboratory	3	0	0
MT 010	Introductory Math II **	5	0	0
MT 012	Introductory Math II *	4	0	0
PH 015	Pre-Engineering Technology Physics	4	2	0
RD 101	Critical Reading	3	0	3

* Non Engineering Technology Math Preparation

** Engineering Technology Math Preparation

***Program presently under revision

PLEASE NOTE: Pre-major Radiology students will take MT 007 Geometry in the Spring semester if they have not previously earned a "C" in Geometry. PH 015 will be taken in the Fall or the Spring semester depending on the student's mathematics preparation; MT 107 and CP 103 will be available in the Spring semester for the students who take PH 015 in the Fall semester.

NHTI Certificate Programs

Certificate Programs

In addition to the programs outlined in the catalog, NHTI offers Certificate Programs designed to prepare students for immediate employment in a variety of exciting fields. Certificate Programs can help students attain career goals in a short period of time (some programs require as few as four to six courses!)

NHTI Certificate Programs include:

Accounting
 Certified Novell Administrator
 Certified Novell Engineer
 Certified Nursing Assistant
 Community Social Service
 Computer Information Systems
 Computer Technology Programming
 Conflict Resolution and Mediation
 Early Childhood Education
 Entrepreneurship/Small Business Management

Gerontology
 Hotel Administration
 Human Resource Management
 Landscape Design
 Management
 Marketing/Sales
 Medical Transcription
 Office Assistant
 Paralegal Studies
 Travel and Tourism

Please contact the Admissions Office for more details and a brochure at (603) 225-1865 or 1-800-247-0179. For Novell Programs, contact the Technology Deployment Center at (603) 271-6333.

Division of Community Education

Division of Community Education

Through the Division of Community Education, the Institute offers credit and noncredit courses plus Certificate and Associate Degree programs, both days and evenings, on and off campus.

Hundreds of NHTI graduates have received degrees by taking courses on a part time basis, evenings, weekends, Summer Term - whenever the courses may fit into an individual's busy schedule.

The Division currently enrolls several thousand students annually. Members of NHTI's full-time day faculty regularly teach Division of Community Education courses, ensuring consistently high quality education.

Associate Degree Programs available in:

Engineering Technology

Architectural Engineering Technology
Computer Engineering Technology+*
Electronic Engineering Technology
Manufacturing Engineering Technology
Mechanical Engineering Technology
Landscape Design*

Business Administration and Computer Information Systems

Accounting**
Banking and Finance**
Computer Information Systems**
Human Resource Management
Management**
Travel and Tourism*
Marketing
Hotel Administration*
Community Social Service*
Conflict Resolution and Mediation*
Medical Transcription*

Health and Human Services

Early Childhood Education**
Human Services
Alcohol and Drug Abuse Counseling
Gerontology"

Additional Programs

OPTIONS - early access
Criminal Justice
Paralegal Studies Certificate*
General Associate in Science

*notes programs that are available as certificates only

**both certificate program and associate degree programs available
For more complete information and to be placed on the DCE mailing list to receive schedules each semester call:

The Division of Community Education at (603) 225-1877.

Technology Deployment Center

The Technology Deployment Center serves the community as a primary source of information and services relating to training and professional development. The TDC offers technical assistance, customized training, workshops and programs designed to enhance the skills of New Hampshire's workforce.

A variety of workshops provide professional development opportunities with a wide range of quality and cost-effective training activities in such areas as:

- Total Quality/Continuous Improvement/Team Development
- Communication and Organizational Development
- Authorized Zenger-Miller training
- ISO 9000, QS 9000, and ISO 14000
- Microsoft Applications Training
- Authorized Novell Education Center
- Other computer applications training
- Continuing Education for the Advancement of Nursing Practice
- Continuing Education for the Certified Nurses Assistant
- Continuing Education for the Dental Professional
- Continuing Education for the Ultrasound Professional
- Continuing Education for Counseling Practitioners

Additional Services Include:

- Novell Information (Career and Training)
- Customized workshops
- Business/Industry Training and Consultation
- Technology Demonstration
- Conference Center
- Internet Information Resource
- Teleconference Services

Mission Statement: "We will provide our customers with high quality education and training programs, and access to information, technology and resources which will enhance their ability to compete and to succeed in a dynamic economy."

For more information contact the
Technology Deployment Center

Telephone: 603/271-6663

FAX: 603/271-6667

e-mail: nhti-tdc@tec.nh.us

Course

Descriptions

Course Descriptions

Number sequencing to the right of the course name means the following: first digit designates the number of lecture hours for the course; the second digit designates the number of lab, clinic or practicum hours; and the third digit designates the credit hours for the course.

Accounting

AC 101 Accounting I 4-0-4

Provides an introduction to accounting covering the basic concepts including the accounting cycle, special journals, periodic reports, receivables, payables, merchandise deferrals, accruals, plant and intangible assets, systems, controls, bank reconciliations, payrolls, concepts and principles, and partnerships. A grade of C- or higher must be achieved to continue with the next accounting course.

AC 102 Accounting II 4-0-4

Continues the accounting theory and practice as it relates to corporations, departments, branches, cost systems, reports and analyses for management decision making, statements of cash flows, consolidated statements, financial statement analyses and a brief glimpse into accounting for individuals and nonprofit organizations. (Prerequisite: AC 101)

AC 103 Fundamentals of Accounting I 3-0-3

An introduction to accounting procedures and principles covering the accounting cycle, accounting for a merchandising business, special journals, control over cash, receivables, and inventories. A grade of C- or higher must be achieved to continue with the next accounting course.

AC 104 Fundamentals of Accounting II 3-0-3

A continuation of the fundamentals of accounting concepts and procedures, including the following topics: depreciation, payroll accounting, accounting for partnerships and corporations, long-term investments, and financial statement analysis. (Prerequisite: AC 103)

AC 205 Intermediate Accounting I 4-0-4

A review of the overall accounting cycle, followed by an in-depth study of accounting concepts and FASB statements dealing with topics to include balance sheets, income statements, receivables, inventories, and asset acquisition and retirements. (Prerequisite: AC 102)

AC 206 Intermediate Accounting II 4-0-4

A study of accounting principles dealing with long-term investments, current and contingent liabilities, debt securities, capital structure of corporations, revenue recognition, cash flows, and financial statement analysis. (Prerequisite: AC 205)

AC 221 Managerial Accounting 4-0-4

A study of the analysis, reporting and use of accounting data as a management tool for planning, control and decision making. Specific areas of study include cost accounting, break-even analysis, decision making and financial statement analysis. (Prerequisites: AC 104, MT 125, and IS 166)

AC 240 Accounting Information Systems 2-2-3

Computerized applications in accounting in such areas as, but not limited to, recording transactions, preparation of financial reports, financial statement analysis, cash flows, and income tax preparation. (Prerequisites: AC 102, BU 130, and IS 265)

AC 250 Cost Accounting 3-0-3

Provides cost accounting fundamentals including manufacturing statements, job cost systems, process cost systems, standard costs and cost analysis. (Prerequisite: AC 102)

Alcohol and Drug Abuse Counseling

AD 110 Introduction to Alcohol and Drug Abuse Treatment 3-0-3

A detailed study of fundamental knowledge, skills and attitudes essential for the competent practice of professional substance abuse counseling.

AD 220 The Twelve Core Functions of the Substance Abuse Counselor 3-0-3

A comprehensive and detailed study of the twelve Core Functions in preparation for onsite practice and for eventual state and national certification.

AD 230 Physiological Complications of Substance Abuse Related Disorders 3-0-3

A study of the effects of substances of abuse on the human body including routes of absorption, metabolic processes, physiological and pharmacological adaptations and multiple interdependent systemic complications. Medical complications for the non-medical student will focus on developing skill strategies for the differential DSM IV diagnosis and management of the patient in a clinical setting.

AD 240 Alcohol and Drug Abuse Treatment Planning, Case Management and Documentation 3-0-3

A study of clinical elements of a treatment plan, the knowledge and skills of case management, including the implementation of a treatment plan, the role of consultations and the continuation of assessment.

AD 250 Advanced Seminar in Alcohol and Drug Abuse Counseling 3-0-3

A study of specialized counseling modalities appropriate to the specific needs of varied client populations directed towards the writing of a case presentation in preparation for State and National written and oral credentialing exams. (Prerequisite: must have completed all required AD courses; Corequisite: AD 293)

AD 291 Orientation to Alcohol and Drug Abuse Counseling Practicum I 2-6-4

This first brief practicum experience offers 30 hours of group clinical supervision and opportunities to research, observe, role-play and practice fundamental skills essential for clinical evaluation, such as Screening, Intake, Orientation and Assessment in an

approved clinical setting. (Prerequisite: All prior AD degree courses or permission of Instructor)

**AD 292 Alcohol and Drug Abuse
Counseling Practicum II** **2-10-5**

This second practicum experience offers 30 hours of group clinical supervision and opportunities to research, observe, role-play and practice the functions of Assessment; Treatment Planning; Case Management; Crisis Intervention; Referral; Consultation; and Child, Family and Community Education in an approved clinical setting. (Prerequisite: AD 291 or permission of the Instructor)

**AD 293 Alcohol and Drug Abuse Counseling
Practicum III** **2-15-7**

The third practicum experience will offer 30 hours of group clinical supervision and opportunities to research, observe, role-play and practice Individual, Group, Family and other counseling skills in an approved clinical setting. (Prerequisite: successful completion of AD 292 or permission of the Instructor)

Architectural Engineering Technology

AR 103 Architectural Drafting and Sketching **2-2-3**

The first semester of drafting is devoted to the basic mechanics of representing ideas graphically through the development of both manual and computer-aided drafting (CAD) skills. Proper use of manual and CAD drafting equipment is taught. Architectural lettering styles, drafting techniques, geometric construction, projection principles and drawing expression are the areas of early concentration. Design considerations of residential planning, layout and structural calculations are studied. Production of drawings both manually and electronically by students demonstrates their ability to perform.

AR 104 Design Drafting I **2-2-3**

The instructor chooses a light commercial/industrial type building for the term project. Given an outline of design criteria and project guidelines, the student is taught perspective drawing, shading, rendering, and similar manual architectural techniques towards developing preliminary presentation drawings. Lectures dealing with design decisions aid the student in understanding the design/development and working drawing phases in architecture. Further development of the use of computer-aided drafting (CAD) is facilitated by the familiarization with more sophisticated commands and functions of the computer software through use of short projects. Finally, the student produces a selected set of architectural working drawings that includes plans, elevations, sections and details generated both manually and electronically. (Prerequisites: AR 103 and AR 120)

AR 120 Materials and Methods of Construction **3-0-3**

A survey of the materials used in building construction, the methods used in assembling these materials into structures, and the forces acting on structures. Included are the characteristics and properties of each material and their relative cost. Materials and methods studied include site work, concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, and finishes.

AR 150 Statics and Strength of Materials **3-2-4**

A study of forces and the effect of forces upon structural members in a state of equilibrium. It is the study of internal stresses and deformations that result when structural members are subjected to external forces through loading. While lectures, and some labs, deal mainly with the theory of force analysis and force systems solutions, laboratory projects involve the application of various stress and strain measuring instruments on many materials used in construction.

AR 202 Design Drafting II **2-2-3**

Emphasis is placed on preparing working drawings for commercial grade buildings by study of multistory steel framed office structures. Work includes the drafting of plans, elevations, sections and details using materials typically used in construction today. The course also includes computer-aided drawing (CAD) using AutoCAD software, with emphasis on short projects that explore the depth and power of the program. Lectures relate the use of steel, masonry, egress requirements, plumbing code, stairs, the State barrier-free design code, fire protection, glazing, curtain wall systems, roofing and energy conservation. (Prerequisite: AR 104)

AR 220 Surveying **2-3-3**

A course to familiarize students with the equipment, procedures and methodology of modern surveying practices. It includes measurement of distance, elevation, angles and direction in the field as well as office computations for traverses and the description of parcels of land. The methods of topographical surveying and mapping, construction surveying, and route location surveying for vertical and horizontal control are also studied. (Prerequisite: MT 101)

AR 235 Reinforced Concrete Design **2-3-3**

The study of design and investigation procedures for steel reinforced concrete structures including beams, girders, roof and floor slab systems, columns, foundation footings, basement and retaining walls. Design sketches, based on calculations and in accordance with the latest American Concrete Institute building code requirements, will be prepared. (Prerequisite: AR 240)

AR 240 Timber and Steel Design **3-2-4**

The principles of statical equilibrium are applied to the structural design of timber framed and steel framed buildings. The physical properties of wood are studied to learn how they affect the design of wood joists, beams and columns. Engineered wood products and trusses are studied as well as solid wood members. Steel beams, girders and baseplates are sized using the A.I.S.C. Manual. Columns and struts are studied for both axial and eccentric loading. (Prerequisite: AR 150)

AR 250 Environmental Systems **2-2-3**

A survey of the environmental control methods and support systems used in contemporary buildings. Emphasis is on the fundamentals of each system and design of simple systems, and how they relate to energy utilization and conservation in building design. Economic comparisons and cost/benefit ratios are also studied. (Prerequisite: PH 102)

COURSE DESCRIPTIONS

AR 270 Construction Management 2-2-3

A course dealing with the business phase of a construction project, from working drawings and specifications to final completion of the structure. Both the architect's or engineer's role and contractor's role in coordinating project activities are discussed. Also covered are cost control (estimating) and contractual arrangements, including recent innovations of the industry. Guest lectures and a field trip to an ongoing construction project will supplement classroom lectures. (Prerequisite: AR 202 and EN125)

AR 297 Architectural Design Project 1-3-3

Student chooses a laboratory design/drafting problem from a collection of instructor-guided design projects. Sharing appropriate and relevant design criteria with the instructor, the student develops a program, presentation of drawings, preliminary layout sketches and set of working drawings with emphasis on architectural and structural aspects. (Prerequisite: AR 202 and EN125)

Biology

BI 012 Introduction to Biology with Laboratory 3-2-0

An introductory course in biology intended to satisfy the biology admission requirement for NHTI health-related degree and diploma programs. Topics include scientific method and measurement, cell structure and function, energy transformation, nutrient processing, gas exchange, circulatory systems, nervous systems, principles of homeostasis, and heredity. Laboratory exercises parallel lecture topics, and include microscopy, dissection, biochemistry, and physiological experimentation.

BI 101 Anatomy and Physiology I 3-2-4

An introduction to the structure and function of the human body. Includes elementary cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, nervous system, and special senses. Laboratory work parallels lecture topics, and includes microscopy, study of human anatomical models, dissection of preserved animals, and physiological experimentation. (Prerequisite: high school level biology and chemistry with lab or permission of the Department Head of Chemistry and Biological Sciences.)

BI 102 Anatomy and Physiology II 3-2-4

A continuation of BI 101. Includes anatomy and physiology of the endocrine system, circulatory system, immune system, respiratory system, digestive system, excretory system, and reproductive system. Other topics covered include nutrition and metabolism, acid/base balance, fluid and electrolyte balance, and genetics. Laboratory work parallels lecture topics, and include microscopy, study of human anatomical models, dissection of preserved animals, and physiological experimentation. (Prerequisite: BI 101 or permission of Department Head of Chemistry and Biological Sciences)

BI 106 Integrated Biological Science 4-0-4 (For LPN Transition Students ONLY)

An accelerated course in human anatomy and physiology for LPN Transition students. Course content and level of instruction are equivalent to BI 101 and BI 102, but without laboratory experiences.

BI 111 General Biology I 3-2-4

Designed to provide the student with the basic principles of biology, including scientific method, cell structure, cellular biochemistry and energy transformations, and genetics. Laboratories are used to develop skills in scientific thought and common procedures used in biological experimentation. With BI 112, intended to provide a foundation for further study in life sciences. (Prerequisites: Algebra I, high school level biology with lab and chemistry with lab.)

BI 112 General Biology II 3-2-4

A continuation of BI 111. Includes a survey of the taxonomic groupings of life forms, as well as the principles of evolution and ecology. (Prerequisite: BI 111 or permission of the Department Head for Chemistry and Biological Sciences.)

BI 120 Human Biology 3-0-3

A brief summary of human anatomical structure and physiological systems designed to provide students with the knowledge and perspective necessary to work in their chosen fields.

BI 121 Human Biology Laboratory 0-2-1

A series of laboratory experiences designed to enhance and reinforce the concepts presented in BI 120, Human Biology. (Must be taken concurrently with BI 120).

BI 122 Basic Pathophysiology 3-0-3

A course designed to provide the student with an understanding of the various mechanisms by which human diseases develop. Includes a survey of common disorders involving each of the major body systems. (Prerequisite: BI 120 or permission of the Department Head for Chemistry and Biological Sciences.)

BI 131 Radiologic Anatomy and Related Physiology I 3-2-4

An introduction to the structure and function of the body as it pertains to the needs of the student of radiologic technology. Includes elementary cytophysiology, histology, and the anatomy and physiology of the integumentary system, skeletal system, muscular system, nervous system, and special senses. Laboratory work emphasizes the study of the skeletal system, human anatomical models, and dissection of preserved animals. (Prerequisite: high school level biology and chemistry with lab or permission of the Department Head of Chemistry and Biological Sciences)

BI 132 Radiologic Anatomy and Related Physiology II 3-2-4

A continuation of BI 131. Includes the structure and function of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, excretory, and reproductive systems. Laboratory studies of the cross-sectional anatomy of the head and trunk supplement traditional studies involving models and preserved animals. (Prerequisite: BI 131)

BI 159 Personal Nutrition 3-0-3

An introductory course for the individual interested in nutrition as a tool for personal health promotion and disease prevention. Incorporates basic principles of nutrition with discussions of contemporary issues.

BI 172 Basic Biomedical Science 3-0-3

An introduction to the structure and function of the human

body in health and disease. Provides an overview of the major body systems and a brief survey of the concepts of microbiology, including the principles of sterilization and disinfection and an introduction to pathogens commonly encountered in health care settings.

BI 202 Microbiology 3-3-4

Lectures focus on three major areas: 1) basic concepts of microbiology, including morphology and physiology of prokaryotes, eukaryotes, and viruses; 2) host resistance to disease and immunology; and 3) epidemiology of selected diseases caused by bacteria, viruses, fungi, protozoa, and parasitic worms. Labs also focus on three major areas: 1) basic skills such as staining, microscopy, and isolation techniques; 2) bacterial physiology as is pertinent to identification of bacterial species; and 3) control of microorganisms via chemotherapeutic agents, physical means and chemical disinfectants. (Prerequisite: BI 102 or BI 106)

BI 222 Pathophysiology 4-0-4

A course that provides the allied health student with an understanding of disease processes by building on the student's knowledge of normal anatomy and physiology. Common disorders of major body systems are discussed relative to the mechanisms by which they develop and their effects on homeostasis. (Prerequisite: BI 102 or permission of the Department Head for Chemistry and Biological Sciences)

BI 259 Normal and Therapeutic Nutrition 4-0-4

An introductory course in normal and therapeutic nutrition designed for students in allied health programs. Focuses on the application of basic principles of nutrition to health promotion and disease prevention, as well as the role of nutritional intervention as a therapeutic tool in specific pathologies. Includes discussion of contemporary issues in nutrition. (Prerequisites: BI 102 or BI 106 or BI 159, or permission of the Department Head for /Chemistry and Biological Sciences.)

BI 279 Life Cycle Nutrition 3-0-3

Focuses on nutritional needs of the growing, developing human from conception to old age, with particular emphasis on the nutritional needs of infants, children, adolescents, adults, women and aging adults. (Prerequisite: BI 259 or permission of the Department Head for Chemistry and Biological Sciences.)

Banking and Finance

BK 101 Principles of Banking 3-0-3

A descriptive course presenting the fundamentals of banking functions. Topics include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls, and the public service obligations of banks.

BK 111 Marketing for Bankers 3-0-3

Designed for bankers who are unacquainted with marketing. Emphasis is given to the concepts and philosophies of marketing, marketing information, research, target, the marketing mix and the methods of market planning.

BK 121 Money and Banking 3-0-3

This course presents the practical application of the economics of money and banking to the individual bank. Coverage is given to the structure of the commercial banking system, the nature and functions of money, banks and the money supply, cash assets and liquidity management, bank investments, loans, earnings, and capital, the Federal Reserve System and its policies and operations, Treasury Department operations and the changing national monetary system.

BK 126 Law and Banking 3-0-3

Law and Banking presents the rules of law which regulate banking. Topics are those usually covered in the first year curriculum of most United States law schools. They include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property, torts, crimes and agency. The nature of partnership and corporations is also treated. Since United States commercial law (with the exception of Louisiana) is now under the Uniform Commercial Code, the test concentrates on the Code in its coverage of sales of personal property, commercial paper, bank deposits and collections, documents of title and secured transactions.

BK 202 Law and Banking Applications 3-0-3

Examines banking law as it relates to funds and instruments for funds transfer. A discussion of legal issues in the framework of practical banking issues is offered.

BK 206 Bank Management 3-0-3

The study and application of the principles of bank management provides both new and experienced bankers with a working knowledge of bank management. Objectives, planning, structure, control and interrelationship of various bank departments are discussed.

BK 231 Analyzing Financial Statements' 3-0-3

This course discusses the techniques used to evaluate the financial condition and operating performance of a modern business. Included are financial statements and accounting, financial statements and business funds flow, tools of financial statements analysis, and the technique of financial statement analysis.

