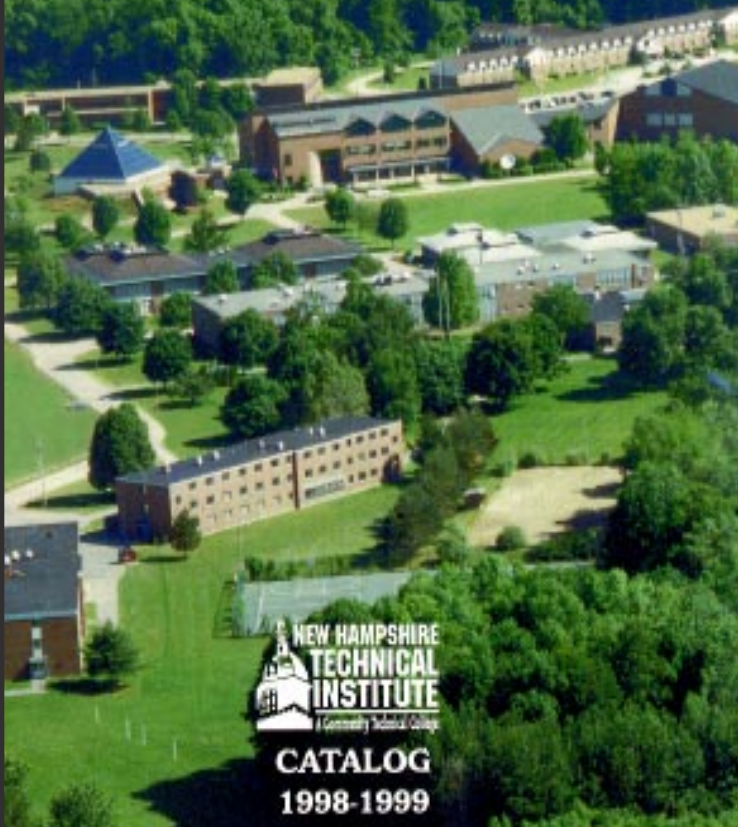


# New Hampshire Technical Institute

Concord



## New Hampshire Technical Institute Concord

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### 1998-99 Catalog

**CollegeSource**

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# How to Apply to NHTI

Complete the Admissions Application in this catalog, and mail or deliver to the Office of Admissions. Please be sure to review the general admission requirements and the specific requirements for the program of your choice. We welcome you to call us to arrange for a campus visit.

Office of Admissions, Tech Center  
New Hampshire Technical Institute  
11 Institute Drive  
Concord, NH 03301-7412

(603) 271-7134 or 1 (800) 247-0179  
TTY/VO: 603-271-7723  
Website: [www.nhti.net](http://www.nhti.net)  
E-mail: [nhtiadm@tec.nh.us](mailto:nhtiadm@tec.nh.us)  
Fax (603) 271-7139

## **Please Join Us At Open House Sunday, November 1, 1998 - 12 noon to 4 pm**

Our Admissions staff will also be hosting a variety of other events on campus and throughout the New England region. Please call us for details.

### **Non Discrimination Policy**

New Hampshire Technical Institute does not discriminate in the administration of its admissions and educational programs, activities, or employment practice on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the NH Community Technical College System and New Hampshire Technical Institute and refers to, but is not limited to, the provisions of the following laws:

- ❖ Title VI and VII of the Civil Rights Act of 1964
- ❖ The Age Discrimination Act of 1967
- ❖ Title IX of the Education Amendment of 1972
- ❖ Section 504 of the Rehabilitation Act of 1973
- ❖ The Americans with Disabilities Act of 1975
- ❖ Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- ❖ NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to Pamela Langley, Civil Rights/Equity Coordinator at New Hampshire Technical Institute, 11 Institute Drive, Concord, NH 03301, 603-271-7150 or to Sara A. Sawyer, Director of Human Resources for the NH Community Technical College System, 5 Institute Drive, Concord, NH 03301, 603-271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region I, 1875 JFK Federal Building, Boston, MA 02203, 617-565-1340; the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, 603-271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, 603-565-3200.

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# 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!