BK 240 Economics for Bankers 3-0-3

Introduces the student to the fundamental principles of economics. Special emphasis is placed on macroeconomics and topics of importance to bankers. The course covers the basics of economic theory and includes examples of the application of economics to banking. Students will be able to interpret economic indicators, relate basic principles of economic theory to the business cycle, describe causes of inflation, compare and contrast economic systems, relate the fundamental concepts of supply and demand theory and Keynesian economics. (Prerequisite: BK 121)

BK 245 Consumer Lending 3-0-3

Provides an up-to-date insider's view on consumer lending. This course offers essential information about the maze of regulations that govern credit practices and reviews loan processing, cross-selling, and collections. The student will be able to identify components of the consumer installment credit market, describe various loan products, apply credit, math and loan pricing principles, recognize variables that affect loan structure, and identify opportunities for cross-selling bank products.

COURSE DESCRIPTIONS

BK 250 Personal Financial Planning 3-0-3

Provides an effective learning experience in personal finance. Emphasis is on helping students make sound financial decisions in the areas of budgeting, insurance, taxes, credit, investment, real estate, and retirement planning. (Prerequisite: AC 101 or AC 103 or BU 101)

BK 255 Real Estate Finance 3-0-3

This course provides a background of the various real estate mortgage credit operations of commercial banks. It concentrates on the manner in which funds are channeled into mortgage markets, financing of residential and special purpose property, and the administrative tasks common to most mortgage departments. Also covered are the analysis of mortgage credit, policies related to collection and administration of a bank's mortgage portfolio and analysis of real estate investment yields.

BK 257 Bank Cards 3-0-3

This course presents an overview of the bank card industry to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in successful management of a bank card plan. It also discusses the evolution of credit cards into Electronic Funds Transfer.

BK 265 Bank Investments 3-0-3

This course presents the nature of the most important bank investments and demonstrates the relationship of investment management to other areas of the bank. It also discusses the factors that affect investment strategies and decisions. Emphasis is on the principles with which investment personnel should be familiar - the nature of risk, liquidity, and yield.

BK 271 Trust Functions and Services 3-0-3

This course provides an overview of many of the generally accepted principles of law of estates, trusts, and agencies. It provides a study of trust functions and services encountered in the daily operation of a trust department.

BK 277 Savings and Time Deposit Banking 3-0-3

A review of the economics of the savings process to clarify differences between financial savings by individuals or organizations and real savings which appear as capital formation. Different types of financial savings are reviewed in order to describe the systems of financial flow from income to capital investment. Also covered are interest rates, types of savings accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity, and marketing).

BK 279 Loan Officer Development 3-0-3

The course, developed jointly with Robert Morris Associates, offers new loan officers comprehensive training in various skills. Course highlights include initial loan review, documentation for the credit file, managing loan portfolios, problem loans, negotiation and persuasion techniques, loan pricing and administrative decisions.

BK 281 Introduction to Commercial Lending 3-0-3

An introductory overview of the commercial lending function, this course stresses the need for a solid relationship between a bank's commercial customer and the lending officer and the importance of commercial loans to a bank's portfolio.

BK 281 Banking and Finance Internship 3-0-3

Students in this course engage in individually supervised employment within an area of Banking and Finance requiring applications of financial theory to the work environment. Students must work at least 150 hours, meet periodically with a supervising faculty member, research related literature in the employment field, and prepare a substantive report on the work experience and the studies involved. This course is limited to seniors and requires the approval of a supervising faculty member and the department head. (Prerequisite: Minimum of 2.8 cumulative GPA)

Business

BU 101 Introduction to Business 3-0-3

An introduction to the general concepts of business, including organization, forms of ownership, finance, management, marketing, production and the relationship between business and society. The current business climate and attitudes will also be examined through the use of business publications and articles.

BU 130 Taxes 4-0-4

A study of the income tax law as it relates to individuals and small businesses. Tax forms 1040EZ, 1040A, and the 1040 with attached schedules are examined. This course will include the determination of taxable income, itemized deductions, tax credits, and depreciation. (Prerequisite: AC 101 or AC 104 or permission of the Instructor)

BU 150 Supervision 3-0-3

In this course, students learn to analyze issues, solve problems, and build management skills realizing that regardless of the technical specialties that may exist in business, there are managerial aspects which are common to every supervisory position. Topics include contemporary issues such as managing in a nondiscriminatory way, building positive discipline, motivating line workers, and ethics in supervision.

BU 170 Principles of Marketing 3-0-3

An introductory course presenting such topics as the seven managerial functions of marketing, problem-solving, decision-making, marketing research, new product development, price determination, marketing channels and advertising.

BU 174 Principles of Sales 3-0-3

A study of the selling process as it relates to training professional salespeople and the basic elements of the persuasion process. A systematic approach will be used to develop techniques to adjust to individual styles. Students will also study the tasks of the sales manager and techniques which are used to hire, train, and compensate the sales force.

BU 220 Entrepreneurship 3-0-3

The course provides an overview of the excitement and challenges of starting a new venture. It examines the issues of developing a new venture and the concerns in managing the venture once it becomes operational. The course will help the new entrepreneur explore the environment for new opportunities; help the new entrepreneur match her/his skills with new opportunities; and examine the viability of the new venture and the possibilities of

COURSE DESCRIPTIONS

financing. Finally, a series of cases will be examined that illustrate why some new ventures become successful and why some do not. (Prerequisite: BU 170)

BU 225 Business Law I 3-0-3

The necessity of law is studied with its adjudication through the various types of courts, leading to the study of contracts which are the foundation of all business endeavors. Commercial papers will also be studied.

BU 226 Business Law II 3-0-3

Focuses on various forms of legal entities and Articles 2 and 9 of the UCC. The major laws governing securities, entities, antitrust, bankruptcy, and environmental issues are reviewed. Special emphasis is given to the legal liability of the professional. This course is designed for the future business manager, entrepreneur, or professional who wishes to have information regarding laws governing business. (Prerequisite: BU 225)

BU 240 Small Business Management 3-0-3

This course is designed for the student who is primarily interested in the ownership and management of the small business enterprise. It examines and analyzes the managerial functions of planning, organizing, staffing, direction, and controlling as applied to the small business. Students also study retailing, wholesaling, manufacturing, and service type business organizations. (Prerequisite: AC 101 or AC 103 or BU 101)

BU 245 Organizational Behavior 3-0-3

This course helps students to develop a more complete understanding of the distinctively human dimensions of management. Emphasis is placed upon the allocation of theory to real world problems as well as the development of interpersonal skills. Topics include such issues as motivation, leadership, group dynamics, and interpersonal communication. (Prerequisite: BU 270 strongly recommended or permission of the Instructor)

BU 250 Principles of Finance 3-0-3

A study of the planning and control involved in financial analysis, working capital management, capital budgeting and long term financing within a corporate environment. (Prerequisite: AC 102 or AC 104)

BU 261 Advertising 3-0-3

This course provides a thorough introduction to many aspects of advertising. Discussion includes how advertising is created, the media in which it appears, and the laws and ethics governing advertising professionals. Careers in advertising are also discussed. (Prerequisite: BU 170)

BU 262 Consumer Behavior 3-0-3

In this course, students concentrate on the ultimate or final user, examining anticipatory and consummatory, rational and emotional, instinctive and collectivist behavioral variables in the light of conceptual contributions from economics, psychology, sociology, and anthropology. (Prerequisite: BU 170)

BU 263 Fundamentals of Real Estate 3-0-3

Fundamentals course in real estate in preparation for the licensing exam. The course meets the statutory requirements of the N.H.

Real Estate Commission for salesperson examinations. Topics discussed include: listing N.H. rules and regulations, types of interest in real estate, real estate taxes, liens, financing, appraising, closing statements, etc.

BU 265 Marketing Research 4-0-4

Students in this course learn to develop the information necessary for marketing decision-making. This course emphasizes a management-oriented analysis of marketing phenomena including the following: identifying and defining marketing problems, designing research, acquiring information, evaluating data, and presenting research. (Prerequisite: BU 170)

BU 270 Principles of Management 4-0-4

The course provides an understanding and appreciation of organizational structures and the role of the manager within these structures, with emphasis on the influence of the social sciences upon current management theory.

BU 273 Human Resource Management 4-0-4

A study of human resource management including the evolution of the personnel process, organizational models, leadership patterns, and issues touching upon planning, assessment, staffing, training, development, and environmental issues. Emphasis is placed on the application of theory and practice so that students will gain a useful understanding of human resource management whether they seek careers in that field or in other disciplines. (BU 150 or BU 270 recommended prior to taking BU 273)

BU 275 Labor-Management Relations 3-0-3

The development of unions, collective bargaining, labor legislation, the main issues confronting labor and management (e.g. OSHA, pension plans, rights of public employees and productivity) constitutes the initial part of the course. The practical aspects of the course are covered through an intensive study of the negotiation, grievance procedure, arbitration, conflict resolution and behavioral aspects of union and management. The course includes cases in which students must prepare and, where possible, role play collective bargaining and union-management positions. (Prerequisite: BU 273 strongly recommended)

BU 280 Marketing Management 3-0-3

This course enhances student knowledge and skill in specialized topic areas, including new product development, direct marketing, media selection, copy creation, advanced marketing, research techniques, sales communication and interaction. All students write in-depth research reports. (Prerequisite: BU170; Senior standing required)

BU 290 Management Internship 0-9-3

Students in this course engage in individually supervised employment within an area of management requiring applications of management theory and principles to the work environment. Students must work at least ten hours per week on the job, meet periodically with a supervising faculty member, research related literature in the employment field, and prepare a substantive report on the work experience and the studies involved. This course is limited to seniors and requires the approval of a supervising faculty member and the Department Head. (Prerequisite: 2.8 G.P.A. and approval of Department Head)

COURSE DESCRIPTIONS

BU 295 Marketing Internship 0-9-3

In this supervised internship, students apply the principles of marketing in a position requiring at least ten hours per week. This course requires a written report and is open to seniors. Students must have the approval of the supervising faculty member and the Department Head. (Prerequisites: 2.8 G.P.A. and approval of Department Head)

Chemistry

CH 011 Introductory Chemistry 3-1-0

An introductory course in chemistry intended to satisfy the chemistry admission requirement for NHTI health-related degree and certificate programs. Consideration will be given to fundamental atomic theory, chemical arithmetic, kinetic theory, solution chemistry, acids, bases and salts, and introductory organic chemistry. Eight two-hour labs are interspersed through the course.

CH 103 General Chemistry I 3-2-4

Fundamental laws and concepts of chemistry, including elements, atomic structure, the periodic table, chemical bonding, compounds, chemical equations, and stoichiometry. Laboratories are used to reinforce concepts presented in lectures and to develop skills in scientific thought and common procedures used in chemical experimentation. With CH 104, intended to provide a foundation for further study in life sciences and physical sciences. (Prerequisites: high school chemistry with lab, algebra, and ability to use exponents and logarithms.)

CH 104 General Chemistry II 3-2-4

A continuation of CH 103. Topics include gases and gas laws, solutions, acid-base chemistry, oxidation-reduction reactions, chemical equilibrium and thermodynamics. Also includes an introduction to organic chemistry and biochemistry. Laboratories are used to reinforce concepts presented in lectures and to develop skills in scientific thought and common procedures used in chemical experimentation. (Prerequisite: CH 103 or permission of the Department Head for Chemistry and Biological Sciences.)

CH 110 Introduction to Biochemistry 3-2-4

A course designed to provide allied health students with the basic principles of the chemistry of living processes. Includes the study of macromolecules, metabolic pathways, energy transformations, and enzyme action. (Prerequisite: high school chemistry with lab or permission of the Department Head for Chemistry and Biological Sciences)

CH 204 Chemistry 3-2-4

This is an introductory chemistry course in which the fundamental principles of the subject are developed. Included are topics in atomic structure, chemical bonding, periodic table, solutions, reactions, corrosion, and an introduction to organic chemistry. Appropriate laboratory experiments will complement the lectures.

Criminal Justice

CJ 101 The Criminal Justice System 3-0-3

The history, development and philosophy of law enforcement in a democratic society will be examined. Special consideration will be given to the organizations involved in the administration of criminal justice in the United States.

CJ 121 Criminal Procedure 4-0-4

An analysis of the constitutional issues in the United States which have direct bearing on the role and policies of criminal justice agencies. The course is a combination of the case law and lecture method.

CJ 123 Criminal Law 4-0-4

The history and development of criminal law as a form of social control. The evolution of criminal law from civil law, and the relationship between common and statutory criminal law. Emphasis is given to the substantive aspect of criminal law and how it differs from civil law.

CJ 150 Criminology/Deviant Behavior 3-0-3

An in-depth analysis and evaluation of criminal behavior. Street crime, organized crime, and occupational crime will be discussed. The student will learn to investigate, categorize, and describe the theories of criminality and social control.

CJ 205 Police Administration and Operations 3-0-3

This course deals with the principles of police organization, administration and management, including staff and line functions, chain of command, selection of personnel, and promotional procedures, such as patrol, traffic control, investigations and report writing, as well as emergency situations such as handling major natural and man-made disasters.

CJ 210 Juvenile Justice Administration 3-0-3

Theories, causation and prevention programs are studied. Rehabilitative theories and treatment programs of public institutions and public and private agencies are included. Case studies are made available to the student for analysis. Adolescent behavior, peer pressure, and the role of the family will be examined.

CJ 215 Correctional Administration/Operations 3-0-3

A study of correctional processes and services, standards, personnel and principles of management; allocation of resources, training and staffing; the role of sentencing and work release programs; special programs and the use of outside contracts.

CJ 220 Community-Based Corrections 3-0-3

A study of the relationship between probation officers and their clients; the role of probation; rules governing expected behavior in the community; the role of probation departments in rehabilitative activities; and the effectiveness of parole versus incarceration.

CJ 225 Drug Abuse and the Law 3-0-3

In the first part of this course, the historical use of the major drug groups (including alcohol) will be reviewed. In the second part, the reaction of the criminal justice system to illegal involvement with drugs and alcohol and methods of treating substance abusers will be reviewed.

CJ 227 Victimology 3-0-3

This course examines those issues in the criminal justice system which directly pertain to the system's interaction with victims. It examines how people become victims, and how the criminal justice system and related agencies deal with these people once that victim status is identified.

CJ 240 Police/Community Relations 3-0-3

This course deals with the police's relationship with the public. The ways in which the police image is presented to the public are examined, including the use of the media. Specific attention is paid to the police's involvement with young people, minority groups, and community organizations.

CJ 270 Internship 0-9-3

The internship offers the student the opportunity to put learned theory to practical application. The student is responsible for seeking out the agency placement, with the assistance of the course instructor. The internship requires the completion of a mandatory minimum number of hours. A log is kept, and the final grade is based on a combination of the log, supervising agency assessment, and final analytical report.

CJ 275 Senior Project 3-0-3

In this course, through on-going and individualized contact with the supervising instructor, the student develops a topic pre-approved through a prospectus presented to the instructor. The student may develop any topic raised in any major class and is not limited by category. Empirical studies, surveys, literature reviews are among the acceptable categories of research. The final grade is determined by a review of the final product and the extent to which the student has followed the course guidelines.

Computer Engineering Technology

CP 103 Intro to Computers and Operating Systems 2-2-3

This course begins as a computer literacy course and will provide an understanding of the basic hardware components. The course proceeds to present an overview of major operating systems including Microsoft DOS, Microsoft Windows and UNIX. Current topics of importance, such as Internet and Multimedia will be explored. The student will learn the use of Microsoft Windows based word processing and spread sheet program applications.

CP 106 Introduction to Programming with C 2-3-3

Introduces the student to program design using the language C. No prior knowledge of programming is assumed. Focuses on effective structured design of code with variables, decisions, loops, functions, arrays and introduction of pointers. Use of professional programming design approaches and coding styles will be used in laboratory assignments. Completion of this course provides the programming design skills to continue on with the study of the language C or other computer languages. (Recommend some MS/DOS knowledge or Corequisite CP103 or permission of instructor)

CP 107 Introduction to Programming with C++ 2-3-3

Introduces the student to program design using the language C++. No prior knowledge of programming is assumed. Focuses on effective structured design of code with variables, decisions, loops, functions, arrays and introduction of pointers. Use of professional

programming design approaches and coding style will be used in laboratory assignments. Completion of this course provides the programming design skills to continue on with the study of the language C++ or other computer languages. (Prerequisite or Co-requisite: CP 103 or permission of instructor, with some knowledge of MS DOS and Windows)

CP 108 Digital Devices and Interfacing 3-3-4

This course is a study in digital design concepts with emphasis on hardware interfacing requirements. Topics covered include Base 2, 8, and 16 numbers systems, codes, Boolean algebra, logic gates, Karnaugh maps, flip-flops, counters, registers, and memory devices. Interfacing requirements are covered as well as diode and transistor switching circuits used in the most popular logic families. Linear integrated circuits are also discussed with emphasis on analog to digital and digital to analog conversion. Classroom work is reinforced with laboratory experiments. (Prerequisite: EL 101 or permission of the instructor.)

CP 111 Machine and Assembly Language 2-3-3

This course covers microprocessor architecture, instruction sets and hardware through the use of Machine and Assembly Language programming. Laboratory work will provide extensive programming experience on an INTEL 8086-based machine, from low level machine code to linking with a higher level language using a compiled macro-assembler. The student will gain an understanding of how a CPU interacts with its registers, memory and interfaces to manipulate data. A comparison of microprocessors will help illuminate differences and advantages of various architectures. (Prerequisites: CP 103 and CP 107 or permission of the instructor)

CP 205 Programming in C 3-2-4

Introduces the student to programming in C language, beginner through intermediate levels. Focuses on effective programming skills, including sound logic, efficiency, correctness and style. Utilization of the comprehensive capabilities offered by the language is stressed. In-depth weekly programming assignments reinforce the lectures. (Prerequisite: Previous structured programming strongly recommended.)

CP 222 Data Communications 3-3-4

This course focuses on practical programming techniques to support human to computer and computer to computer communications. Serial communications provide the initial focus using asynchronous techniques and protocols. The student will develop cooperative telecommunication programs using packets containing headers, data and error checking. The use of simple polling programs will transform to professional hardware interrupt utilization. The use of modems will be covered. The practical use of breakout boxes will be included along with software debugging techniques. Interrupt Service Routines (ISR), both software and hardware driven, will be studied to support programming techniques. Human to Machine Interface (HMI) Microsoft Windows real time graphics programming software will be used to illustrate communication between programs and hardware as client servers. Other human to computer concepts such as graphics animation and the inclusion of mice play an important role. There will be extensive laboratory assignments using the languages of C or C++, based on student selection. (Prerequisites: CP 107 and CP 234; or CP 205; or permission of the instructor with intermediate programming skills in C or C++)

COURSE DESCRIPTIONS

CP 227 Personal Computer Architecture, Hardware and Software 1-3-2

The building blocks of the personal computer will be studied, both the complete hardware system and the supporting software. Essentially the student will have an opportunity to build a complete personal computer with parts and software supplied by the Institute or optionally from student supplied components, such as, microprocessors, memory, drives, video, serial and parallel interfaces. Operating system utilities will be put to use in the setup as well as student programs prepared to explore the system and processes. Concepts such as interrupts, port addressing, Direct Memory Access, buses, and master/ slave will be explored. Trouble shooting techniques will be utilized throughout the course to reinforce the learning concepts. (Prerequisites: CP 103, CP 107 and CP 108; or permission of the Instructor)

CP 229 Electronic Systems Documentation and Fabrication 1-3-2

This course investigates the standards, procedures, and methods of documentation and implementation of electronic systems with a particular emphasis on computer system interfaces to real-world signals. Design and documentation associated with combined hardware/software systems are stressed. Printed Circuit Board based designs are developed using Electronic Design Automation tools and fabricated with a photographic and chemical etching process. Systems developed in this course are typically used in laboratory experiences in CP 222 Data Communications and/or CP 260 Computer Real Time Interfacing. (Prerequisite: CP 108 or permission of the instructor)

CP 234 Algorithms with C++ 3-3-4

This course focuses on the development, implementation and analysis of algorithms written in C++ language, using fundamental data structures such as stacks, queues, linked lists, trees and sorting and searching methods. Included in the course is intermediate and advanced coverage of C++ language constructs including pointers, structures and unions as well as data abstractions using an object oriented programming language. (Prerequisites: CP 103 and CP 107; or CP 103 and CP 205, or permission of the instructor)

CP 240 Advanced Operating Systems 3-2-4

The focus is on understanding advanced concepts in operating systems; Microsoft Windows will be the focus of this course using Microsoft visual Basic and/or visual C++ languages. The course is divided into two major parts. The first is the study of Microsoft Windows from a knowledge worker viewpoint. The second will use programming techniques to understand the functionality of the operating system. This will be accomplished by creating Dynamic Link Libraries with C and C++ functions and programming the use of Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE) to communicate in a client server mode. Experience will be gained using this multi-tasking and multi-threaded operating system through extensive hands-on laboratory assignments. (Prerequisites: CP 103, CP 107 and CP 234; or CP 103 and CP 205; or permission of the instructor with intermediate programming skills in C or C++)

CP 251 Computer Networking 2-2-3

Computer Networking incorporates authorized Novell training into a course on networking fundamentals, including an overview of networking, the OSI reference model, transmission and

media access methods, topologies and protocols. Novell instructional materials will be used in class. As a result of this training, some students may choose to take the Novell 3.12 CNA certification exam. (Students are expected to have a working knowledge of MS/DOS and microcomputers.) (Prerequisite: CP 103 or permission of instructor)

CP 252 Networking and Internet Technologies 2-2-3

Offers the student a broad range of understanding and experience in the emerging technology surrounding computer networking and the Internet. From the viewpoint of end user and software developer, topics of interest will include Novell Networks and NetWare administration, peer to peer networking with Microsoft Windows, UNIX operating system, Internet and World Wide Web access, and HTML (hypertext markup language used in creating a hypertext document). Students should have a good basic understanding of how computers work and be able to use Windows and/or Windows 95. (Prerequisites: CP 103, CP 107, and CP 234; or CP 103 and CP 205; or permission of the instructor.)

CP 260 Computer Real Time Interfacing 3-3-4

Interfacing computers to the outside world is the focus of this course. Computers are commonly used to gather data and to control processes such as medical equipment, research projects and manufacturing. The course content focuses on practical "real time" (fast response) and "multi-threaded programming techniques" used in interfacing of computer inputs and outputs. The course is divided into two major parts. First, a programmable logic controller industrial computer using the language relay ladder logic (Boolean algebra based) is used to teach the fundamentals of real time control. The second part uses Intel based interfacing boards and multi-threading programming techniques. Both parts require a major programming project, either in C or C++ based on student selection, which is presented in class. Lectures and labs also cover a broad range of topics including multiple processors using a single memory source, digital logic and analog applications. (Prerequisite: CP 103 and CP 107 and CP 234; or CP 103 and CP 205; or permission of the instructor.)

CP 290 Object Oriented Programming Design with C++ 3-2-4

The use of classes, encapsulation, inheritance, polymorphism, and templates will be included and applied to a range of algorithm utilization. Areas of studies include advanced data construction, graphics, and user interfaces. Professional level design concepts will be studied and utilized in extensive laboratory activities and projects. Team programming principles will be studied and implemented. (Intermediate knowledge of C++ programming skills, fundamental concepts of classes and basic data algorithms is assumed of incoming students.) (Prerequisite: CP 234 or permission of the instructor.)

CP 301 Computer Project Definition 1-0-1

Students will elect this course as a first phase to Computer Project CP 303. During this course a student selects a project which is either provided by an industrial sponsor or chosen by the student. The selections are made with the guidance and approval of the instructor. The student will meet with the sponsor to initiate the project and then will write a specification to define the project. (Prerequisite: CP 205 and Corequisite: CP 260; or Prerequisite: CP 107 and Co-requisites: CP 234 and CP 260; and permission of the instructor)

CP 303 Computer Project **1-4-3**

The student will complete the project defined in CP 301 while maintaining logbook documentation, providing the advisor with progress reports. In addition, a formal oral presentation describing the project and a demonstration is required. (Prerequisites: CP 301 during the preceding semester as well as CP 205 and CP 260; or CP 106 and CP 234 and CP 260; and permission of the instructor. Strongly recommend having previously taken or to be concurrently taken with CP 222 and CP 240 and CP 251)

Dental Auxiliaries

DN 100 Dental Hygiene I **2-0-2**

An introduction to the theories and principles of the delivery of dental hygiene care, including evaluation of the patient, professional and clinical services. Emphasis will be placed on current concepts in preventive dentistry.

DN 103 Dental Hygiene II **2-0-2**

An introduction to common systemic diseases with emphasis on dental hygiene treatment planning and management of medical and dental emergencies. Topics discussed during seminar include substance abuse, stress, occupational and environmental hazards and special needs patients. (Prerequisites: BI 101, DN 100, DN 113 and DN 134)

DN 113 Clinical Dental Hygiene I **0-9-3**

Clinical experience for development of knowledge, understanding and application of preventive services for attainment of patient oral health are experienced in Clinical Dental Hygiene I. Primary and secondary preventive services encompass and cover the medical and dental history, oral examination, charting, scaling and polishing techniques, and utilization of oral physiotherapy aids in oral health education. A classroom seminar for learning activities and group discussion is included.

DN 114 Clinical Dental Hygiene II **0-9-3**

Clinical Dental Hygiene II is a continuation of Clinical Dental Hygiene I. The students will apply techniques learned in Clinical Dental Hygiene I directly on clinical patients. The semester emphasis will be on the introduction of additional dental hygiene instruments, as well as dental health education techniques. A classroom seminar for learning activities and group discussion is included. (Prerequisites: DN 100, DN 113, and DN 134).

DN 122 Dental Anatomy and Embryology **3-0-3**

A study of the anatomy of the head, emphasizing the osteological landmarks and the structures of the oral cavity. Both the permanent and primary dentitions are studied, including eruption patterns, dates and the embryonic developments.

DN 126 Nutrition **2-0-2**

Essentials of adequate diet, vitamin and nutritional balances/ imbalances, emphasizing total body health and dental care are discussed. Emphasis is placed on oral manifestations of nutritional diseases, dietary analysis and counseling for the prevention of cavities and periodontal disease.

DN 134 Oral Anatomy I **2-1-2**

A detailed study of the anatomy of the deciduous and permanent dentitions. Also included is tooth eruption and basic dental

terminology. This course includes laboratory sessions which are coordinated with lectures to provide practical applications of dental anatomy.

DN 136 Oral Anatomy II **2-0-2**

A detailed study of the embryonic development and anatomy of the hard and soft tissues of the face and oral cavity. Study of the anatomical structure of the head and neck with emphasis on the cranial nerves, muscles of mastication and facial expression, temporomandibular joint, vascular and lymphatic systems, tooth development and histology of dental tissues and supporting structures. (Prerequisites: BI 101, DN 113, and DN 134)

DN 140 Dental Radiology **2-3-3**

Lectures and demonstrations are coordinated with laboratory practice on manikins to develop mastery of dental radiographic techniques as well as processing, mounting and evaluating films. Emphasis is placed on patient and operator protection and equipment function. Patients will be scheduled near the end of the term when students exhibit acceptable skills.

DN 155 Oral Hygiene Education/Nutrition **3-0-3**

Methods of preventive oral hygiene education, including patient motivation, will be discussed. Lectures in nutrition will stress the importance of good eating habits in maintaining optimal general and dental health. Emphasis will be given to the essential role of the dental assistant in counseling the patient in these disciplines.

DN 161 Dental Materials-DA **2-3-3**

Study of the composition and properties of materials used in dentistry. Laboratory sessions emphasize practice in manipulation of various materials.

DN 162 Dental Materials-DH **2-3-3**

An introduction to the composition and properties of dental materials with emphasis on materials currently utilized in dental and dental hygiene treatments. Laboratory sessions are coordinated with lectures to provide practice on manipulation of materials with emphasis on impression taking, preparation of study casts and polishing of amalgam restorations. (Prerequisites: DN 100, DN 113, DN 134, CH 101 or permission of the Department Head)

DN 175 Dental Assisting I **3-0-3**

This course is designed to teach the student, by lecture and demonstration, sterilization and disinfection techniques, cavity nomenclature and charting, an introduction to the equipment and instruments used in the dental office. The student is introduced to four-handed chair-side assisting and gains experience in all types of dental procedures, oral evacuation, instrument transfer, tray setups, pre- and postoperative instructions and completing dental clinical records. The history and organization of dentistry and dental auxiliary services are considered with emphasis on the dental health team concept. Ethics and jurisprudence will also be discussed.

DN 176 Dental Assisting II **2-0-2**

An introductory study of drugs with specific consideration of those used in dentistry. Emphasis on drug origin, properties, dosages and therapeutic effects. Studies in oral pathology will include signs and symptoms of the diseases common to the oral cavity to include neoplastic disease and the inflammatory response.

- DN 181 Office Procedures and Management** 1-0-1
(7 weeks)
Development of working knowledge of office procedures to include telephone techniques, patient reception, appointment scheduling and filing systems. Lectures will include information concerning patient intake and charting systems. The fundamentals of dental bookkeeping systems, prepaid dental care plans, payroll, and inventory control will be presented for use with and without a computer system.
- DN 191 Dental Assisting Clinical Experience I** 0-4-1
Clinic sessions are coordinated with lectures in preclinical theory. Demonstration and practice of all procedures in simulated clinical situations.
- DN 196 Dental Assisting Clinical Experience II** 0-15-5
Experience in a dental office performing chair-side assisting, laboratory procedures, office procedures, and exposing, processing and mounting radiographs. (Prerequisites: DN 140 and DN 191)
- DN 198 Dental Assisting Clinical Experience III** 2-8-5
(6 weeks)
Expanded opportunities in chair-side assisting to encompass all dental specialties including orthodontics, surgery, endodontics, pedodontics and prosthodontics. A weekly seminar is held to evaluate the individual clinical experiences. (Prerequisite: DN 196)
- DN 201 Dental Hygiene III** 1-2-2
Lectures in periodontology with emphasis on the hygienist's role in detection and treatment of periodontal disease. Techniques of patient evaluation, instrumentation and prevention are taught in lecture and implemented in the laboratory/clinic situation. (Prerequisites: DN 103, DN 114, DN 136, and DN 140)
- DN 202 Dental Hygiene IV** 2-0-2
A study of the ethical consideration and jurisprudence issues involved in dental care delivery as well as office management procedures and basic assisting techniques. Interview techniques and resume preparation are also included to assist the student in gaining employment. (Prerequisites: DN 201 and DN 212)
- DN 212 Clinical Dental Hygiene III** 1-8-3
Practical application of dental hygiene theories and techniques with emphasis on individual patient's oral health needs and the further development of oral prophylactic and radiographic techniques, including the preparation of diagnostic aids and patient education. Students will gain experience through work in their on-campus clinical assignments. (Prerequisites: DN 114 and DN 201)
- DN 221 Clinical Dental Hygiene IV** 1-8-3
Practical application of dental hygiene theories and techniques with emphasis on individual patient's oral health needs and the further development of oral prophylactic and radiographic techniques, including the preparation of diagnostic aids and patient education. Students will gain experience through work in their on-campus clinical assignments. (Prerequisite: DN 212)
- DN 222 Dental Hygiene Research** 1-7-3
Under the guidance of an instructor, a research project is designed and implemented. In conjunction with the research project, practical application of dental theories and techniques will be gained through externship opportunities. (Prerequisites: DN 114 and DN 201)
- DN 223 Dental Hygiene Speciality Clinic** 1-7-3
Practical application of dental hygiene theories and techniques with emphasis on the oral health needs of special patient populations. Students will gain experience through extended campus community clinics, supervised by staff instructors. (Prerequisites: DN 114 and DN 201)
- DN 239 Medical Emergencies for the Dental Assistant** 2-0-2
Identification of signs, symptoms and action recommended in emergencies encountered in the dental office. Students will actively participate in role playing each emergency situation.
- DN 240 Dental Hygiene Science** 4-0-4
Lectures combining the sciences of pharmacology and oral pathology. Pharmacology emphasizes the study of drug origins, properties, dosages and therapeutic effects, specific consideration being given to those drugs used in dentistry and anesthesiology. Oral pathology includes the study of disease affecting the oral cavity, manifestations of inflammation, degenerative changes, neoplastic disease and anomalies. (Prerequisites: DN 136, BI 101, and BI 102)
- DN 241 Community Dental Health** 2-0-2
Students will gain information in the arena of public health as it pertains to dental health. Emphasis is on the use of surveys, ways to interpret statistics and overcome barriers encountered in setting up public health programs. (Prerequisite: DN 201)
- DN 250 Dental Office Computer Applications** 0-3-1
(7 weeks)
In a computer lab environment, a working knowledge is developed of the use of the computer as an office management tool. Typical functions of hardware, system software, and application software are analyzed. Basic word processing skills are developed. The course culminates with an in-depth exploration of a specialized dental office management software package.

Diagnostic Medical Sonography

- DS 201 Principles of Sonography** 3-3-4
An introduction to principles of ultrasound with emphasis on physical principles, instrumentation and terminology. Laboratory sessions will introduce students to scanning techniques.
- DS 221 Sonographic Physics** 3-0-3
Study of the physical principles involved in ultrasound and state-of-the-art equipment technology. (Prerequisite: DS 201)
- DS 233 Seminars in Sonography** 4-0-4
Sessions will be used for case presentations by students and preparation for registry exams. (Prerequisites: DS 297 and DS 241)

COURSE DESCRIPTIONS

DS 241 Principles of Vascular Ultrasound 3-2-4

Study of physical and doppler principles utilized in the ultrasound study of vascular structures. Laboratory sessions will introduce students to scanning techniques used in vascular studies. (Prerequisites: DS 201 and DS 221)

DS 265 Sonographic Anatomy and Pathology I 3-0-3

Study of gross, sagittal and cross sectional anatomy of the abdomen and the pathological changes and disease processes which are found in ultrasound examination of the abdominal region.

DS 266 Sonographic Anatomy and Pathology II 3-0-3

A continuation of Sonographic Anatomy and Pathology I with an introduction of small parts anatomy and an in-depth study of pathologic changes and disease processes found in relation to these structures. (Prerequisites: DS 201 and DS 265)

DS 275 Sonographic Principles of OB/GYN I 3-0-3

In depth study of the anatomy of female reproductive organs and associated pathological changes with introduction to first trimester fetal development.

DS 276 Sonographic Principles of OB/GYN II 3-0-3

A continuation of Sonographic OB/GYN I, with emphasis on the continuing process of fetal development and associated pathologic conditions. (Prerequisites: DS 201 and DS 275)

DS 295 DMS Clinic I 0-16-4

Two days per week of observation and direct clinical experience at selected clinical sites designed to familiarize students with working procedures in an ultrasound lab. Basic examination techniques will be performed.

DS 296 DMS Clinic II 0-24-6

Three days per week of clinical experience at selected clinical sites. Students will gain continued scanning experience. (Prerequisites: DS 201, DS 265, DS 275 and DS 295)

DS 297 DMS Clinic III 0-32-8

Four days per week at selected clinical sites with emphasis on expanded roles in the ultrasound studies. Students will develop intermediate level skills and recognition of pathology will be stressed. (Prerequisites: DS 221, DS 266, DS 276 and DS 296)

DS 298 DMS Clinic IV 0-32-8

Four days per week of final experience to strengthen scanning and interpretation skills in preparation for challenging registry exams and entry into the sonography field. (Prerequisites: DS 241 and DS 297)

Early Childhood Education

EC 102 Foundations in Early Childhood Education and Child Care 3-0-3

The history of early childhood education and childcare, including the contributions of Froebel, Pestalozzi, Montessori, Wheelock and Dewey as well as the diversity of programs, childcare, Head Start, kindergarten, nursery, profit and nonprofit will be addressed.

Discussion will include perspectives from the past as well as current trends, theories and approaches to the care, development and education of young children.

EC 120 Growth and Development of the Young Child 3-0-3

Major theories and research findings in the physical, cognitive and psychosocial development of young children from conception to age eight will be the focus of this course. Particular note will be given to the work of Erikson and Piaget. Infants, toddlers, preschool and school-age children will be observed using professional strategies for assessing and recording behavior. Emphasis will be placed on applying understanding of children's developmental needs in a pluralistic society.

EC 130 Curriculum Development: Early Childhood 3-0-3

Early Childhood Curriculum is designing, implementing and evaluating appropriate programs for children through age eight. Emphasis will focus on the concrete, practical application of various philosophies, theories, and current research in early childhood education.

EC 135 Dynamics of Curriculum Development 4-0-4

Designing, implementing and evaluating appropriate programs and activities for children through age eight. Emphasis will be on the concrete, practical application of various philosophies, theories, and current research in early childhood education. Methods of observing children's behavior and progress, and developing and using suitable instructional and play materials will be discussed. Participants will experience and broaden their own creativity and imagination through learning activities that can be applied to their early childhood settings.

EC 140 Sociology of Children and Families 3-0-3

An overview of the interpersonal behavior between children and significant others with emphasis on six major areas: the family; a sociological approach to understanding children in relation to their families; children's social development; the effects of poverty, child abuse and neglect, homelessness and divorce; examining interpersonal behaviors within childcare settings; and child advocacy. (Prerequisites: EC 102 or EC 120)

EC 150 Dynamics of Activity-Centered Learning 3-0-3

An experiential approach to learning ways of planning a broad variety of activities to enhance children's learning. Methods of observing children's behavior and progress, and developing and using suitable instructional and play materials will be discussed. Participants will experience and broaden their own creativity and imagination through learning activities that can be applied to their early childhood settings. (Prerequisite: EC 102 or permission of the Department Head.)

EC 175 Environments for Young Children 4-0-4

Students will experience visiting and designing developmentally appropriate new environments and modifying existing ones to be child and family friendly, barrier free and inclusionary. Emphasis will be on planning aesthetically pleasant, safe, healthy spaces which nurture and educate and also meet state regulatory agency requirements. An additional component added to this course will be orientation to Practicum including developing individual goals,

COURSE DESCRIPTIONS

planning contracts, logistics of schedules and professional and ethical considerations. Further, students will visit a minimum of three different settings, observe children, interview potential cooperating teachers and submit a report indicating their first and second choices for senior Practicum. (Prerequisites: EC 102, EC 120 and EC 135)

EC 185 Health, Nutrition, and Safety in ECE 2-0-2

An introduction to major issues affecting the health and safety of young children in family and center-based care. Nutrition and policy considerations about pediatric medications, infectious disease control, sick child care, universal precautions and liability, and health record keeping will be highlighted. This course is offered for Early Childhood Education students; others by permission of the Department Head of ECE.

EC 186 Health, Nutrition and Safety in ECE 3-0-3

An introduction to major issues affecting the health and safety of young children in family and center-based care. Nutrition and policy considerations about pediatric medications, infectious disease control, sick child care, universal precautions and liability, and health record keeping will be highlighted. Included at an additional cost will be CPR certification, and introduction to emergency medical systems and treatment procedures. This course is offered for Early Childhood Education students; others by permission of the Department Head of ECE.

EC 210 Infant/Toddler Development 3-0-3

A study of important influences on infant and toddler development, with emphasis on the role and responsibilities of parents and childcare providers in creating high quality, supportive environments, with sensitivity to attachment and the importance of communication skills in nurturing positive parent/teacher/child relationships. (Prerequisite: EC 120)

EC 220 Developmentally Appropriate Programs for School-Aged Children 3-0-3

The role and responsibilities of early childhood educators and child care providers in creating developmentally appropriate experiences for school-age children will be addressed. Discussion will include an integrated approach to language, reading, math, science and the arts for primary classrooms and activities such as clubs, projects, hobbies, music, games, and other themes suitable for after-school care programs. The importance of communication in building partnerships between home, school and community will be emphasized. (Prerequisite: EC 220)

EC 230 Children's Literature 3-0-3

An overview of children's literature with opportunities to explore various authors. Students will become familiar with criteria for Caldecott and Newbury awards, names of exemplary authors and illustrators of children's literature; and learn ways to extend and enhance children's interest and language through books and story telling. Poetry, books that explore multicultural topics and an introduction to bibliotherapy as it applies to Early Childhood Education will also be discussed.

EC 231 Early Literacy Development 3-0-3

Early literacy development involves listening, speaking, drawing, writing, singing, acting as well as reading. It includes all the ways children communicate ideas and receive those of others. This

course will focus on concepts underlying early literacy development and using children's literature and creative activities to enable students to develop a repertoire of experiences and portfolio of resources to enhance emergent literacy in young children.

EC 260 Organization and Management in Early Childhood Education 3-0-3

A survey of organization and management of early childhood programs and/or child care centers. Emphasis will be on learning how to plan, organize, manage and evaluate programs and facilities for children; exploring the dimensions of record keeping; federal and state funding; licensing procedure; hiring, motivating and evaluating staff; and parent involvement. Students will be required to spend fifteen hours, direct experience assigned to an early childhood director/administrator and show documentation as appropriate. (Prerequisites: EC 102; EC 120; and EC 135)

EC 270 Understanding Young Children's Special Needs 3-0-3

This course will broaden students' awareness of the theoretical and legal foundations for programs serving young children (infancy through age eight) with a wide range of special educational needs. Students will examine the causes, symptoms, social consequences and behavior characteristics of children with special needs. Emphasis will be on education for children and their families. (Prerequisites: EC 102, EC 120, EC 130, EC 140, EC 150 and EC 185 or EC 186)

EC 280 Senior Seminar in Professional Development 3-0-3

This capstone course, for early childhood matriculated seniors only, addresses two major themes: the early childhood educator as a professional and early childhood education toward the 21st century: a world-wide perspective. Topics include local, state, national and international trends and legislation, child advocacy, research and professional development. Students will demonstrate proficiency in seminar/workshop presentations, professional portfolio development and complete performance goal requirements for an Associate Degree in Early Childhood Education. (Prerequisite: matriculated seniors only and with permission of Department Head)

EC 285 Early Childhood Education Practicum I 2-10-5

Students will work in approved (licensed and preferably NAEYC accredited) child care centers and preschools; independent or public schools (K-2); parent/child centers or Headstart programs under the supervision of professionals certified in early childhood education. Weekly seminars, coordinated by NHTI faculty, offer instruction in classroom observation techniques and curriculum planning, as well as support for students. Periodic conferences between students, cooperating teachers and NHTI Practicum Supervisors are scheduled to review and evaluate student progress. Students must complete a journal of professional experiences documenting connections between theory and practice, and a portfolio of curriculum activities, developmentally appropriate to the age of children in the practicum setting. (Prerequisites: All freshmen Early Childhood Education courses, a 2.5 GPA in major field courses and permission of Practicum Coordinator.)