*Dr. William G. Simonton, Jr.*  
*President*

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*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 and without notice.*

# Academic Calendar

## Fall Semester, 1998

|           |  |  |                      |
|-----------|--|--|----------------------|
| August    | 10   | New Student Orientation/Registration - Fall 1998 .....                       | 7:30 am - 12:00 noon |
|           | 19   | New Student Orientation/Registration .....                                   | 7:30 am - 12:00 noon |
|           | 20   | Final Registration .....   | 8:30 am - 11:00 am   |
|           | 22   | Residence Halls Open - New Students .....                                    | 9:00 am              |
|           | 23   | Residence Halls Open - Returning Students .....                              | 9:00 am              |
|           | 24   | Day and Evening Classes Begin .....  | 8:00 am              |
|           | 28   | Add Course Period Ends for Day School .....                                  | 4:30 pm              |
|           | 29   | Saturday Classes Begin   |                      |
| September | 5  | No Saturday Classes  |                      |
|           | 7  | Labor Day Holiday - Institute Closed   |                      |
|           | 8  | Classes Resume .....   | 8:00 am              |
| October   | 9  | Faculty Submit Mid-Semester Warnings to Registrar .....                      | 4:00 pm              |
|           | 9  | Residence Halls Close .....  | 5:00 pm              |
|           | 12   | Columbus Day - No Day Classes; Evening Classes will meet                     |                      |
|           | 13   | System Day - No Day Classes; Evening Classes will meet                       |                      |
|           | 13   | Residence Halls Re-Open .....  | 12:00 noon           |
|           | 14   | Classes Resume .....   | 8:00 am              |
|           | 16   | Resolve "I" Grades from Spring or Summer Semester .....                      | 4:00 pm              |
|           | 25   | Daylight Savings Time Ends; Turn Clocks Back 1 Hour                          |                      |
| 30        | Last Day to Drop a Course or Withdraw with "W" Grade |  |                      |
| November  | 1  | Open House .....   | 12:00 - 4:00 pm      |
|           | 11   | Veterans' Day Holiday - Institute Closed                                     |                      |
|           | 12   | Classes Resume .....   | 8:00 am              |
|           | 25   | Residence Halls Close .....  | 5:00 pm              |
|           | 25   | No Evening Classes   |                      |
|           | 26-27  | Thanksgiving Holiday - Institute Closed                                      |                      |
|           | 28   | No Saturday Classes  |                      |
|           | 29   | Residence Halls Re-open .....  | 12:00 noon           |
| 30        | Classes Resume .....                                 | 8:00 am  |                      |
| December  | 14-17  | Final Exams  |                      |
|           | 17   | Residence Halls Close .....  | 12:00 noon           |
|           |  | <b>Community Education Grades Due within 48 hours After Final Exam .....</b> | 9:00 am              |
|           | 18   | All Grades Due .....   | 12:00 noon           |
|           | 22   | Academic Standards .....   | 9:00 am              |
|           | 25   | Christmas Holiday - Institute Closed   |                      |

# Academic Calendar

## Spring Semester, 1999

|          |                    |  |                      |
|----------|--------------------|--|----------------------|
| January  | 1                  | New Year's Holiday - Institute Closed  |                      |
|          | 8                  | System Day   |                      |
|          | 13                 | New Student Registration .....   | 7:30 am - 12:00 noon |
|          | 14                 | Final Registration .....   | 8:30 am - 11:00 am   |
|          | 18                 | Residence Halls Open .....   | 12:00 noon           |
|          | 18                 | Civil Rights Day; Evening Classes begin                                      |                      |
|          | 19                 | Day Classes Begin .....  | 8:00 am              |
|          | 23                 | Saturday Classes Begin   |                      |
| February | 25                 | Add Course Period Ends for Day School .....                                  | 4:30 pm              |
|          | 15                 | Presidents' Day Holiday - No Day Classes; Evening Classes Will Meet          |                      |
| March    | 16                 | Day Classes Resume .....   | 8:00 am              |
|          | 12                 | Mid-Semester "I" Grades Due .....  | 4:00 pm              |
|          | 12                 | Mid-Semester Warnings Due .....  | 4:00 pm              |
|          | 12                 | Residence Halls Close .....  | 5:00 pm              |
|          | 15-20              | Spring Break - No Day, Evening or Saturday Classes                           |                      |
|          | 21                 | Residence Halls Re-Open .....  | 12:00 noon           |
| April    | 22                 | Classes Resume .....   | 8:00 am              |
|          | 2                  | Last Day to Drop Course or Withdraw with "W" Grade .....                     | 4:30 pm              |
|          | 4                  | Daylight Savings Time Begins; Set Clocks 1 Hour Ahead                        |                      |
|          | 16-18              | Spring Fling Weekend   |                      |
| May      | 20                 | Awards Day .....   | 12:00 noon - 2:00 pm |
|          | 8                  | All Classes End  |                      |
|          | 10-13              | Final Exams .....  |                      |
|          | 13                 | Residence Halls Close .....  | 12:00 noon           |
|          | 14                 | All Grades Due (Day and Evening) .....                                       | 4:00 pm              |
|          |                    | <b>Community Education Grades Due within 48 Hours After Final Exam .....</b> | 9:00 am              |
|          | 17                 | Academic Standards Committee - Seniors* .....                                | TBA                  |
|          | 19                 | Academic Standards Committee - Freshmen .....                                | TBA                  |
| 21       | Commencement ..... | 2:00 pm  |                      |