EC 290 Early Childhood Education Practicum I 1-5-3

The student will work in an approved (licensed) setting under the supervision of a certified professional. Weekly seminars facilitated by the practicum coordinator are planned to support and review the student's experience. Periodic conferences between the

COURSE DESCRIPTIONS

cooperating teacher and NHTI practicum coordinator are scheduled to monitor and evaluate student progress. Students must complete a major project and submit documentation relating theory to practice in the chosen field of experience. (Prerequisites: EC 102, EC 120, EC 130, EC 140, EC 150 and EC 170. ECE students must also complete CPR and First Aid certification and submit to Criminal Records and Child Abuse/Neglect Central Registry Check (RSA 170-ET, State Registry and Criminal Records Check I-V))

EC 293 Early Childhood Education Practicum II 2-5-3

EC 294 Early Childhood Education Practicum II 2-10-5

Students will work in approved (licensed and NAEYC accredited) childcare centers and preschools; independent or public schools (K-2); parent/child centers or Headstart programs under the supervision of professionals certified in early childhood education. Weekly seminars provide support, guidance and instruction in student teaching protocols as well as opportunities to plan and teach developmentally appropriate activities. Periodic conferences between the cooperating teacher and NHTI Practicum supervisors are scheduled to monitor and review student progress. Students must complete Early Childhood Professional journals according to program requirements. Decisions regarding selection of Practicum II will be based on students' needs, faculty recommendations and departmental approval. (Prerequisite: EC 185 or EC 290 and 2.5 gpa in major field courses. ECE students must also complete CPR and First Aid certification and submit to Criminal Records and Child Abuse/Neglect Central Registry Check (RSA 170-ET, State Registry and Criminal Records Check I-V))

Electronic Engineering Technology

EL 101 Electric Circuits 3-3-4

A beginning course in electricity, this course covers basic electric circuit theory; the nature of electricity, resistance, current and voltage. Direct current, alternating current, Ohm's law, series circuits, parallel circuits, as well as energy and power relationships are covered in detail. This course also covers D-C circuit analysis techniques including mesh and nodal analysis, and network theorems such as Norton's, Thevenin's, and maximum power transfer. Vector algebra and phasors are introduced and used in analysis of A-C circuits. The reaction of capacitors and inductors when D-C and A-C voltages are applied are discussed as well as an introduction to various circuit analysis techniques. Laboratory experiments are designed to reinforce the classroom work.

EL 102 Circuit Analysis 3-3-4

A continuation of Electric Circuits. This course covers A-C circuit analysis techniques including mesh and nodal analysis, and network theorems such as Norton's, Thevenin's, and maximum power transfer. Treatment is given to circuits containing dependent and independent sources of voltage and current. Resonance and basic filters are covered in detail as well as magnetism. Additional topics covered, as time allows, are transformers and three-phase circuits. Laboratory experiments are designed to reinforce the classroom work. (Prerequisite: CP 103, EL 101, and MT 101)

EL 110 Electronics I 3-3-4

A study of the physical behavior of electronic devices. Emphasis is on analysis and design of electronic circuits incorporating these devices. Specific devices discussed are semiconductor diodes

and transistors. Methods of analysis used are graphical, piecewise linear models, and small signal models. Biasing circuits and operating point stabilization are considered. Additionally, linear amplifier circuits using transistors in the common base, common emitter, and common collector configurations are investigated. Laboratory experimentation reinforces classroom theory with practical work. (Prerequisite: EL 101 and CP 103)

EL 210 Electronics II 3-3-4

A continuation of Electronics I with emphasis on small signal analysis, low and high frequency effects. Bode plotting, feedback amplifiers with stability criteria, operational amplifiers, power amplifiers and power supplies will be studied. SCRs, TRIACs, and light-sensitive devices are investigated. (Prerequisites: EL 102 and EL 110)

EL 226 Digital Electronics 3-3-4

This course covers switching circuits and digital logic. Base 2, 8, and 16 number systems, codes, and Boolean algebra (switching algebra) are covered and used throughout the course. The popular integrated circuit logic families are studied, along with their internal circuitry and rules for interconnecting and interfacing. Other topics include Karnaugh map minimization, combinational logic, sequential logic, synchronous logic, asynchronous logic, registers and counters, decoders, code converters, programmable logic devices, computer bus and interface circuits. The laboratory is an integral part of the course and provides valuable experience in breadboarding, testing, and debugging digital circuits. (Prerequisite: EL 110)

EL 227 Electronic Drafting and PC Board Design Lecture 1-0-1

This course and its co-requisite laboratory course EL 301 or CP 228 covers the mechanics of designing and fabricating a printed circuit board. This includes the use of Computer Aided Design (CAD) systems to do circuit layout and the photographic and chemical etching systems to produce printed wiring boards. Emphasis is given to current industrial standards of workmanship and safety in the use of tools and materials. Vernier calipers, micrometers, and microscopes are studied and used in the inspection process. (Co-requisite: EL 301 or CP 228 or permission of the instructor)

EL 244 Embedded Microsystems 3-3-4

This course covers the design, development, and analysis of embedded microcontrollers. A system level approach to the specification, decomposition, hardware development, software development, and system integration for the implementation of embedded systems is covered through lecture and laboratory experiments. Integrated hardware/software development environments supporting both high-level and assembly language program development are utilized. Real-time programming techniques including polled, handshake, and interrupt techniques are utilized in developing laboratory experiments. Microsystems are interfaced to real-world signals to include parallel and serial digital, frequency, and analog input and output signals. Advanced topics can include an introduction to Digital Signal Processing (DSP), control systems, and embedded systems implementations. (Prerequisites: CP 107 and CP 108; or CP 107 and EL 226; or permission of instructor.)

EL 250 Electronic Communications 3-3-4

A study of the elements of communication systems, including active filters, spectrum analysis, modulation and demodulation

COURSE DESCRIPTIONS

(AM, FM, PM), transmission lines and microwave. A laboratory is coordinated with the lectures. (Prerequisite: EL 210)

EL 301 Design Project Preparation Lab 0-4-2

This course and its Co-requisite lecture course EL 227 contains background material and preparation necessary for Senior Design Project EL 303 and consists of two separate learning modules which are studied concurrently.

Module one covers the mechanics of designing and fabricating printed circuit boards. This includes use of Computer Aided Design (CAD) systems to do circuit layout, and the photographic and chemical etching systems to produce printed wiring boards. These are then drilled, mounted with components, soldered, debugged and tested to produce a working printed circuit board. Emphasis is given to current industrial standards of workmanship and safety in the use of tools and materials.

In the second module, the student selects a project, obtains approval for this project, and completely defines it by developing a PROJECT DEFINITION, consisting of a description and a set of industrial grade specifications. After receiving initial guidance, the students work individually with the instructor on their PROJECT DEFINITION. It must be reworked until it is acceptable, and all work must be done to meet the published deadline schedule. (Prerequisite: EL 102 and EL 110; Co-requisite: EL 210, EL 226 and EL 227 or permission of the instructor)

EL 303 Senior Design Project 1-4-3

This course is the second phase of Senior Design Project and, as such, is intended to directly follow Design Project Preparation Lab (EL 301). In Senior Design Project, the student will design, fabricate, and completely test the project against the specifications in the PROJECT DEFINITION developed in EL 301. All work must be documented in a DESIGN PROJECT LOGBOOK, and an accurate time log kept in accordance with standard industrial practice. The course schedule calls for design work to be completed by midterm, leaving the second half of the course for fabrication, testing and the required formal oral presentation and related preparation. (Prerequisites: EN 125 and EL 301 during the preceding semester as well as EL 210 and EL 226; and permission of the instructor. Strongly recommend having previously taken or to be concurrently taking EL 244 and EL 250)

EL 320 Electronic Design Tools and Standards 0-3-1

Design, development, and manufacturing tools like those commonly used in industry are introduced in this course. Students use Electronic Design Automation (EDA) tools to take electronics from a concept to a reality. These tools may include schematic capture, printed circuit board layout, custom integrated circuit design, and embedded microcontrollers utilizing a computer workstation and support instrumentation. Related design, quality, and safety industry standards such as those of the Institute for Interconnecting and Packaging of Electronic Circuits (IPC), ISO 9001 Quality Management Plan, and Occupational Safety and Health Administration (OSHA) standards will be reviewed and utilized to enhance the laboratory experience. (Prerequisite: EL 210, EL 226, EL 321, or permission of the instructor.)

EL 321 Industry Methods Laboratory 0-4-2

Industry partnerships, known as collaborative or concurrent

projects, emphasize cooperation between entities for the mutual benefit. This laboratory experience provides an opportunity for the exploration of collaborative and/or team efforts in preparation for participation in the EL 322 Engineering Technology Project course. Technical communications (proposals, memos, reports, design review, manuals) and project team building are emphasized. (Prerequisites: EL 102 and EL 110; Co-requisite: EL 210, EL 226, EL 320 or permission of the instructor.)

EL 322 Engineering Technology Project 0-4-2

Participation in internal and/or collaborative ventures with industry partners is the keystone of this laboratory experience. Laboratory teams develop new electronic based products, manufacture electronic systems, and/or provide product support in conjunction with the efforts and participation of industry partners. (Prerequisites: EL 320, EL 321, and EN 125. Strongly recommend having previously taken or to be concurrently taking EL 244 and EL 250. Co-requisite: EL 323, or permission of the instructor.)

EL 323 Engineering Technology Project Management 0-3-1

The management of collaborative projects involves in-house as well as on-site activities. This laboratory experience involves the activities of participating in the management of collaborative projects in a high-performance industry setting. Project planning, internal communications and communication between remote partners are emphasized in this laboratory experience. (Prerequisites: EL 321, EL 322, and EN 125. Strongly recommend having previously taken or to be concurrently taking EL 244 and EL 250. Co-requisite: EL 322 or permission of the instructor.)

English

EN 011 Introductory English I 4-0-0

Designed to prepare the student for English Composition, this course covers three basic areas: sentence-combining (and review of grammar and usage), problem solving and comprehension, and an introduction to the writing process, all aimed at more effective use of English. The needs of individual students are stressed.

EN 101 English Composition 4-0-4

Required of all freshmen, and designed to teach students to write clear, vigorous prose. An individualized approach which emphasizes the composing process is used.

EN 102 Introduction to Literature 3-0-3

An introductory survey exposing the student to representative works from the major genre forms: fiction, poetry and drama.

EN 103 Twentieth Century American Literature 3-0-3

An American literature course featuring the short story, drama, and poetry from 1900 to present. Major historical perspectives which serve as background for modern literary trends are also considered. Fitzgerald, Hemingway, Eliot, Frost, Salinger, Vonnegut and Asimov may be among the authors studied.

EN 104 Communication Systems within Organizations 4-0-4

This course presents the fundamentals of human communications as applied to organizations. Areas of study include verbal and written communication, observation, and listening skill development.

EN 120 Communications 3-0-3

Principles and techniques of personal and group communica-

COURSE DESCRIPTIONS

tions skills are developed. Topics include impromptu and prepared public speaking; language use; kinesics and paralanguage; listening skills; analysis of mass media advertising; television and motion pictures.

EN 125 Communication and the Literature of Science and Technology 3-0-3

Emphasis on close reading of a variety of sources and on intensive writing and speaking assignments. Topics of the readings may vary; the subject area of each section will be in one of the following: physical and technical sciences, natural and health sciences, or social sciences.

EN 150 Introduction to Drama 3-0-3

A seminar discussion of major drama since the 19th century. Some playwrights include Shaw, Miller, O'Neill, Williams, Albee, Pinter and Beckett.

EN 155 Shakespeare 3-0-3

A survey of representative works from the histories, comedies and tragedies. Works considered are chosen from *Midsummer Night's Dream*, *Much Ado About Nothing*, *As You Like It*, *Henry IV*, *Hamlet*, *Othello*, *King Lear*, and *The Tempest*.

EN 160 Introduction to Poetry 3-0-3

A course designed to make students aware of the aesthetic value of poetry and to develop their critical skills as readers. Included is an in-depth study of the various genres and structural elements of poetry. Genres considered are sonnet, ode, elegy, ballad, epic, dramatic monologue and open form. Structural elements surveyed include imagery, sound, rhythm, rhyme, tone and diction.

EN 172 Modern American Short Fiction 3-0-3

A chronological study of the structural and thematic changes that have occurred in the short story art form during the past ninety years. Literary trends in late romanticism, realism, naturalism and postnaturalism, as well as background material of the periods are studied to gain a better understanding of each writer's style and intention.

EN 185 Literature, Technology and Culture 3-0-3

American literary works that deal with the cultural implications of science and technology are studied. A wide range of readings in science, traditional literature, and science fiction will be considered.

EN 187 Women in Literature 3-0-3

Images and roles of women in literature are traced from historical to contemporary times through a study of selected works in fiction, poetry and drama.

EN 191 Contemporary Issues and World Literature 3-0-3

An investigation of current and enduring issues through world literature. Emphasis on 20th century works, but works from other periods also considered. Topics vary from year to year and with the instructor. See department for details of current offerings.

EN 195 Creative Writing: Fiction 3-0-3

This is a course designed for writers interested in learning more about the craft of fiction writing. Students will examine published short stories in the classic and contemporary canon as well as present and critique their own work and the work of others. Additionally, the students will explore some of the genres of fiction in more depth including science fiction and fantasy, mystery and

children's books. Lectures on preparing a manuscript for submission and the publishing industry are included as well. (Prerequisite: EN 101 or permission of instructor. Students who do not have the prerequisite may be asked to submit a writing sample before enrollment is confirmed. Suggested prerequisite; a literature elective.)

Foreign Language

FL 100 Conversational French 3-2-4

This course is intended to provide students with sufficient knowledge of conversational French to work in the travel industry.

FL 110 Elementary Japanese I 3-0-3

An introduction to modern Japanese language and culture. Students can expect to master basic reading and writing skills. Emphasis, however, will be placed on developing listening skills and speaking skills. A variety of materials will be utilized to expose students to Japanese culture. No previous knowledge of Japanese required.

FL 120 Conversational Spanish 3-2-4

This course will serve as an introduction to the Spanish language for travelers or those who need to learn Spanish for business purposes. The course will focus on learning a variety of simple sentence construction and the basic necessities of Spanish grammar. Vocabulary will be acquired to facilitate the capacity to engage in spontaneous and useful spoken Spanish.

Associate in General Studies

GS 100 General Studies Seminar 1-0-1

This course will assist General Studies majors in indentifying and planning academic and professional goals. Sessions will include advising, guest speakers, and in-class writing. This course is required for all General Studies majors, except for those planning to apply for experiential learning credit (see GS 101, below).

GS 101 Assessment of Prior Learning 1-0-1

This course, required for all General Studies majors who wish to apply for experiential learning credit, will assist the student in defining career objectives and preparing proposals for experiential learning credit. It will include advising and in-class writing sessions.

Geography

GY 101 Travel Geography 4-0-4

This course provides comprehensive study of major tourist areas, examining their politics, social settings, climate, culture and topography. Passport, visa, and health concerns are explored for international regions.

COURSE DESCRIPTIONS

Hotel Administration

HR 115 Hotel Front Office Operations 3-0-3

A comprehensive study of the front desk operations from a small inn to a full-service hotel. The student will explore front and back office systems. Topics include reservation procedures, registration, auditing, tour groups and check out procedures, room control, maintenance on guest accounts, public relations and sales.

HR 227 Legal Issues for the Hospitality Industry 3-0-3

Students will review theory and the application of general and contract law as they relate to business regulations. A further study of the legal procedures as they apply to the statutes and common law governing innkeeper's liability. Students will also learn the legal issues as they relate to the travel and tourism industry. Additional Topics include: disclaimer of liability, safe keeping facilities, guests' rights, personnel issues and other hospitality related issues.

HR 229 Hotel Management and Operations 3-0-3

This course examines a variety of hotel operations and property management issues. Other topics include facilities management for both large and small hotel, concierge, housekeeping and restaurant operation management. Students will also explore effective customer relations in a hospitality atmosphere.

HR 245 Meeting and Convention Planning 3-0-3

Meeting planning plays a key financial role in hotels. The student will go through the step-by-step process of meeting/convention planning. Sales, negotiations, contracts, and event planning are some topics covered in this course. (Prerequisite: TR 101)

HR 260 Hospitality Sales/Marketing 3-0-3

This course focuses on the hospitality markets and products. The student will analyze the organization of the hotel sales and marketing department by looking at the importance of increasing revenue through special market segment, planning itineraries with tour operators, brochure design and advertisement. (Prerequisite: BU 170 or permission of the instructor)

HR 269 Food and Beverage Management 3-0-3

Students will examine the financial relationship of the food and beverage aspect of the hotel industry. Topics covered are: marketing, food purchase controls, production, service, management of bar and beverage, sales techniques and sanitation. (Prerequisite: HR 115)

HR 290 Hotel Internship 0-9-3

The internship or special project offers the opportunity to put learned theory to practical application. Assignments are individualized and may vary. The student will be required to complete a minimum of 100 hours. Periodic seminars between the student and the Department Head are scheduled to monitor and evaluate student progress. Students must complete a report of professional quality on the internship or special project. (Prerequisite: minimum of 12 credit hours of Hotel Administration courses and permission of Department Head)

HR 299 Senior Hospitality Seminar 1-0-1

This course addresses current issues in the hospitality industry through discussion, reports and professional literature. Other topics include resume preparation and interviewing skills.

Health Studies

HS 101 Medical Terminology 3-0-3

A course designed to promote an understanding of the proper use, spelling, pronunciation and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

HS 102 Advanced Medical Terminology 3-0-3

The study of advanced medical terminology related to clinical medicine, surgery, laboratory medicine, pharmacology, radiology, and pathology. The use of medical references and other resources for research and practice. (Prerequisite: HS 101 or permission of instructor.)

Human Sciences

HU 103 Introduction to Practicum Experience 1-0-1

A course designed to introduce and familiarize the student with Human Services Practicum Procedure and Protocol. Special skills needed in Human Services work will also be reviewed including: Record keeping; Interviewing Skills; Preparation of Practicum Portfolio and Resume; and Writing Competency Goals and Objectives.

HU 111 Introduction to Human Services 4-0-4

An introductory course identifying the programs and activities of social and human services. Focuses on the practical problems facing the human service/mental health worker and examines the attitudes and objectives to be attained.

HU 193 Human Services Practicum I 2-10-5

The student will work in an approved clinical setting under the supervision of an approved professional. Periodic conferences between the supervisor and faculty member are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation relating theory to practice in the chosen field of experience. (Prerequisites: HU 103, HU 111 and MH 185. For matriculated students ONLY!)

HU 220 Family Systems, Current Social Issues and Alternative Health Care Delivery Modalities in Human Services 3-0-3

This course provides opportunities to study and gain entry-level Practitioner Skills within alternative Health Care Delivery Systems that involve the Human Services profession. Topic areas will include: AIDS/HIV Counseling, Stress Management, Meditation, Reiki and other forms of energy medicine. Students will be provided with an overview of the forms, nature and extent of Family Violence in our Society, Conflict Resolution Techniques, Social Systems Theory and Family Systems Within the Human Services Profession.

HU 242 Ethics and the Professional Helper 3-0-3

A case related study of the ethical principles determining the standards of practice in the Human Services Field including Mental Health and Alcohol and Drug Abuse Counseling. This course is reserved for the practitioner. Topics taken from the related national code of ethics will be discussed. The issues presented will be role-played and resolved according to universal philosophical principles. Philosophy as the foundation of professional practice guides

COURSE DESCRIPTIONS

this course. It will meet professional requirements for ethical training.

HU 295 Human Services Practicum II 2-10-5
A continuation of HU 193, Practicum I. (Prerequisite: HU 193)

HU 296 Human Services Practicum III 2-10-5
A continuation of HU 295, Practicum II. (Prerequisites: HU 295, PY 210 and PY 283.)

Computer Information Systems

IS 101 Computer Informations Systems 2-3-3

The focus of this course is using the computer as a tool toward building business solutions. Topics include the use of current application software, computer history and terminology, and an overview of hardware and software. The lab component will offer hands on training in the use of the computer, application software including word processing and spreadsheet, and the Internet.

IS 121 Computer Programming I 2-2-3

The focus of this course is to introduce the use of a procedural programming language (COBOL) as a tool for building business solutions. Topics include: problem analysis, solution design using structured design principles, language syntax, program compiling, testing, debugging procedures, single level table handling and sequential file processing. The lab component will include programming business applications. (Prerequisites: IS 101)

IS 162 Real Estate Computer Applications 2-2-3

This course will prepare the student to utilize the Granite State Information Network in the listing and marketing of property. Other computer applications in the management of a real estate brokerage will be studied. (Prerequisite: IS 166).

IS 166 PC Applications 2-2-3

This course will introduce students to PC desktop applications with an emphasis on topics from a user perspective. Topics will include: use of an operating system (i.e., Windows/MS-DOS, Windows 95); use of a word processor; use of a spreadsheet; use of presentation software; use of the Internet; hardware and software considerations. Hands-on activity will include a two hour lab.

IS 200 Managing Information Systems 2-2-3

The role of information as a resource for business organizations is the focus of this course. Topics include business systems analysis, application development life cycle, data and system security, and site management. (Prerequisites: IS 101, IS 121 and IS 267 or permission of the instructor.)

IS 221 Computer Programming II 2-2-3

The focus of this course is to continue coverage of a procedural language (COBOL) at an advanced level. Topics include multiple level table handling, internal sorting, indexed and relative file processing, error handling, database interaction, and interactive screen processing. The lab component will involve programming business applications. (Prerequisite: IS121)

IS 240 Visual Basic 2-2-3

This course will introduce students to object-oriented and event-driven programming. The emphasis of the course will be towards

building business solutions. Topics will include: forms, events, properties, syntax, file processing, and error handling. The lab component will include developing business applications. (Prerequisites: IS 121 and IS 267, or permission of instructor.)

IS 247 Senior Project Preparation 1-0-1

This course is designed to define the work that will be performed in IS 298 Senior Project. Selection of a project will be made with the approval of the instructor and project sponsor. Students will meet with a project sponsor and instructor for the scope of work to be completed (Prerequisites: IS 121 and IS 267)

IS 243 Networking Technologies for Business 2-2-3

The focus of the course is the installation and use of network hardware and software within a business environment. Topics include business analysis, matching these needs within an appropriate network configuration, data and systems security measures for user groups sharing files and resources, print services, network interconnectivity and related network management issues. The lab component will include working with the department's network operating system. (Prerequisite: IS 101 or permission of the Department Head)

IS 265 Spreadsheets 2-2-3

This course provides training in introductory and advanced topics related to spreadsheet creation, formatting and printing. Topics include row and column operations, formula creation (including functions), graph creation and printing, database management techniques, and macro design and execution. (Prerequisite: CP 103 or IS 166 or permission of the Department Head)

IS 267 Database Management Systems I 2-2-3

This course is the first in a two-part sequence on relational database. Topics include: database design, terminology, and the creation of tables, forms, queries, reports and macros. The lab component will include the development of business applications using a PC relational database. (Prerequisite: IS 101)

IS 263 Database Management Systems II 2-2-3

This course is the second in a two-part sequence on relational database. Topics include: client/server application development, Structured Query Language (SQL), and database design. The lab component will include the development of business applications using a relational database. Discussion of Visual Basic and Access Basic as a front-end development tool will be included. (Prerequisites: IS 240 and IS 267.)

IS 291 System Software 2-2-3

The focus of this course is an in-depth look at operating systems. Topics include command set skills, configuration, memory management, security, utilities, input/output, accounting and device drivers. An emphasis of the course will be selecting the appropriate operating system for a business. The lab component will include exposure to UNIX, Windows NT and Novell. (Prerequisites: IS 200 and IS 248)

IS 298 Data Systems Design Project 2-4-4

Culmination of the Computer Information Systems curriculum provides application of skills acquired to the development of computerized information systems. Students test their ability to organize and interpret data, develop and apply programmed solutions to problems and submit thorough documentation of the task. (Prerequisites: IS 200 and IS 267)

COURSE DESCRIPTIONS

Mechanical Engineering Technology

MC 101 Design Graphics I 1-3-2

Application of the basic principles of engineering drawing and graphic technology to mechanical design and manufacturing. Topics covered include computer aided drawing and design sketching, orthographic projection, dimensioning and tolerancing, pictorial representation, sectioning, auxiliary views, fasteners, and working drawings.

MC 102 Design Graphics II 1-3-2

A continuation of MC 101 into the more advanced principles of engineering drawing and computer aided drafting and design. Applications in mechanical design and manufacturing technology include welds, descriptive geometry, intersections and developments, geometric dimensioning and tolerancing. (Prerequisite: MC 101)

MC 150 Statics and Strength of Materials 3-2-4

Analysis of external force systems acting upon bodies in equilibrium with subsequent treatment of the stresses and strains induced. Laboratory projects will involve the use of nondestructive and destructive testing equipment to determine the various mechanical properties of materials and their behavior under load. (Prerequisites: MT 101 and PH 101)

MC 205 Material Science 3-2-4

This course studies the structures, properties and behavior of engineering materials as well as how they can be altered through mechanical working and heat treating. Materials considered are ferrous and nonferrous metals and their alloys, plastics and ceramics. Consideration is also given to the selection of these materials to meet manufacturing and design criteria. Laboratory experiments will complement the classroom presentations. (Prerequisites: CH 204; MC 150 strongly recommended)

MC 226 Thermodynamics and Heat Transfer 3-0-3

A presentation of the fundamentals of equilibrium thermodynamics with applications in power production, combustion engines and refrigeration cycles. Also included is a brief study of heat transfer in its three modes: conduction, convection, and radiation. (Prerequisites: MT 200 and PH 101)

MC 250 Dynamics and Mechanical Design I 3-2-4

A study of the effect of forces acting on rigid and deformable bodies subject to static and dynamic loading, and the utilization of this knowledge for the design of mechanical components. Major topics include strength and fatigue, kinematic analysis, power transmission, design methodology, and computer applications. (Prerequisites: EN 125, MC 102, MC 150, MT 102 and MT 107)

MC 260 Mechanical Design II 3-2-4

A continuation of MC 250, treating the topics of rigid and elastic fasteners, shafts and bearings, welds, springs, clutches and brakes. A series of design projects combining several of these elements will be assigned. Computer methods will be employed where appropriate. (Prerequisites: MT 200 and MC 250)

MC 270 CADD I 1-3-2

Anon-major field microcomputer applications course designed

to provide an opportunity for the development of both skills and understanding of computer aided drawing and design (CADD) systems. A "hands on" approach will be taken while using IBM compatible personal computers and AutoCAD software. Anticipated benefits of CADD capability would include increased drawing productivity, improved drawing accuracy, simplification of drawing changes and modifications, and enhanced design capabilities. Students in this course are expected to complete a number of open laboratory sessions.

MC 275 Intermediate CADD 1-3-2

This course is designed to provide the student with an in-depth exposure to micro-based Computer Aided Drawing and Design (CADD). A "hands on" approach will be taken using IBM compatible PCs. Topics will include a review of basic commands and features, modifying the software for specific application and productivity gains, and 3 dimensional wire frame and solid modeling. (Prerequisite: MC 102 or MC 270)

MC 282 Senior Project 2-2-3

This course integrates the previous course work and experiences of the students by allowing them to select, define, research, and report on a single, major technical topic of their choice. The formal classroom environment is set aside and the student works under the guidance of a faculty advisor. There are three distinct phases to the course: proposal phase, development phase, and reporting phase. (Prerequisite: EN 101 and approval by the MET Department Head)

MC 290 Hybrid Vehicle Technology 3-0-3

A general engineering study of the hybrid vehicle design and its impact on the environment and industry. Engineering principles such as vehicle dynamics, energy conversion, energy storage, lightweight and composite materials, power transmission, basic electronics, and thermal management will be applied to a hybrid vehicle. Topics will include alternate fuels, emissions, power sources, and safety issues. (Prerequisites: MC 101, MT 102, MT 107 and PH 101; or permission of the instructor)

Manufacturing Engineering Technology

MF 111 Manufacturing and Materials Processing 3-2-4

The course is designed to provide a basic understanding of traditional methods of materials processing used in product manufacturing. Through lectures, demonstrations, and firsthand laboratory exposure, the student is given the theory and application of each process. The following are covered: casting, extruding, forging, molding, forming, heat treating, joining, and an introduction to machining methods, both conventional and numerically controlled.

MF 201 Instrumentation and Controls 2-2-3

Computers controlling industrial machinery is the focus of this course. This is an introduction to practical applications of input and output (I/O) signals and "real time" industrial process control systems. The course is divided into two major parts. The course begins with the study of basic electronics with related digital logic and analog signals, triacs and sensors as would be used in industrial

COURSE DESCRIPTIONS

I/O devices. Electronics lab instruments, such as digital multimeters, oscilloscopes, frequency and wave form generators, are incorporated into "hands-on" electronic laboratory applications. The course then moves to real time control using programmable logic controllers (PLCs), and learning the industrial programming language of Relay Ladder Logic (RLL). Once learned, these concepts and the associated programming assignments and laboratory work will enable a student to understand and program the operation of relatively complex machinery. (Prerequisites: PH 102 or basic AC/DC theory)

MF 220 Manufacturing Processes and Machine Tools 3-3-4

A technical study of the theory, equipment and application of machine tool and metal removal processes. In addition to understanding machining methods, the economics and cost estimating of the process are stressed. Processes covered are turning, milling, drilling, broaching, abrasive machining, finishing, numerical control as well as electrical and chemical machining. Theory is applied through actual machine operation in laboratory. (Prerequisites: EN 125, MF 111 and MC 102)

MF 230 Production Systems 3-2-4

A study of the organization of the production system as well as the techniques used to control its operation. Topics covered include production planning, plant layout, inventory control, work measurement, job sequencing, and operation scheduling. The laboratory sessions will apply the techniques studied through a series of integrated projects which develop the use of traditional as well as computer-aided methods. (Prerequisites: MP 111 and MT 107)

MF 241 Computer Integrated Manufacturing (CIM) 3-3-4

A study of flexible industrial automation as it applies to product-producing industry. Particular emphasis is on robotics, numerical control and computer integrated manufacturing. The basic theory and application of these areas are studied. In the laboratory portion of the course, the student has the opportunity to set up, program, and operate all aspects of a computer-controlled manufacturing system. Programmable logic controllers, vision systems, and a variety of robotic devices and CAM capabilities are included. (Prerequisites: MF 201, MF 220 and MT 107)

MF 250 Statistical Process Control 2-2-3

A study of the techniques used to collect, organize and analyze information which can be used in making decisions regarding quality. The course will begin with the basic principles of statistics and probability and will then develop such topics as process capability, process control, acceptance sampling and reliability. The laboratory sessions will provide the student with the opportunity to apply the principles developed in the classroom through the use of computer examples and "hands-on" exercises. (Prerequisites: MT 101 and MT 107)

Mental Health

MH 141 Drug Use and Abuse 3-0-3

A course designed to incorporate both an overview of drugs including their actions, effects, use and abuse, as well as a detailed introduction to psychopharmacology. A focus on skills and knowledge necessary for team work with professional personnel and counseling modalities will be incorporated. (Prerequisite: BI 120)

MH 185 Interviewing: Process and Techniques 3-0-3

The course functions mainly as an experiential learning module designed to develop in the student an understanding of the process of interviewing and the skills in the practice of its techniques. (Only open to matriculated Human Services degree students.)

MH 193 Mental Health Practicum I 2-10-5

The student will work in an approved clinical setting under the supervision of an approved professional. Periodic conferences between the supervisor and faculty member are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation relating theory to practice in the chosen field of experience. (Prerequisites: MH 185 and HU 111)

MH 295 Mental Health Practicum II 2-10-5

A continuation of MH 193, Practicum I (Prerequisite: MH 193)

MH 296 Mental Health Practicum III 2-10-5

A continuation of MH 295, Practicum II (Prerequisite: MH 295)

Mathematics

MT 005 Algebra I 5-0-0

A comprehensive course designed for those who need an Algebra I course. This course covers real numbers, algebraic expressions, solving equations, inequalities, polynomials, rational expression, linear equations, radicals and quadratic equations.

MT 006 Algebra II 5-0-0

This course is designed for those who need a comprehensive high school Algebra II course. Topics include real numbers and equations, inequalities, functions and graphs, systems of equations, matrices and determinants, polynomials, rational expressions, quadratic functions, irrational and complex numbers, conic sections, exponential and logarithmic functions and sequences and series.

MT 007 Geometry 4-0-0

A basic geometry course that will enable the student to understand: the language and the logic of geometry, parallelism, congruent triangles, inequalities in triangles, quadrilaterals, similarity, right triangles, circles, area, area and volume of solids, and coordinate geometry.

MT 009 Introductory Technical Mathematics I 5-0-0

The first in a sequence of preparatory courses for students planning to major in the engineering technologies. Topics include: fractions, decimals, percents, exponents, radicals, operations with signed numbers, introduction to algebra, linear equations, factoring, algebraic fractions, elementary geometric concepts and formulas. Completion of this course and MT 010 with a grade of C or better will satisfy the math prerequisite for MT 101.

MT 010 Introductory Technical Mathematics II 5-0-0

The second in a sequence of preparatory courses for students planning to major in the engineering technologies. Topics include: quadratic equations, logarithms, graphing of functions, systems of linear equation, Pythagorean theorem, similar figures, solid geometry, elementary trigonometry. Completion of this course and MT 009 with a grade of C or better will satisfy the math prerequisite for MT 101. (Prerequisite: MT 009)

MT 011 Introductory Mathematics I 4-0-0
 The first in a sequence of preparatory courses for students planning to major in health sciences, business, or computer information systems. Topics include: fractions, decimals, percents, linear equations and inequalities, polynomials, exponents, solutions to quadratic equations by factoring, applications of algebra. Completion of this course and MT 012 with a grade of C or better will satisfy the math prerequisite for MT 110.

MT 012 Introductory Mathematics II 4-0-0
 The second in a sequence of preparatory courses for students planning to major in health sciences, business or computer information systems. Topics will include: rational expressions, systems of linear equations, radical expressions, systems of linear equations, quadratic formula, applications of algebra. Completion of this course and MT 011 with a grade of C or better will satisfy the math prerequisite for MT 110. (Prerequisite: MT 011)

MT 013 Accelerated Introductory Mathematics 6-0-0
 This course is designed for those students who are starting engineering technology or computer information systems programs and need a review of high school algebra I, algebra II, or geometry. Topics include: introduction to algebra, solution of linear equations, factoring, algebraic fractions, exponents, quadratic equations, properties of logarithms, basic concepts of geometry including the Pythagorean theorem, similar figures and solid geometry, right angle trigonometry. (Prerequisite: high school Algebra I)

MT 100 Fundamental Mathematics with Applications 3-0-3
 This course is designed to fulfill the core competency requirements on mathematics and may be taken for credit only by those whose program requires it. It is, in general, nontransferable. It includes an introduction to and applications in the following areas: logic, percents, tables and graphs, algebra, statistics and the mathematics of finance.

MT 101 Elementary Functions 5-0-5
 Topics will include: systems of equations, linear and quadratic functions, trigonometric functions, vectors, trigonometric identities and equations, logarithmic and exponential functions, inverse functions, complex numbers, variation, sequences and series. A graphing calculator* will be required. Prior knowledge of Algebra I, Algebra II, and Geometry is assumed.

MT 102 Introduction to Calculus 4-0-4
 Topics include: polynomial functions, inequalities, analytic geometry, conic sections, limits, derivatives, explicit and implicit differentiation, applications of the derivative, extrema, related rates, antiderivatives. A graphing calculator* will be required. (Prerequisite: MT101)

MT 107 Computer Programming and Applications 1-3-2
 An introduction to personal computing and applications software. The course will begin with an overview of Microsoft DOS and Microsoft Windows. The student will become familiar with a Windows based spreadsheet and word processor. Programming in Basic will be introduced. Emphasis will be on using the computer as a problem solving tool in engineering technology.

MT 110 Intermediate Algebra 4-0-4
 Topics include: real numbers, linear equations and inequalities,

graphs of linear equations, systems of linear equations, exponents, polynomials, quadratic (and higher degree) equations, rational expressions, roots and radicals, exponential and logarithmic functions, sequences and series. A graphing calculator** will be required. Prior knowledge of high school Algebra I is assumed.

MT 121 Finite Mathematics I 4-0-4
 Review of algebra, linear and quadratic equations, inequalities, functions and graphs; systems of linear equations; exponential and logarithmic functions, logic and sets. Prior knowledge of Algebra I is assumed.

MT 122 Finite Mathematics II 4-0-4
 Topics include sequences and series, mathematics of finance, permutations and combinations, matrix algebra, linear programming. (Prerequisite: MT 121)

MT 125 Finite Mathematics 4-0-4
 Topics include: matrices, linear programming, counting techniques, sets, probability, statistics, mathematics of finance, logic, Markov chains, game theory. Applications will be emphasized. A graphing calculator** will be required. (Prerequisite: MT 110)

MT 200 Calculus 4-0-4
 Topics include: review of differentiation, differentials, indefinite and definite integrals, derivatives of transcendental functions, methods of integration, expansion of functions in series, first and second order differential equations. Applications will be stressed throughout the course. A graphing calculator* will be required. (Prerequisite: MT102)

MT 203 Selected Topics from Calculus 3-0-3
 Topics taken from relations and functions, concepts of limits and continuity, derivatives, maxima and minima, Rolles Theorem and the mean value theorem, the definite and indefinite integral, methods of integration, vector algebra of two and three dimensions; partial derivatives; gradient, and multiple integrals, first and second order differential equations with applications. (Prerequisite: MT 200 and permission of the instructor)

MT 204 Differential Calculus 4-0-4
 Topics include functions; limits; differentiation of algebraic, trigonometric, logarithmic and exponential functions; curve sketching; maximum-minimum problems; and related rate problems. (Prerequisite: three college preparatory units in mathematics including trigonometry or MT 102)

MT 251 Statistics 4-0-4
 Topics include: basic measurements of central tendency and variability; frequency distributions; probability; binomial, Poisson, and normal distributions; sampling distributions; estimation of parameters; hypothesis testing; simple and multiple regression; correlation. A graphing calculator** may be required. (Prerequisite: MT 110)

*A Texas Instruments model TI-85 is required for MT101, MT102, MT200, PH101, PH102, PH202)

**A Texas Instruments model TI-83 is required for MT110, MT125, MT251.

Nursing

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.

NU 115 Nursing I 5-9-8

Nursing I introduces the student to the role of the associate degree nurse and the basic concepts of nursing practice, including the nursing process, within the Self-Care Framework. The emphasis of the course is on assessment of universal self-care requirements which include air, water, activity and rest, elimination, solitude/social interaction, and food. Maintaining normalcy and avoiding hazards will be addressed within each Universal Self-Care Requirement. The concept of caring and ethical/legal standards of nursing practice are explored. The student, using educative/supportive and partially compensatory nursing systems, cares for clients with reversible deficits. Opportunities for application of knowledge to clinical practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge occurs throughout the course with interaction between student and faculty to facilitate learning. (Co-requisite: BI 101, EN 101, and PY 105)

NU 116 Nursing IIA 6-15-11

Nursing IIA is on the assessment of developmental self-care requirements which maintain conditions that support growth and development over the life cycle. Common health deviations that affect growth and development over the life cycle are presented. The student applies the concept of caring and ethical/legal standards to the care of the client and support persons. The student uses all nursing systems with a focus on the educative/supportive and partially compensatory nursing systems to assist clients and their support persons experiencing various life cycle events. Planned learning experiences provide the student with the opportunity to interrelate social, interpersonal, environmental and technological concepts in the care of clients. Opportunities for application of knowledge to clinical practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge and clinical practice occurs throughout the course with interaction between the student and faculty to facilitate learning. (Semester 2 Prerequisite: NU 115; Co-requisite: BI 102 and PY 110) (Semester 3; Co-requisite: BI 202 and SO 203)

NU 117 Nursing IIB 6-15-11

The emphasis of Nursing IIB is on the care of the client with commonly occurring health deviations related to universal self-care requirements. Focus on caring and ethical/legal standards are continued. Using the nursing process, the student employs all nursing systems within the focus on the educative/ supportive and partially compensatory nursing systems within the Self-Care Framework to assist the client within a range of self-care deficits. Learning is planned through concurrent classroom and clinical experiences. Opportunities for application of knowledge to practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge occurs throughout the course with interaction between the student and faculty. (Semester 2 Prerequisite: NU 115; Co-requisites: BI 102, and PY 110) (Semester 3 Co-requisites: BI 202 and SO 203)

NU 176 Transition Nursing 3-2-4

This course focuses on the role change of the licensed practical nurse to an associate degree nurse. Lectures and student group activities focus on content that facilitates the transition process. This non-clinical course emphasizes self-care nursing. Content includes the concept of caring, nursing process, universal/developmental self-care requirements, and ethical/legal standards. Within the framework of the nursing process, the student will explore nursing care to assist the client and/or support persons experiencing life cycle events to meet self-care deficits. Evaluation of knowledge occurs throughout the course with ongoing interaction between the student and faculty to facilitate learning. (Co-requisites: BI 106, EN 101 and PY 105)

NU 215 Nursing III 4-15-9

Nursing III builds on principles and concepts from the discipline of nursing, the biopsychosocial sciences and liberal arts. The emphasis of nursing III is on the current trends in nursing and on the comprehensive care of the client with health deviations requiring the wholly compensatory nursing system. The student establishes caring relationships and adheres to ethical/legal standards of nursing practice. The student uses the nursing process to design, provide, manage and evaluate care for the client with commonly occurring health deviations. Learning is planned through concurrent classroom and clinical experiences. Opportunities for application of knowledge to practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge and clinical practice occurs throughout the course with interaction between the student and faculty. (Prerequisites: NU116 and NU117; Co-requisites: PI 242)

Physics

PH 015 Pre-Engineering Technology Physics 4-2-0

This course covers the fundamentals of Mechanics. Topics included are: Velocity; Acceleration; Newton's Laws; Motion in Two Dimensions; Momentum; Work; Vectors; Simple Machines; Energy; Conservation of Momentum; Conservation of Energy. Related lab materials will be covered in this course.