## Summer Semester, 1999

|      |    |   |            |
|------|----|---|------------|
| May  | 23 | Residence Halls Open .....  | 12:00 noon |
|      | 24 | Summer Day Classes Begin .....  | 8:00 am    |
|      | 31 | Memorial Day Holiday - Institute Closed - no Day or Evening Classes     |            |
| June | 1  | Day Classes Resume .....  | 8:00 am    |
|      | 1  | Summer Evening Classes Begin  |            |
|      | 1  | Community Education Day Session I begins                                |            |
| July | 5  | Independence Day Holiday - Institute Closed - No Day or Evening Classes |            |
|      | 6  | Community Education Day Session II begins                               |            |

*\*Subject to change*



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# General Information

## 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  
Telephone: (603) 271-6484 or 1-800-247-0179



### NH COMMUNITY TECHNICAL COLLEGES AT:

#### Berlin/Laconia

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

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

#### Nashua/Claremont

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

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

#### Manchester/Stratham

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

277R Portsmouth Avenue • Stratham, NH 03885  
Telephone: (603) 772-1194



### NH Police Standards and Training Academy

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



### Christa McAuliffe Planetarium

3 Institute Drive • Concord, NH 03301  
Telephone: (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 assistant 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 for College Admission Counseling, National Association for College Admission Counseling, New England Board of Higher Education, the Institute of Electrical and Electronics Engineers, the National Association of Colleges, and American Society for Engineering Education.

## 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 Crocker Wellness Center. The Center provides a 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, 1997 semester.

The Institute now has twenty-six Associate Degree programs, two Diploma programs and eighteen 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 also 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:

- New Hampshire residents shall be given preference over those not domiciled in the state;
- Second priority shall be given to students qualifying under the New England Regional Student Program; and
- 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:

- Be a high school graduate or the equivalent;
- Submit an application for admission and the \$10.00 application fee;
- Have official transcripts forwarded to the Institute by all secondary and postsecondary institutions previously attended;
- 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.
- Perform satisfactorily on any entrance examinations required by the academic program to which admission is desired;
- Arrange for a personal interview if required; and
- Submit to Health Services such certification of good health by a health care provider as required by a specific program **and** the Institute **before** registering for classes.

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

## Transfer into NHTI

Students transferring into NHTI must submit transcripts from all previously attended secondary and post-secondary institutions. In order to have college/university courses evaluated for credit applicable to an NHTI degree, transcripts must be submitted in a timely fashion during the admissions process.

New Hampshire Technical Institute accepts credits from other institutions of higher education based on equivalency of course content, equivalency of academic credit hours and when the course was taken. 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 Department of Regional Community-Technical Colleges provided there are course content and academic credit hour equivalencies. The Director of Admissions, in consultation with the Vice President of Academic Affairs and academic departments if necessary, is responsible for determining the appropriateness and acceptance of transfer credits.

Science and other technical courses (e.g., Anatomy & Physiology, computer courses, etc.) taken beyond five years must either be repeated or challenged. Final decisions will rest with the Department Head.

Students requesting credit from CLEP exams (offered by the College Entrance Examination Board) must present documentation, including score results, in order to have exams evaluated for transfer credit.

Challenge Exams, Credit by Exams and Pass/Fails courses taken at other institutions will not be accepted for transfer credit into NHTI programs.

When in doubt about transferability, course descriptions, syllabi and course outlines may be requested.

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 Program Residency Requirement, p. 17.*

## 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

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## Specific Program Requirements

Though each program has specific academic prerequisites, you can meet these prerequisites at NHTI. Students who do not meet the specific admission requirements for their desired program may be offered admission to the Associate in General Studies program. These courses are designed to satisfy prerequisite course requirements for a variety of NHTI programs, assuming a grade of “C” or better is earned. Depending on their intended major and academic background, students may take, as part of their program, courses such as:

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

*Please contact the Admissions Office for details.*

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

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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

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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

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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

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### 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

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1. Be a high school graduate or the equivalent;
2. Submit an admissions application and a \$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

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1. Satisfactory scores (“Composite all” score of 50 or better) 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. An informational group 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;

## ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

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- 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

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

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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 the Admissions Office at 603-271-7134 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.
7. Students accepted into Early Childhood Education must observe professional practices in an approved accredited childcare/preschool/public school (K-2) for a period of not less than 10 hours prior to first time enrollment.