PH 101 Physics I: Mechanics, Heat 3-2-4

A study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include: linear and projectile motion, Newton's laws, translational and rotational equilibrium, work and energy, momentum, circular and rotational motion, thermal properties of matter, heat transfer. A graphing calculator* will be required. (Prerequisite or Co-requisite: MT 101)

PH 102 Physics II: Light, Sound, Electricity 2-2-3

Topics include: wave motion, mechanical waves, sound, light, electrostatics, Ohm's law, D.C. circuits, Kirchoff's laws. A graphing calculator* will be required. (Prerequisite: PH 101)

PH 202 Physics IIa: Wave Motion and Oscillations 3-2-2 (7.5 weeks)

Topics include: mechanical wave concepts, sound, light, harmonic motion, interference effects, resonance, Doppler effect, geo-

COURSE DESCRIPTIONS

metrical optics of mirrors and lenses, physical optics. A graphing calculator* will be required. (Prerequisite: PH 101)

*A Texas Instruments model TI-85 is required for MT101, MT102, MT200, PH101, PH102, PH202)

*A Texas Instruments model TI-83 is required for MT110, MT125, MT251.

Philosophy

PI 242 Contemporary Ethical Issues 3-0-3

A philosophical examination of major contemporary ethical issues. This includes allowing someone to die, mercy death, mercy killing, abortion, human sexuality, bioethics, and business ethics. The emphasis is on acquiring the philosophical skills necessary to be able to guide self and others in the process of ethical decision making. Group activities and role playing are used extensively. The client/provider relationship is emphasized.

Paralegal Studies

PL 101 Foundations of Paralegal Studies 2-0-2

The Foundations of Paralegal Studies course is comprised of two sections, the Introduction to the Legal Profession and a Pre-Employment Seminar. Introduction to the Legal Profession covers in detail the legal systems of the United States, in both the Federal courts and the New Hampshire state courts. Students will also be introduced to the Federal and the New Hampshire constitutions, to the legislative processes and to a "how to" approach to the law. Practical experience in drafting court documents, conducting initial client interviews and investigating cases will be gained. Ethical rules and regulations governing lawyers and paralegals will also be covered. The Pre-Employment Seminar includes writing a resume, drafting a cover letter, refining interview techniques, and conducting an independent job search. In addition, New Hampshire Technical Institute has career and placement counselors available for customized counseling sessions.

PL 103 Causes of Action in Contract and Tort 1-0-1

For the purpose of this course, a "cause of action" is defined as a right the law gives and will enforce for one to recover something from another. It is the legal foundation from which the plaintiff derives the right of action against a defendant. The course is limited to the elements and defenses of various causes of action in contract and tort; it does not address remedies. (Prerequisites: PL 101 or permission of the instructor and program coordinator)

PL 104 Legal Research 4-0-4

The paralegal will be able to assist in most aspects of legal research in support of the drafting of clear and concise legal writings. Functional skills acquired in this course include a working knowledge of federal and state statutory research including legislative history; federal and state case law reporter systems; the hierarchy of the federal and state court systems; legal form books; law digests; case and statutory citators; legal treaties; legal periodicals; legal encyclopedia; and, both local and national standards of citation used in legal writing. An introduction to the use of WESTLAW will also be included. (Prerequisites: PL 101 or permission of the instructor and program coordinator)

PL 241 Family Law 1-0-1

The student will examine the substantive and procedural law and the legal ethics relating to marriage, divorce, support and custody issues, and will be prepared to assist the attorney in drafting pleadings and completing preliminary research relative to these aspects of family law. (Prerequisites: All PL courses at 100 level or permission of instructor and program coordinator)

PL 251 Probate Estates and Trusts 3-0-3

The student will be able to assist in the planning and administration of the decedent's estate. Functional skills acquired include: assisting with estate planning; collecting assets; notifying beneficiaries; assisting in preparation of Federal and State Estate Tax Returns; submitting documentation to the Probate Court; transferring securities; drawing checks for the Executor's signature; and maintaining account records. (Prerequisites: All PL courses at 100 level or permission of instructor and program coordinator)

PL 110 Litigation and Trial Preparation 3-0-3

The student will be able to assist in virtually all phases of litigation. Functional skills acquired include preparing and maintaining the file; gathering information through client interviews; drafting pleadings; organizing and indexing documents; tracing evidence; examining public records; and preparing briefs and memoranda. (Prerequisite: PL 104 or permission of the instructor and program coordinator)

PL 221 Real Estate 3-0-3

The student will be able to assist in virtually all phases of transactions in real property. Functional skills acquired include: conducting title searches; assisting in preparation and drafting of deeds, contracts of sale, leases and abstracts of title; gathering and reviewing documentation necessary in mortgage transactions; recording deeds and mortgages; and organizing and witnessing documents at the closing. (Prerequisites: all PL courses at 100 level or permission of the instructor and program coordinator)

PL 231 Business Organizations and Bankruptcy 3-0-3

The student will be able to assist in the formation, daily administration, reorganization and dissolution of a corporate entity. Functional skills acquired include: preparing articles of incorporation; satisfying state filing requirements; taking minutes at meetings of board of directors; preparing registration materials for regulatory agencies; and preparing bankruptcy petitions, claims and other documents. (Prerequisites: All PL courses at 100 level or permission of instructor and program coordinator)

PL 261 Criminal Process 1-0-1

The student will examine the various elements of New Hampshire criminal practice and procedure and will trace the steps by which the process is completed, from the initial interview through the post-trial procedure. (Prerequisites: All PL courses at 100 level or permission of instructor and program coordinator)

PL 270 Internship (Optional) 0-8-3

The internship offers the opportunity to combine the theoretical and practical issues of the classroom in the workplace setting. Students are required to complete a specified number of hours in a law office or law-related environment. Weekly meetings will be held with the internship coordinator to discuss the ongoing experi-

COURSE DESCRIPTIONS

ence. (Prerequisite: All 100 level PL courses or permission of instructor and program coordinator)

PL 271 Legal Writing 1-0-1

This course focuses on the specific writing skills necessary for the paralegal. The assignments involve practical examples of paralegals' work products, as demonstrated in the areas covered in the Certificate curriculum. Preparation of a trial court memorandum and an appellate court brief will also be covered. Emphasis will be put on brevity, clarity, and precision of expression together with a refinement of editing skills. (Prerequisites: All other 100 level PL courses or permission of instructor and program coordinator; Co-requisite: PL 110)

Paramedic Education

PM 103 Introduction to Emergency Medical Services (10 weeks) 2-0-1

An introductory course designed to acquaint the paramedic student with various aspects of Emergency Medical Services. Included is an overview of different types of Emergency Medical Services, roles and responsibilities of paramedics, medical control considerations, written and oral communications, occupational stress and safety, a review of medical terminology concepts, and legal/ethical issues.

PM 104 Basic EMT Field Internship 0-4-0

A minimum of sixty (60) hours of supervised field internship designed for students lacking adequate basic emergency medical technician (EMT) experience.

PM 110 Paramedic Procedures 2-2-3

The pathophysiology, assessment and management of diseases and traumatic injuries affecting the respiratory system are covered in detail in this course. The principles of shock, including its causes, the body's responses and treatment of shock are also covered. A detailed look at fluid and electrolyte disturbances and paramedic intervention will also be presented. Procedures include intravenous therapy, administration of medications, pneumatic anti-shock garment, suctioning, endotracheal and esophageal intubation. (Prerequisites: BI 101, PM 106 and PM 117; Co-requisite: BI 102)

PM 117 Physical Assessment 3-2-4

A comprehensive course designed to provide integration of theory, skills and terminology necessary to adequately assess the patient. Included are techniques in systematic assessment, obtaining a health history, and a concise method of recording the findings. (Co-requisite: BI 101)

PM 124 Pharmacology 3-0-3

A course designed to incorporate both an introduction to pharmacodynamics as well as a detailed overview of major drug groups. Particular emphasis is placed on drugs utilized in the emergency pre-hospital setting. (Prerequisites: BI 101, PM 106 and PM 117; Co-requisites: PM 110 and BI 102)

PM 142 Cardiology I 3-0-3

This course focuses on the conduction system of the heart, electrocardiography, as well as interpretation and the treatment of cardiac arrhythmias. (Co-requisite: BI 101)

PM 152 PHTLS (16 Hour Class) 1-1-0

The National Association of EMT's Pre-Hospital Trauma Support Course. This course focuses on identification and management of all types of trauma. National certification will be awarded at the successful completion of the course. A grade of Pass or Fail will be issued. (Prerequisite: PM 196)

PM 192 Paramedic Clinic I 0-5-2

Ten clinical sessions where application of theoretical concepts and the development of competency in physical assessment skills are emphasized. (Prerequisites: BI 102, PM 102 and PM 117)

PM 196 Paramedic Clinic II (7 weeks Hospital Clinic) 0-16-5

A comprehensive hospital clinical experience where the paramedic student spends a total of two hundred and twenty four (224) hours performing advanced procedures such as intravenous cannulation, the administration of medications, endotracheal intubation and cardiac rhythm interpretation. (Prerequisites: PM 110, PM 124, PM 142, PM 192, PM 243, BI 101 and BI 102).

PM 211 Medical Emergencies 3-0-3

A comprehensive course revolving around the pathology, assessment and management of central nervous system disorders, anaphylactic reactions, selected metabolic disorders, exposure to environmental extremes, substance abuse, poisoning, acute abdomen, genitourinary problems, and infection control. In addition, the aging process and associated diseases will be discussed in depth. (Prerequisite: PM 124 and PM 196).

PM 222 Obstetric/Gynecologic Emergencies 3-0-3

A study of assessment and management of specific obstetrical and gynecological emergencies including complications of pregnancy, labor and delivery, and toxic shock syndrome. A detailed view of the reproductive system, fetal development and neonatology are presented. Recognition and intervention of pediatric emergencies such as respiratory problems, SIDS, trauma and cardiac arrest are also covered. (Prerequisite: PM 196; Co-requisite: PM 293)

PM 243 Advanced Cardiology 2-2-3

The pathology, clinical manifestations, assessment and treatment of cardiovascular emergencies are covered in this course. Advanced Life Support skills will be emphasized in the laboratory setting. This course also leads to American Heart Association certification in Advanced Cardiac Life Support. (Prerequisites: BI 101, PM 106, PM 117 and PM 142; Co-requisites: BI 102, PM 124)

PM 252 Trauma Management 2-0-2

A comprehensive course that includes assessment and management techniques of skeletal and soft tissue injuries. The kinematics of trauma, mass casualty incidents, field communication equipment, incident command, rapid extrication and transport procedures are also covered. A special emphasis is given to OSHA personal protection, hazardous situations and materials. Selected specialized topics in pre-hospital management will also be discussed. (Prerequisite: PM 152 and PM 196)

PM 260 Crisis Intervention 2-0-2

This course focuses on psychiatric emergencies and crisis intervention techniques including problems such as suicide, mental

COURSE DESCRIPTIONS

disorders, sexual assault and abuse. Patient and family interpersonal skills are emphasized. Death and dying, disasters, violence and other pre-hospital occupational stressors will be discussed. Emotional and physical coping techniques for the paramedic will be covered. Consideration is also given to the functions and legalities of the mental health care system. (Prerequisite: PM 293; Co-requisite: PM 294)

PM 277 Seminar in Emergency Medical Services 2-0-2

This scenario-based course is designed to integrate paramedic knowledge, skills and behaviors through practice. An emphasis is placed on detailed paramedic assessment, suspected diagnosis and priorities in treatment. Students will develop leadership skills in the management of medical, traumatic, and psychological problems. This course will also lead to National Registry written and practical exam preparation. Career opportunities and preparation for entry into the EMS job market will also be discussed. (Prerequisite: PM 293; Co-requisite: PM 294).

PM 293 Paramedic Clinic III 0-10-3

A comprehensive clinical experience where OB, newborn (24 hours), geriatric (8 hours), and field (126 hours) competencies are emphasized. (Prerequisite: PM 196; co-requisites: PM 211, PM 222 and PM 252)

PM 294 Paramedic Clinic IV 0-10-3

A comprehensive clinic experience where pediatric (8 hours), psychology (8 hours), and field competency (160 hours) are emphasized. In addition the student will do eight (8) hours of additional time with either a transfer service, hospital based service, medical helicopter or any other clinical opportunity that might become available. (Prerequisite: PM 293; co-requisites: PM 260 and PM 277)

Political Science

PS 120 American Federal Government 3-0-3

An introduction to the basic structures of the United States national government and the political processes involved. Topics include the federal Constitution; federal-state relations; the relationship among the Executive, the Congress, and the Judiciary; the election process; and the activities of interest groups.

PS 205 State and Local Government 3-0-3

A survey of state and local government concentrating on their origins and development in the United States. The course includes the forms of government; executive, legislative and judicial organization and procedures; distribution of power between the levels of government; and the problems of metropolitan government.

PS 220 Public Administration 3-0-3

This course discusses the growth of the public sector and the methods by which this sector can be managed. Topics include public management techniques, effective decision-making, civil service, budgeting, public organizations, and the politics of public sector administration.

PS 231 American Government 3-0-3

This course is an introduction to the basic structures of the political process in the United States. It combines attention to political activity at both the national (Federal) and the State and local levels. The topics covered include analyses of the Federal and

States' Constitutions, the American political economy, State/Federal relationships, inter-branch matters between the Executive, Legislature and Judiciary branches, the elective process, activities of the public and interest groups, and the governments' handling of the public purse.

Psychology

PY 105 Introduction to Psychology 3-0-3

An introductory college course in psychology which focuses on the fundamental facts and principles of psychology within the broader context of contemporary personal and social concerns. Topics may include the historical development of the discipline, scientific methodology, human development, motivational theory, consciousness, sensation and perception, learning, thinking, memory, emotions, biological basis of behavior, personality theory, psychopathology, sexuality, and measurements and statistics.

PY 110 Human Growth and Development: The Life Span 3-0-3

A study of the psychological implications of the growth and development of the human person with a special emphasis on the physical, cognitive, social, emotional and ethical dimension in infancy, childhood, adolescence, and adulthood. (Prerequisite: PY 105)

PY 205 Crisis Intervention 3-0-3

This course focuses on the emotional aspects of individuals involved in a crisis situation. Coverage is given to the theory and management of specific situations such as stress, death and dying, drug abuse, suicide, sexual assault, disasters and violence. Consideration is also given to the functions and legalities of the mental health system. (Prerequisite: PY 105)

PY 210 Abnormal Psychology 3-0-3

This course is designed to provide an overview of pathological behaviors currently classified in the *Diagnostic and Statistical Manual of Mental Disorders*, 4th Edition. Research and issues relating to the nomenclature, incidence, etiology, and treatment of the disorders will be covered. Case studies will be used to explore the physiological, behavioral, social, and cognitive variables that contribute to each condition. (Prerequisite: PY 105)

PY 280 Individual Counseling: Theory and Practice 3-0-3

Discussion of the most widely used theories of counseling offering students the opportunity to integrate the theories within their own value systems. Counseling practice will consist of peer counseling process, audio and video recording critiques, and role-playing in a seminar setting. (Prerequisites: MH 185 and PY 105)

PY 283 Group Counseling 3-0-3

A study of therapeutic intervention as carried out in and through a group. The course design includes academic discussion of group processes and participation in a concomitant laboratory experience. (Prerequisites: MH 185 and PY 105)

Reading

RD 011 Study Strategies Lab 3-0-0

This course provides hands-on applications of the strategies

COURSE DESCRIPTIONS

presented in RD 100. Additionally, periodic conferencing with the instructor is a key element of the course. Required for Pre-Majors along with co-requisite RD 100.

RD 100 Study Strategies 1-0-1

Through the presentation of topics ranging from reading and study strategies to stress management, students become better equipped to adjust to the collegiate experience and increase their chances of academic success. Required for Pre-Major students.

RD 101 Critical Reading 3-0-3

Advanced reading skills such as analyzing, interpreting and critiquing are covered, using various forms of fiction and nonfiction. In addition, reading efficiency skills such as skimming and scanning are developed. Unless exempted, required for Pre-Major students. (Prerequisite: RD 011 or permission of Department Head)

Real Estate

RE 101 Fundamentals of Real Estate 3-0-3

Fundamentals course in real estate in preparation for the licensing exam. The course meets the statutory requirements of the New Hampshire Real Estate Commission for salesperson examinations. Topics discussed include: listing, NH rules and regulations, types of interest in real estate, real estate taxes, liens, financing, appraising, closing statements, etc.

RE 102 Real Estate Marketing and Advertising 3-0-3

The student will gain a thorough understanding of the tools and strategies utilized in the marketing and advertising of real estate with focus on: market research and analysis, communications, advertising, and the selling process.

RE 201 Real Estate Internship I 1-10-4

The student will work in a real estate brokerage as a licensed assistant under the supervision of an approved real estate professional. Periodic conferences between the supervisor and the program coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation relating theory to practice in the chosen experience. (Prerequisite: RE 101 including passage of the NH Real Estate Salespersons' Licensing Examination.)

RE 202 Real Estate Internship II 1-10-4

A continuation of RE 201, Real Estate Internship I. (Prerequisite: RE 201).

RE 203 Real Estate Internship III 1-12-5

A continuation of RE 202, Real Estate Internship II. Prerequisite: RE 202).

RE 220 Real Estate Finance 3-0-3

This course will develop an understanding of the nature and cycle of real estate finance. Topics include: money and the monetary system; government activities in real estate finance; the secondary mortgage market; sources of funds; fiduciaries, semi-fiduciaries and non-fiduciaries; instruments.)

RE 221 Real Estate Brokerage Management 3-0-3

This course will focus on the management techniques for small to medium-sized residential brokerage firms and will include dis-

ussion of the following: the nature and function of real estate brokerage, brokerage management concepts, employment agreements, personnel selection, the policy manual, listing operations, finance and appraisal of real estate, compensation of salespeople, sales management, financial control, the working environment, establishing and marketing the successful real estate brokerage.

RE 222 Real Estate Investment and Taxation 3-0-3

A study of investment and taxation principles as they relate to the real estate industry including: the investment decision, risk and return, investment mathematics, the legal, financial and tax implications of real estate investment and investment criteria.

Science

SC 105 Introduction to Astronomy 3-0-3

This is an introductory course covering the fundamental principles of astronomy. Topics covered will include the structure and members of the solar system, stars, galaxies and other space phenomenon. Frequent outdoor observations are also required.

SC 106 Observational Astronomy 4-0-4

This is a survey course dealing with modern observational astronomy. The focus of the course will be on developing an understanding of the physical universe around us that is based on astronomical observation. The course will examine current models of the solar system, stars, galaxies and the structure of the universe and will explore the relationship between observations and the variety of theories used to explain them. The course is designed to offer nonscientists an understanding of how science works through the opportunity to make actual observations. The course includes a variety of hands-on activities, including a large amount of naked eye, binocular and telescopic observations. There will be regular use of the Planetarium and its facilities, and a field trip to the CFA Observatory in Harvard, Massachusetts is planned.

Sports Management

SM 101 Introduction to Sports Management 3-0-3

This introductory course emphasizes management principles related to the business of sports. It includes personnel, programs, marketing management, media, facility, legal management, and an overview of career possibilities in this growing field.

SM 150 Fitness Management 3-0-3

This course will provide specific personal fitness information. Other topics include the use and purchase of fitness equipment; staffing; management concerns for club, corporate, and collegiate settings.

SM 170 Sports Marketing 3-0-3

A study of current marketing problems as they relate to the sports industry, appropriate marketing techniques and the development of effective sports marketing plans.

SM 210 Sports and Fitness Facilities Management 3-0-3

The elements of managing such sport facilities as arenas, stadiums and athletic complexes form the content of this course.

COURSE DESCRIPTIONS

SM 225 Sports Law 3-0-3

This course presents the legal issues that are particular to managers of sport programs at the professional, collegiate and community levels.

SM 230 Public Relations and Advertising for the Sports Industry 3-0-3

This course presents a cross-disciplinary approach to a variety of marketing, sales, and public relations issues that confront a sport manager. (Prerequisite: BU 170 or SM 170; EN 101 or permission of the instructor)

SM 250 Seminar in Sports Management 3-0-3

This course emphasizes contemporary management issues. It includes personnel, programs, marketing management, media, facility, and legal management. (Prerequisite: Senior Year Standing in Sports Management)

SM 290 Sports Management Internship 0-9-3

This course offers students the opportunity to experience application of the concepts and principles of management developed in prerequisite courses through participation in an internship cooperatively sponsored by a participating partner. (prerequisite: Permission of the department and senior year standing.)

Social Science

SO 201 The United States in 20th Century 3-0-3

A course which explores the critical historic events and forces that have interacted to shape life in the U.S. Topics will include: the Industrial Revolution, World Wars, the Cold War, the role of the U.S. as a world power, social revolutions, the Great Depression, and the workings of democracy within the republic.

SO 202 Economics 4-0-4

A survey of economic theory with particular emphasis on the market as a means of meeting the problems of production and distribution in the United States. Issues such as taxation, inflation, money and the monetary system, monopoly and the increasing influence of the mixed economy are studied.

SO 203 Sociology 3-0-3

An introductory study of the concepts, principles, and applications of the social science method in general and of sociology in particular. A review of some of the crucial sociological problems of today, involving the relationship of the individual to society and groups of individuals to one another. Some topics included are culture, race, class, social mobility, and social change. Reference is made to the historical and economic forces in the U.S. that are responsible for some of these problems.

SO 210 Macroeconomics 3-0-3

This course is concerned with the behavior of the economy as a whole, particularly fluctuations in economic activities. Basic elements of economic reasoning are applied to the public policy issues of unemployment, inflation, and economic growth. A brief survey of the history of economic ideas is followed by a study of the consequences for national policy of the changing institutional struc-

ture of the U.S. economy, and of the conflicts inherent in, and generated by, competition and private enterprise. Analytic tools are used to evaluate monetary and fiscal policies and to understand current macroeconomic controversies.

SO 211 Microeconomics 3-0-3

An investigation into the functioning and politics of the US. economy from the vantage of the marketplace, emphasizing microeconomics, wage bargaining, taxation and the distribution of wealth and income. Topics include the theories of demand and production, and the determination of prices and quantities for commodities and factors of production in competitive and noncompetitive markets.

SO 225 Issues in Public Policy 3-0-3

This course would provide the opportunity to focus on topical issues in the public policy area, building on matters addressed in previous courses such as SO 203, (Sociology) CJ 210 (Juvenile Justice), CJ 225 (Drug Abuse), PS 120 (Federal Government) and PS 205 (State and Local Government) and allowing the chance to deal with matters bridging those areas. The exact nature of this course in the particular semester would be driven by the nature of the topic selected, allowing the use of the seminar or lecture approach as appropriate. Likely topics might include such areas as gun control or abortion and racism; with the emphasis in the course consistently on the matter of the impact of these issues on the development of public policy and use of resources.

SO 240 Marriage, Family and Personal Relationships 3-0-3

This course will examine concepts and issues associated with family life and personal relationships. A variety of social problems that impact personal relationships, marriage, and the family will be addressed that have resulted from social, cultural, political and economic changes in society. Such issues as gender role socialization, diversity of family forms, men and women in cross-cultural perspective, men and women in the work place, poverty and families, reproductive and parenting rights, sexuality, mate selection, the internal dynamics of relationships, domestic violence, marital dissolution, and future family trends will be examined throughout the semester. All together, such changes in the world outside the family have profound impact on what happens inside the family. Such changes have profound consequences on how individuals conduct their personal and social lives together. The questions that this course will raise and attempt to answer will hopefully enable us to live together in adulthood with considerably more ease than most currently experience. (Prerequisite: An introductory sociology or psychology course is recommended.)

SO 250 Conflict Resolution in Modern Society 3-0-3

This course provides an overview of theories and research concerning the nature of conflict and methods for resolving conflict. The foundation of the course is social systems theory; the course examines conflicts among social institutions and conflicts among diverse populations. The effects of conflict upon the Individual are considered. The course provides the student/practitioner with the theoretical framework for analyzing and resolving conflict. (This course does not meet the minimum Social Science requirement for the Institute's Associate in Science or Diploma programs.)

Travel and Tourism

TR 101 The Tourism System 3-0-3

An introductory course providing an overview of the structure and scope of the travel and tourism industry. This course explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the wealth of any nation. Topics include: history of tourism, importance of tourism, career planning and development, motivation for travel, policy, and marketing.

TR 110 Domestic Travel Procedures 3-0-3

This course examines the United States travel industry. Students will be exposed to many of the travel industry reference materials such as OAG, Business Travel Planner, Amtrak guide, Hotel Index, CLIA guide, etc. A comprehensive examination of airline fares, ticketing and airline documentation will also be studied. Students are required to complete a domestic independent travel tour to include the following documentation: airline tickets, hotel, car and transportation vouchers.

TR 115 International Travel Procedures 3-0-3

This course examines the global travel industry. Students will be exposed to many of the travel industry reference materials such as: Worldwide OAG, European and Asian Travel Planner, Thomas Cook Time Table, Tour Directory, etc. A comprehensive examination of the IATA international airfare system, ticketing and airline documentation will be analyzed. Students will survey the documents required for traveling. Students are required to complete a foreign independent travel tour to include the following documentation: airline tickets, hotel, car and transportation vouchers. (Prerequisite: TR 110)

TR 220 Computer Reservation I 2-2-3

This course provides students with hands-on experience with an on-line airline computer reservation system. Extensive practice is required to check fares and availability as well as selling flights and building a passenger name record. Open to Travel Majors ONLY. (Prerequisite: TR 101)

TR 240 Computer Reservation II 2-2-3

This course provides students with additional hands-on experience with an on-line airline computer reservation system. Extensive practice is required to check fares and availability, selling flights and building a passenger name record. Hotel, car and international travel and other aspects of the system will also be considered. Open to Travel Majors ONLY. (Prerequisite: TR 220)

TR 260 Principles of Corporate Travel 3-0-3

This course provides an overview of travel within the business community. Emphasis is on interpretation of business policies, procedures of a corporate travel agent, supervisor and manager in a travel or business environment. Additional topics include developing incentive, promotional meetings and convention travel. This course is not offered each year. (Prerequisite: TR 101 or permission of the instructor)

TR 262 Tour Management 3-0-3

A course devoted to planning, guiding and escorting tours. Students will research and develop a tour by identifying compo-

nents used in a tour such as hotels, meals, transportation and side trips. A budget will be developed to determine the break-even point for selling this trip to the public. Students will develop a marketing plan for tour promotion. Additional areas covered are group behavior, ethics and dealing with the unexpected disasters. This course will not be offered each year. (Prerequisite: TR 101)

TR 275 Travel Experience 1-2-2

Students enrolled in this class are expected to participate in a three to five day expanded familiarization travel experience. Students are required to write a day-to-day itinerary for the trip and a detailed report on the trip. Students are required to do a site, hotel and any applicable inspection. A minimum number of students are required to participate in this course. The additional cost will be assumed by the students enrolled in the course. (Prerequisite: Permission of the Department Head)

TR 280 Senior Travel Seminar 3-0-3

This course addresses current issues in the travel industry through discussion, reports and reading professional literature. Students are required to pick an area of the travel industry they choose to work in. A final written and oral presentation will be presented at the end of the semester. Other topics discussed are resume preparation, interviewing, travel law and sales. (Prerequisite: TR 220)

TR 290 Travel Internship 0-9-3

The internship offers the opportunity to put learned theory to practical application. In consultation with the program Department Head, the student will pursue either a project or internship option. Periodic conferences between the site supervisor and NHTI internship coordinators are scheduled to monitor and evaluate student progress. Students must complete a research paper and submit documentation in a journal relating to their progress in the chosen field of experience. Students are required to complete a minimum of 90 hours of site-base internship. (Prerequisite: TR 220)

Radiologic Technology

XR 101 Fundamentals of Radiography 1-2-2

This course introduces the students to the basic principles of technique, science and protection, and radiographic machinery. The students will perform hands-on training with the radiographic machine, tube, table and related accessories. Medical ethics will be included in this course.

XR 107 Skull Radiography 1-2-2

Routine radiographic positioning of all parts contained within the skull and facial bones. To be included are medical terminology, topographical anatomy, and special considerations for pediatric patients.

XR 116 Radiographic Exposure I 3-2-4

A discussion of the principles leading to the production of the manifest image. Intensifying screens, radiographic film and processing, factors affecting radiographic quality, grids and accessories will be covered.

COURSE DESCRIPTIONS

XR 121 Radiation Protection 2-0-2

Radiation quantities and units, permissible dosages, shielding methods and devices, interaction of radiation within body tissues, biological effects and methods of monitoring.

XR 151 Radiologic Nursing Procedures 2-0-2

Discussion of the proper handling of sick, injured and infectious patients along with the proper care and use of medical equipment and supplies. Medical ethics and the medicolegal aspects of radiologic technology will be discussed.

XR 161 Radiographic Positioning and Clinical Procedures I 3-18-7

Routine radiographic positioning of the osseous system, thoracic and abdominal viscera. To be included are medical terminology, topographical anatomy, and special considerations for pediatric patients. The clinical experience is an extension of the classroom where the student will develop the theory into practical skills through instruction, application, critique, and evaluation on common procedures. (Co-requisites: BI 131 and XR 151)

XR 162 Radiographic Positioning and Clinical Procedures II 3-18-6

Routine and radiographic positioning of the biliary, gastrointestinal and urinary tracts, the reproductive and central nervous systems as well as examinations of the salivary glands, soft-tissue and joint structures. Imaging of the breast will be discussed. Also included are medical terminology, topographical anatomy and special considerations for pediatric patients. Clinical experience is continued in this course. (Prerequisites: BI 131 and XR 161; Co-requisite: BI 132)

XR 163 Radiographic Positioning and Clinical Procedures III 1-26-7

Routine radiographic positioning of all parts contained within the skull and facial bones. To be included are medical terminology, topographical anatomy, and special considerations for pediatric patients. Clinical experience is continued in this course. (Prerequisites: BI 131, BI 132, XR 161 and XR 162)

XR 180 Radiographic Physics 4-0-4

A basic review of algebra and the physical principles of matter, leading to tube production of electricity with its ramifications pertinent to the field of radiologic technology. Basic radiation producing circuitry is discussed including closed circuit television and videotaped recording. The course will also include an overview of radiation therapy, nuclear medicine and ultrasonography.

XR 201 Pathology for Radiologic Technologists 3-0-3

This course introduces the student to the subject of human disease processes. A wide variety of conditions are reviewed. Some topics covered include types of fractures, the malignant disease process, cardiovascular disease, the effect of viruses and bacteria on people and the inflammatory process. (Prerequisites: XR 161, XR 162, and XR 163.)

XR 220 Radiographic Exposure II 1-3-2

Topics covered in this class include automatic exposure control, technique charts, tube rating charts, tomography, stereoradiogra-

phy and computerized radiography. Principles of quality assurance and quality control and equipment will also be covered. (Prerequisite: XR 116)

XR 271 Special Imaging Modalities 2-0-2

Introduction to angiography, CT scanning and magnetic resonance imaging. Topics to be covered include principles, equipment and procedures. Interventional procedures will also be included. (Prerequisites: BI 131, BI 132, XR 101, and XR 107)

XR 291 Radiographic Clinical Procedures IV 0-24-5

A continuation of XR 163. Some students will be required to rotate through a second clinical affiliate for the purpose of learning specialized procedures as part of this course. An approximate total of 360 hours is required. (Prerequisite: XR 151)

XR 292 Radiographic Clinical Procedures V 1-32-7

A continuation of XR 291. During the internship, the student becomes completely involved in the clinical aspect of the program. One hour of Registry review and comprehensive testing will take place each week. An approximate total of 480 clinic hours is required. Students must pass both the clinical and comprehensive testing components to pass the course. (Prerequisites: XR 151 and XR 291)

I n s t i t u t e P e r s o n n e l

Directory of Personnel

STATE OF NEW HAMPSHIRE

GOVERNOR

Jeanne Shaheen

THE EXECUTIVE COUNCIL

District No. 1

Raymond S. Burton
Woodsville, NH

District No. 2

Peter J. Spaulding
Concord, NH

District No. 3

Ruth L. Griffin
Portsmouth, NH

District No. 4

James A. Normand
Manchester, NH

District No. 5

Bernard A. Streeter, Jr.
Nashua, NH

DEPARTMENT OF REGIONAL COMMUNITY

TECHNICAL COLLEGES BOARD OF GOVERNORS

Charles P. Puksta, Chairman
Claremont, NH

Harland Eaton
Auburn, NH

Philip L. Hall
Nashua, NH

Richard H. Hamilton
N. Woodstock, NH

Stella Scamman
Stratham, NH

Claudette Mahar
Amherst, NH

COMMISSIONER

Position Vacant

DEPUTY COMMISSIONER

Position Vacant

ADMINISTRATION

Date of appointment appears in parenthesis

President's Office

William G. Simonton, Jr., President
B.A., M.A., University of Maine;
D.Ed., Boston College (1965)

Michael Moffett

Public *Information Officer/Assistant to President*
B.S. and M.Ed., Plymouth State College (1994)

Randi Provencal, *Administrative Secretary*

A.A.S., New Hampshire Community
Technical College, Nashua (1995)

Anne Worden, *Grants Coordinator*

B.A., University of Wisconsin;
MRP, University of North Carolina (1994)

Academic Affairs

Charles W. Annal

Vice President of Academic Affairs

B.A., State University College of New York at Oswego;
M.A., Ph.D., University of Connecticut (1970)

Barbara Lynn Tolbert Kilchenstein

Associate Vice President of Academic Affairs

B.A., Bridgewater College (Virginia);
M.A., University of Texas (1986)

Cheryl Breuning

Registrar (1991)

Community and Corporate Affairs

Thomas A. Foulkes

Vice President of Community and Corporate Affairs

B.A., Salem State College
M.S.T., University of Missouri
Post Graduate Studies, University of New Hampshire (1997)

Cynthia C. Gannaway

Institute Counselor-Director of Technology Deployment Center

B.S., James Madison University;
M.S., Radford University (1989)

Elizabeth L. Kulikowski

Institute Counselor-Community Education

B.S., University of Lowell
M.Ed., Rivier College (1988)

Alison Goodrich Richardson

Institute Counselor-Community Education

B.A., University of New Hampshire;
M.Ed., Plymouth State College (1985)

Linda Schmidt
Institute Counselor-Community *Education*
B.A., Farleigh Dickinson University;
M.Ed., Florida Atlantic University (1981)

Student Affairs

Paula Gagnon
Vice President of Student Affairs
B.A., University of Maine,
M.Ed., University of Maine (1997)

Anne Breen, *Chief of Security*
Police Officer Standard of Training/California
Criminal Justice Studies,
Northeastern University (1989)

Stephen P. Caccia, *Institute Counselor*
B.A., New England College;
M.Ed., Plymouth State College (1989)

Patricia Collins, *Athletic Director*
A.S., Greenfield Community College;
B.S., Florida State University (1990)

David Elderkin, *Institute Counselor/Career
Counseling and Placement*
B.S., M. Ed., Edinboro
University of Pennsylvania (1989)

Becky Wing, *Director of Residence Life*
B.A., University of Maine at Farmington (1995)

Enrollment and Retention

Lynne Birdsall Bennett
Director of Enrollment and Retention
B.A., Union College, New York (1995)

Francis P. Meyer, *Director of Admissions*
B.A., St. Anselm College;
M.Ed., University of New Hampshire (1975)

Wayne D. Fraser, *Admissions Recruiter*
B.A., University of New Hampshire (1997)

Financial Aid

Lorraine Good, *Financial Aid Officer*
A.S., New Hampshire Technical Institute;
B.S., New Hampshire College (1977)

Nancy Sullivan Bussiere
Financial Aid Officer
B.S., Colby-Sawyer College
M.Ed., Bridgewater State College (1997)

Support Services/Business Office

David W. Stanley
Director of *Support Services*
B.S., M.S., Massachusetts Institute of Technology;
M.B.A., Harvard Business School (1991)

Faculty

Maryanne S. Adams, C.H.E.
*Associate Professor of Travel and Tourism
Department Head, Hospitality Management*
B.A., Hood College;
MS., New Hampshire College (1992)

Stephen P Ambra
Assistant Librarian
B.A., MacMurray College;
M.A., Governor's State University;
MS., Simmons College;
J.D., Franklin Pierce Law Center (1996)

Carolyn Andrews, R.N., *Adjunct Faculty*
Diploma, Mount Auburn Hospital;
B.S.N., St. Anselm College;
MS., Boston University (1970)

Robert Arredondo
Assistant Professor of Math/physics
A.A.S., New Hampshire Technical College;
B.S., M.S., University of
Massachusetts at Lowell (1997)

Ann M. Babson, R.D.H., C.D.A.
Professor of Dental Auxiliaries
A.S., New Hampshire Technical Institute;
B.S., Franklin Pierce College;
M.Ed., Plymouth State College (1981)

Kevin Barry
*Professor of Diagnostic Medical Sonography
Department Head, Diagnostic Medical Sonog-
raphy and Radiologic Technology*
A.S., Springfield Technical
Community College;
B.S., University of Oklahoma (1993)

Patricia Basel, R.N.
Associate Professor of Nursing
A.D., Palm Beach Jr. College
B.S.N., M.S.N., Florida
Atlantic University (1995)

Sandra Wall Beliveau
Associate Professor of Radiologic Technology
AS., New Hampshire Technical Institute;
Certificate of Registration,
American Registry of
Radiologic Technologists (1983)

Rhonda Bergman
Assistant Professor of Mathematics
B.A., Gordon College
M.S.T., University of New Hampshire (1997)

Sally Brown, R.N. (*Adjunct Faculty*)
Diploma, Burbank Hospital School of Nursing
B.S.N., University of New Hampshire
M.S.N, Boston College

Nancy L. Brubaker
*Professor of Paramedic Education
Department Head, Paramedic Education*
A.S., New Hampshire Technical Institute;
B.S., Keene State College;
M.Ed., Plymouth State College;
Registered Paramedic (1986)

Mary Jean Byer, R.N. (*Adjunct Faculty*)
B.S. University of Connecticut;
M.S., Russell Sage College

Susan E. Cable, *Professor of Math/Physics*
B.S., Bridgewater State College
MS., University of New Hampshire (1997)

Thomas Caldon
Associate Professor of Computer/
Electronic Engineering Technology
A.S., New Hampshire Technical Institute;
B.S.E.T., University of New Hampshire (1987)

Deborah R. Carley
Associate Professor/Director,
Learning & Career Center
B.A., Trinity College;
M. Ed. Plymouth State College (1990)

Sue-Ellen M. Casey, C.D.A.
*Associate Professor of Dental Auxiliaries
Program Coordinator of Dental Assisting*
Northeastern/Tufts School of Dental Assisting;
A.S., New Hampshire Technical Institute;
B.A., Notre Dame College (1972)

Jean Clouatre, *Professor of Criminal Justice*
B.A., M.A., Rivier College (1995)

Donna Clougherty, R.D.H.
Associate Professor of Dental Auxiliaries
Diploma, Forsyth School;
AS., Northeastern University;
B.A., Notre Dame College
M. Ed., Plymouth State College (1987)

David Connor, M.D.
Medical Director of Paramedic Education
A.B., Harvard College;
M.D., New York Medical College (1993)

Kathleen Connors, R.N. (*Adjunct Faculty*)
B.S., University of Rhode Island
M.S., Pace University

PERSONNEL

- Jane Cooke, *Professor of Reading*
B.A., Middlebury College;
M.A.T., Brown University;
M.Ed., McGill University (1990)
- Daniel J. Cronin
Professor of Mathematics
Department Head, Mathematics and Physics
B.A., Merrimack College;
M.Ed., Northeastern University (1984)
- Kathleen Rossetti Curran
Professor of Human Services
Department Head, Human Services, Alcohol and Drug Abuse Counseling and Mental Health
B.S., University of Bridgeport;
M.Ed., Notre Dame College;
RDH, CDA. (1981)
- Craig W. Gushing, *Professor of English*
B.Ed., M.Ed., Keene State College (1968)
- Lynn E. Darnell, *Professor of Computer/Electronic Engineering Technology*
B.S.E.E., University of Nebraska
M.S.O.E., University of New Hampshire (1987)
- Meurig T. Davies,
Professor of Manufacturing Engineering Technology
B.S., University of Wales, Cardiff;
M.S., University of Birmingham (1988)
- Arthur R. Deleault
Assistant Professor of English
B.A., St. Anselm College
M.A., Rivier College (1997)
- Ellen Dokton
Professor/Coordinator of Learning Disabilities Services
B.A., Goddard College;
M.A., New York University (1990)
- Leona A. Dolloff, R.N. (*Adjunct Faculty*)
Diploma, St. Elizabeth's Hospital;
B.S.N., Boston College;
M.S.N., University of Lowell;
Gerontological Nurse
Practitioner Certification
- Kathleen J. Drummond, *Professor of Physics*
B.S., Indiana University;
M.Ed., Plymouth State College (1985)
- Marcel A. Duclos
Professor of Psychology/Human Services/Alcohol and Drug Abuse Counseling
A.A., St. John the Evangelist;
B.A., M.Th., Oblate College;
M.Ed., University of Maine;
Certificate in Alcohol Counseling, New Hampshire Technical Institute and Dartmouth Medical School;
CCMHC; CADAC; LPCC-Me. (1970)
- Barbara Dunn, R.N.
Professor of Nursing
A.S., New Hampshire Technical Institute;
B.S., New Hampshire College;
MS., Lesley College;
M.S.N., University of New Hampshire (1992)
- Cathy Eaton
Professor of English
B.A., Smith College;
M.A., Middlebury College (1993)
- Eileen Fitzsimmons
Associate Professor of Social Sciences
A.A., Suffolk Community College;
B.A., Rivier College;
M.S., Nova University;
Ph.D, Boston College (1995)
- Madelyn E. Foulkes
Professor of Computer Information Systems
B.S., Salem State College (1986)
- Mark E. Furber
Professor of Electronic and Computer Engineering Technology
Department Head, Electronic and Computer Engineering Technology
B.S.E.E., University of New Hampshire
M.S.E.E., University of New Hampshire
Ph.D., University of Connecticut
Registered Professional Engineer (1996)
- Connie Mae George, R.D.H., C.D.A.
Professor of Dental Auxiliaries
A.S., New Hampshire Technical Institute;
B.S., Plymouth State College;
M.Ed., University of New Hampshire (1978)
- Mary Stuart Gile
Professor of Early Childhood Education
Department Head, Early Childhood Education
B.Sc., McGill University, Montreal;
M.Ed., University of New Hampshire;
Ed.D., George Peabody College of Vanderbilt University (1989)
- Myron S. Goretzky
Associate Professor of Social Science
B.S., Northland College;
J.D., New England School of Law (1986)
- Monique Graf
Assistant Professor, Criminal Justice
Coordinator of Paralegal Program
A.A., Northern Essex College;
B.S., University of Lowell;
M.A., University of Lowell (1993)
- Joseph J. Gula
Professor of Business Administration
B.A., University of New Hampshire;
M.B.A., Rivier College (1989)
- Robert L. Hadley, Jr.
Professor of Paramedic Education
A.S., New Hampshire Technical Institute;
A.A., Harford Community College;
B.G.S., University of Nebraska at Omaha;
M.Ed., Plymouth State College
Registered Paramedic (1983)
- William John Hare
Director of Learning Resources/Library
A.A., Coffeyville College;
A.S.E., Kansas State Teachers College;
M.S., University of Illinois;
Certificate, Ohio State Historical Society Archival Institute (1975)
- Arthur Harris
Professor of Business Management
Department Head, Business Administration
B.A., University of Bridgeport;
M.A., Providence College;
M.Ed., Northeastern University (1986)
- Carolyn Hartnett, R.D.H., C.D.A.
Professor of Dental Auxiliaries
Department Head, Dental Auxiliaries
Forsyth School for Dental Auxiliaries;
B.G.S., Keene State College;
M.Ed., University of New Hampshire (1981)
- Lynn P. Hedge
Professor of Business Administration
B.A., Notre Dame College
M.S., New Hampshire College (1989)
- Marilyn Henssler, R.N.
Professor of Nursing
Diploma, Peter Bent Brigham Hospital School of Nursing
B.S.N., University of New Hampshire;
M.S.N., Boston University (1989)

PERSONNEL

- Karen Wynn Herrin, R.D.H.
(Adjunct Faculty)
B.S., University of Iowa
M.Ed., Plymouth State College
- Janet K. Hertzberg
Professor of Mathematics
B.A., Colby College;
M.A., University of Maine (1974)
- Alan Hill
Professor of Social Science
Department Head, Social Sciences
B.A.Ed., Plymouth State College;
M.Ed., University of New Hampshire (1989)
- Deborah A. Holland
Professor of English
Department Head, Associate in General Studies
B.A., Mount Holyoke College;
M.A., University of New Hampshire (1977)
- Stephen W. Holland
Professor of Computer Information Systems
Department Head, Computer/Information Systems
A.S., New Hampshire Technical Institute;
B.S., Salem State College;
M.B.A., New Hampshire College (1994)
- Thomas P. Hopper
Professor of Architectural Engineering Technology
B.S., Rhode Island School of Design;
M.S., Mass. Institute of Technology;
Registered Architect (1987)
- Ann Hourigan *(Adjunct Faculty)*
A.S., Westbrook College
- Anne Hoyer, A.R.N.P.
Professor of Nursing
B.A., Oberlin College
B.S.N., Columbia University
M.S.N., Boston College (1995)
- Martha A. Hunt
Professor of Banking and Finance and Management
Department Head, Banking and Finance
B.S., University of New Hampshire;
Graduate Bank Administration Institute,
School of Banking,
University of Wisconsin (1985)
- Patricia Hutchins, A.R.N.P.
Professor of Nursing
Diploma, Johns Hopkins Hospital;
B.S.N., St. Anselm College;
M.S.N., Boston College;
Certificate in OB/GYN, Harvard Medical
School and Boston College (1987)
- Martin E. Jean
Professor of Paramedic Education
A.S., New Hampshire Technical Institute;
B.S., Springfield College;
M.Ed., Plymouth State College;
Registered Paramedic (1991)
- Susan C. Jozitis
Assistant Professor/
Computer-Aided Instruction
B.A., University of New Hampshire (1994)
- Jean Kemp
Professor of Computer/Electronic
Engineering Technology
B.S., Farleigh Dickinson University (1986)
- Pamela M. Langley
Professor of Biological Sciences
Department Head,
Chemistry and Biological Sciences
B.A., University of New Hampshire;
M.S.H.S., Northeastern University (1981)
- Arthur LeBlanc
Professor of Mechanical and
Manufacturing Engineering Technology
Department Head, Mechanical and
Manufacturing Engineering Technology
A.B., St. Anselm College;
B.S.M.E., University of Notre Dame;
M.Ed., Fitchburg State College;
MS., University of Massachusetts;
PE, CMfgE, CQE (1974)
- Paul Leedham
Professor of Architectural
Engineering Technology
B.S., New England College (1982)
- Diana Levine
Professor of English
Department Head, English
B.S., Ohio State University;
M.S., City University of NY (1985)
- Lisa Malfait *(Adjunct Faculty)*
A.S., New Hampshire Technical Institute;
B.S., New England College
- Judith Mantua
Professor of Biological Sciences
B.S., University of Maryland at Baltimore;
B.A., M.A., Univ. of Maryland (1991)
- Susan Marsh Perry, R.D.H.
(Adjunct Faculty)
A.S., B.A., University of Vermont;
M.S., University of Maine
- Melanie Martel
Associate Professor of Reading/English
B.A., Tufts University;
M.Ed., Notre Dame College (1992)
- Judy Maurer, R.N.
Professor of Nursing
B.S.N., State University of New York/Plattsburg;
M.S.N., University of Virginia/
Charlottesville (1990)
- Magnus N. McLetchie
Professor of Architectural
Engineering Technology/Department Head,
Architectural Engineering Technology
A.S., Wentworth Institute;
B.ARCH., University of Colorado;
Registered Architect, NH (1976)
- Antoinette Metivier, C.D.A.
Assistant Professor of Dental Assisting
B.S., University of Maine (1994)
- Anne M. Metz, R.D.H., C.D.A.
Professor of Dental Auxiliaries
B.S., University of Michigan;
M.Ed., Washington University (1986)
- David Miller
Professor of Computer/
Electronic Engineering Technology
B.A., Fitchburg State College;
M.S., University of NH (1992)
- Barbara Morgan, R.N., *(Adjunct Faculty)*
B.S.N., Hunter College
M.S., Boston University
- Joyce P. Myles, R.N.
Professor of Nursing
Department Head, Nursing
B.S., B.A., State University of New York/
Stony Brook;
M.A., New York University (1988)
- Neil Nevins, *Professor of Social Science*
B.A., Depauw University;
M.A., University of Connecticut (1992)
- Karen Arm Noonan, R.N.
Professor of Nursing
B.S.N. College of Mount St. Joseph-on-the Ohio;
M.S. Boston University;
Post Graduate, Boston College,
Boston University (1996)

- Stephen O'Donnell
Associate Professor of Criminal Justice
B.S., M.A., University of Lowell (1994)
- David Orrick
Professor of Criminal Justice
Department Head,
Criminal Justice/Paralegal Studies
L.L.B., Southhampton
University, England;
M. Phil., Trinity Hall,
University of Cambridge, England;
M.A., Ph.D., State University of
New York at Albany (1989)
- Peter Paige
Professor of Mathematics and Physics
B.S., Northeastern University;
M. Ed., Salem State College;
M.A., Bowdoin College (1986)
- Anita Pavlidis, R.N.
Professor of Nursing
Diploma, St. Mary's School of Nursing;
B.S.N., Salem State College;
M.S., Boston University (1989)
- Elizabeth E. Pedersen, C.C.S.W.
Associate Professor of Human Services
B.A., University of New Hampshire
M.S.W., Boston University (1995)
- James Pietrovito
Professor of Social Science
B.A., Lycoming College;
M.Ed., University of Vermont
C.A.G.S., Ed.D. Vanderbilt University (1996)
- Robert W. Pollack, Jr. (*Adjunct Faculty*)
Coordinator, Landscape Design Program
A.S., University of Massachusetts
Stockbridge School of Agriculture;
B.S., West Virginia University
- William J. Provencal
Professor of Business Administration/
Computer Information Systems
A.S., Becker Junior College;
B.S., Plymouth State College;
MS., Shippensburg State College (1989)
- Walter B. Purtell
Professor of Business Administration
B.S., M.B.A., Plymouth State College (1974)
- Shirley Rennie, A.R.N.P.
Professor of Nursing
Nurse Practitioner
A.D.N., New Hampshire Technical Institute
B.S.N., Rivier College
M.S., F.N.P., Rivier College (1996)
- Susan Rowe Morison
Professor of Early Childhood Education
B.S., Wheelock College;
M. Ed., Lesley College (1994)
- Stephen D. Ryan
Professor of Mechanical Engineering Technology
B.S.M.E., University of New Hampshire;
M.S., Northeastern University
Professional Engineer (1986)
- William Perry Seagroves
Associate Professor of Physics and Chemistry
B.S., University of New Hampshire (1985)
- Herbert A. Sewade, Jr.
Professor of Radiologic Technology
Lawrence General Hospital
School of X-Ray Technology;
B.S., Alderson-Broadbudd College;
Certificate of Registration,
American Registry of Radiologic
Technologists; License, New York State
Department of Health (1970)
- Terrance L. Simkin
Professor of Computer/
Electronic Engineering Technology
B.S.M.E., California Maritime Academy;
M.B.A., California State University (1987)
- Louise Smith, R.N.
Professor of Nursing
B.S.N., Niagara University;
M.S., University of Southern Maine (1986)
- Paul D. Snider
Professor of Psychology and Social Science
B.S.Ed., M.Ed., Ohio University;
C.A.G.S., University of New Hampshire;
Certified Clinical
Mental Health Counselor (1985)
- Nathan B. Strong
Assistant Professor of Biological Sciences
B.S., Virginia Polytechnic
Institute and State University;
MS., George Mason University (1994)
- Linda S. Tasker, A.R.N.P.
Professor of Nursing
B.S.N., University of Vermont;
M.S.N., Vanderbilt University;
Certified Family Nurse Practitioner (1989)
- Barbara A. Thurston, R.N.
Professor of Nursing
B.S.N., St. Anselm College;
MS., Texas Women's University (1986)
- Maryellen Walker
Professor of Nursing
B.S.N., Seaton Hall University;
M.S., Boston College (1994)
- Robert O. Wilson, D.D.S.
(*Adjunct Faculty*)
A.B., Syracuse University;
D.D.S., University of
Buffalo School of Dentistry
- Patricia Yokell
Professor of Biological Sciences
Department Head, Health Sciences
A.A.S., Nassau Community College;
B.S., Boston College;
M.S.T., Boston College (1989)
- Stanley Zielinsky
Professor of Computer
Information Systems
A.M., Dartmouth College;
B.S., University of Vermont;
Ph.D., Rensselaer Polytechnic Institute (1994)

Division of Health Science and Human Services
 ADJUNCT FACULTY AND CLINICAL SUPERVISORS

CLINICAL SUPERVISORS IN DENTAL PROGRAMS

Leslie Ann Bouvier, D.M.D.
 Sandra A. Carter, C.D.A.
 Frances A. Faggioni, D.D.S.
 Edward Fagouri, D.M.D.
 Christopher Guiry, D.M.D.
 George Seiler, D.D.S.
 Paul D. Silver, D.M.D.
 Thomas W. Timmons, D.D.S.

CLINICAL SUPERVISORS IN DIAGNOSTIC MEDICAL SONOGRAPHY

Debbie Burgess, R.T.R.
 Jennifer Cameron, R.D.M.S.
 Douglas Cilley, R.D.M.S.
 Mary-Claire Davis, R.T.R., R.D.M.S.
 Bonnie Gowen, R.D.M.S.
 Jeanne Groth, R.N., R.D.M.S.
 Thomas Leonard, R.D.M.S.
 Debbie Levesque, R.D.M.S.
 Kris Stoltz, R.D.M.S.
 James Thompson, R.T.R., R.D.M.S.
 Sandra Ware, R.D.M.S.
 Carol Welch, R.T.R., R.D.M.S.
 Winslow Whitten, R.T.R., R.D.M.S.

NHTI Alumni/Faculty Profile

Shirley Rennie - Class of 1976

Major: Nursing

Currently: NHTI Student Health Services Nurse Practitioner

After graduating from NHTI, Shirley developed an extensive background in pediatrics, working at large regional hospitals in NH and Massachusetts. She later earned a Master's Degree while developing a Wellness

Program for Lockheed Martin Corporation before returning to NHTI as Nurse Practitioner.

"I received the foundation of my nursing education at NHTI. It was an important stepping stone to the role of advanced practice nurse. I'm excited about my dual role as nurse practitioner in Student Health Services and as a member of the nursing faculty here."

DIAGNOSTIC MEDICAL SONOGRAPHY SITES

Concord Hospital, Concord, NH
 Exeter Hospital, Exeter, NH
 Franklin Regional Hospital, Franklin, NH
 Frisbie Memorial Hospital, Rochester, NH
 Gynecologic and Infertility Associates, Dover Professional Center, Dover, NH
 Hitchcock Clinic, Concord, NH
 Hitchcock Clinic, Manchester, NH
 Krislan Ultrasonix, Concord, NH
 Lakes Region General Hospital, Laconia, NH
 Parkland Medical Center, Derry, NH
 Portsmouth Regional Hospital, Portsmouth, NH
 Southern Maine Medical Center, Biddeford, ME
 St. Mary's Regional Medical Center, Lewiston, ME
 Wentworth Douglass Hospital, Dover, NH

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Nancy Beaurivage, M.D.
Medical Advisor in Diagnostic Medical Sonography

PERSONNEL

DEPARTMENT OF HUMAN SERVICES ADJUNCT FACULTY

Page Cannon, ACSW
Les Fenton
Dr. Robert Goddard
Alice Kinsler, M.A.
Diane LaBossiere
Mark Mills, M.S.
Grita Schneck

PRACTICUM SUPERVISORS MENTAL HEALTH

Rosanne Fisch, M.S.W.
Lisa A. Laroche, M.Ed.
Jeanne M. North, B.S.
Constance J. Robillard, M.A.

PRACTICUM SUPERVISORS HUMAN SERVICES

Patricia A. Athanas, M.Ed.
Barbara E. Belmont, B.S.
Carol G. Heald, B.A.

PRACTICUM SUPERVISORS ALCOHOL AND DRUG ABUSE COUNSELING

Mary Ann Boyson, R.N.C., M.S., C.A.D.A.C., M.A.C., N.C.A.C. - II
Daniel S. Burnford, B.A., M.Ed., C.A.D.A.C.
Suzann J. Caldron, R.N., C.A.R.N.
Sheilla Chippari, R.N., C.A.D.A.C.
John Ciaramella, C.A.D.A.C.
Sandra M. Chrichon, AS, B.S., N.C.R.S., C.A.D.A.C.
Les Fenton, B.S., E.M.T. -II, C.A.D.A.C.
Jackie Ferren
T. Mark Gallagher, M.S., N.C.A.C. -II, C.A.D.A.C.
John T. Genakos, B.S., M.Ed., C.T.R.S., C.A.D.A.C.
Marianne Gfroerer, M.A., N.C.C.
Madeline Grace, C.A.D.A.C.
John B. Hall, M.D.V., N.C.A.C. -I
Joseph P. Kilcullen, M.S., C.A.D.A.C.
Robert S. Lang, M.S.W., C.A.D.A.C.
Wallace MacTherson
James P. O'Hearn, M.A., C.A.D.A.C.
Melanie T. Otis, B.S., M.Ed., N.C.A.D.A.C. -II, C.A.D.A.C.
Genelle Pierce, A.S., B.A., C.A.D.A.C.
Candace Powers, M.S., C.A.D.A.C., L.C.M.H.C.
Dawn M. Tonkin, A.S.
Colleen M. Veilleux, C.A.D.A.C.
Margo Walker, MA, C.A.D.A.C.
William Walker, B.A.
Amy Wallace, M.D.
Micki West, C.A.C., C.A.D.A.C.

EARLY CHILDHOOD EDUCATION ADJUNCT FACULTY

Joan H. Ascheim, B.S., M.S.
Barbara Bertolino, A.A., B.A., M.Ed.
Judith Bush, B.S., M.A.
Lisa Danley, B.S., M.Ed.
Ruth Dow, B.A., M.Ed.
Christine Irish, B.A., MS.
Carol Mooney, B.A., M.Ed.
Pamela Smith, B.S.
Ellen Wheatley, B.M., M.M.T., Ph.D.
Hamilton Wood, B.A., M.S.W.

HUMAN SERVICES/MENTAL HEALTH PRACTICUM SUPERVISORS

Carol Bailey	Judith Baum
Bernadette Brauns	Wayne Brock
Joan Callahan	Page Cannon
Sandra Ciechon	Bonnie Clement
Mike Curtin	Dermis Desmarais
Charlotte Dubois	Caroline Durr
Elizabeth Eager	Tammy Hastings
Carol Heath	Brenda Henley
Anne Howe	Alice Kinsler
Linda Krish	Jane Lacasse
Pauline Lacroix	Gary Lavallee
Gerald Lavoie	Sherri Levesque
M. Marie Mahoney	Michael Maroni
Arlene Pinkos McGrath	Karen Mills
Chandler Newton	Patti Oakland
Pamela Perdue	Jackie Pope
Lori Selog	Jean Stansfield
Faith Sullivan	Barbara Vigneault
Karen Vliet	Bill Walker
Sr. Sharon Walsh	Sharon Wilcox

Susan Willey

PARAMEDIC FIELD INTERNSHIP SITES

American Medical Response (AMR), Haverhill, MA
 Concord Fire Department, Concord, NH
 Derry Fire Department, Derry, NH
 Frisbie ALS Service, Rochester, NH
 Greater Lowell EMS, Lowell, MA
 L and M and Professional Ambulance Services, Hartford, CT
 Lawrence General Hospital ALS, Lawrence, MA
 Patriot Ambulance, Concord, NH
 Rockingham Regional Ambulance Service, Nashua and
 Manchester, NH
 Wood's Ambulance, Inc., Gardner, MA

PARAMEDIC HOSPITAL CLINIC SITES

Concord Hospital, Concord, NH
 Dartmouth-Hitchcock Medical Center, Lebanon, NH
 Frisbie Memorial Hospital, Rochester, NH
 Havenwood-Heritage Heights Retirement Community,
 Concord, NH
 Holy Family Hospital, Methuen, MA
 Lakes Region General Hospital, Laconia, NH
 Lowell General Hospital, Lowell, MA
 New Hampshire Hospital, Concord, NH
 Optima Health (Catholic Medical Center and Elliot Hospital,
 Manchester, NH
 Portsmouth Regional Hospital, Portsmouth, NH
 St. Joseph Hospital, Nashua, NH
 Southern New Hampshire Regional Medical Center, Nashua, NH

RADIOLOGIC TECHNOLOGY PROGRAM

Gerard V. Smith, M.D.
 Medical Advisor in Radiologic Technology

RADIOGRAPHY HOSPITAL CLINIC SITES

Catholic Medical Center, Manchester, NH
 Cheshire Medical Center, Keene, NH
 Concord Hospital, Concord, NH
 Dartmouth Hitchcock Medical Center, Lebanon, NH
 Elliot Hospital, Manchester, NH
 Exeter Hospital, Exeter, NH
 Frisbie Memorial Hospital, Rochester, NH
 Lakes Region General Hospital, Laconia, NH
 Parkland Medical Center, Derry, NH
 Portsmouth Regional Hospital, Portsmouth, NH
 Wentworth-Douglass Hospital, Dover, NH

CLINICAL SUPERVISORS IN RADIOLOGICAL TECHNOLOGY

Jerry Bergen, R.T.R.
 Melanie Caruso, R.T.R.
 Brenda Clay, R.T.R.
 Pamela Clement, R.T.R.
 Stacie Goodwin, R.T.R.
 Stella Holt, R.T.R.
 Sharon LiPorto, R.T.R.
 Douglas Maybury, R.T.R.
 Stacey MacAllister, R.T.R.
 Beth Savage, R.T.R.
 Mary Wysocki, R.T.R.

EARLY CHILDHOOD EDUCATION PRACTICUM SITES

Concord Hospital, Concord, NH
 Ralph Waldo Emerson Preschool, Concord, NH
 St. Paul's School Children's Learning Center, Concord, NH
 Woodside Preschool and Child Care, Concord, NH
 Beaver Meadow School, Concord, NH
 Dame School, Concord, NH
 Dewey School, Concord, NH
 Eastman School, Concord, NH
 Rumford School, Concord, NH
 Harold Martin School, Hopkinton, NH
 Children's Center, Inc., Londonderry, NH
 Applewood Learning Center, Londonderry, NH
 Early Enrichment Center, Concord, NH
 Windy Hill Child Care, Colby-Sawyer College, New London, NH
 Stepping Stones Kindergarten, New London, NH
 Cricket Meadows Infant/Toddler Center, New London, NH
 Children's World Learning Center, Merrimack, NH
 Small World Children's Center, Nashua, NH

Credits

Editors:

Lynne Birdsall Bennett
Director of Enrollment and Retention
Charles Annal
Vice President of Academic Affairs
Francis P. Meyer
Director of Admissions
Michael Moffett
Public Information Officer
Pam Smith
Administrative Assistant
Mary Upton
Statistical Assistant

Production:

Design and Layout, Typesetting
Ilona Benzel
Graphic Artist

Thank you to the entire New Hampshire Technical Institute community for its cooperation, patience, contributions and editorial assistance.