### 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.

### Technical Standards

Technical Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the Early Childhood Education profession. Applicants who feel they may not be able to meet one or more of the technical standards should contact department faculty to discuss individual cases. The department of Early Childhood Education will seriously consider all academically qualified candidates providing that the technical standards can be met with reasonable accommodations.

Students in Early Childhood Education must have sufficient strength, stamina, and motor coordination to perform the following:

- Standing for sustained periods of time, walking, running, bending, sitting on the floor and on child-size furniture to meet children's needs and accomplish tasks.
- Frequent lifting, moving and transferring children, especially infants and toddlers.
- Sufficient visual and hearing acuity to ensure a safe environment; and ability to respond quickly in the event of emergency.
- Sufficient verbal ability to express and exchange information and ideas as well as to interpret important instructions to children, colleagues, and parents; and sufficient writing skills to accurately record children's daily progress and milestones as well as medications administered, accident and suspected child abuse reports, etc.
- Ability to work with frequent interruptions, to respond appropriately to unexpected situations; and to cope with extreme variations in workload and stress levels.

### Health Science

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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

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1. Submission of at least one Confidential Reference Form from a professional in the field (school counselor, certified/licensed professional, clergy, etc.);
2. Submission of a HANDWRITTEN essay of a minimum of two pages outlining reasons or experience that led applicant to consider the human service field (optional);

## ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

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3. It is highly recommended that candidates complete either a personal interview with the department faculty or attend one of the Human Service Department Informational Sessions. Call the Admissions Office for scheduling (603-271-7134 or 1-800-247-0179);
4. 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.

### Character Expectations

- Human Services, Mental Health and Alcohol and Drug Abuse Counseling students work closely with individuals of all ages in the field. Many of the Practicum sites and potential employers will perform a background check through the New Hampshire Department of Safety as well as police and potential FBI checks. A student's driving record will also be examined and considered prior to acceptance of some practicum and employment opportunities.
- Applicants who have been in difficulty with the law, depending upon the nature of the problem, may not be employable or even eligible for practica. Applicants need to discuss these issues in an interview or meeting, so that future goals will not be compromised.

### Health Consideration

- All Human Services Majors will receive Institute Health forms following acceptance. These forms must be completed, along with requested health physical exam, TB Testing, etc., prior to the start of classes. Each student is required to obtain Institute Liability Insurance, starting in each academic year. The student's will be billed directly. Students are also eligible to purchase Health Insurance through the Institute for their own health needs.

## Paramedic Education

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### Admission Requirements:

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

### 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.

### 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.

### 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 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.

## Diagnostic Medical Imaging

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

### 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.

## ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

- 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 of twenty hours 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, e.g., nursing, radiologic technology, physical therapy;
2. In lieu of #1, a Bachelor's Degree in any major may qualify, subject to review by the Department Head;
3. Applicants must have completed college level Anatomy and Physiology I and II, with laboratory, with grades of "C" or better;
4. A high school level course in Algebra I is required;
5. Algebra II or Geometry and Physics are strongly recommended.
6. A personal interview is required;
7. 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

To be considered for admission, applicants must:

1. Have completed, with a grade of "C" or better, two high school or college laboratory science courses, one of which must be chemistry;
2. Have completed a high school level course in algebra or college prep math with a grade of "C" or better;
3. Have a minimum "composite all" score of 60 on the National League for Nursing Pre-Nursing Guidance Battery Test (NLN). Applicants may take the exam only once per academic year. Information regarding registration for the test may be obtained from the Admissions Office (603) 271-7134 or 1-800-247-0179;
4. Submit a handwritten personal statement regarding her/his interest in a nursing career. This can be accomplished following the NLN exam if it is taken at NHTI or at one of the group information sessions (*see below*);
5. Submit, on NHTI nursing reference forms, two references from professionals (e.g., supervisor or teacher, not friend or relative).

### In addition:

1. Applicants are strongly encouraged to attend a group information session; please call the Admissions Office for details;
2. A personal interview may be requested;
3. 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 candidates are encouraged to apply early.
4. A completed physical examination and immunization record must be submitted before program registration. This form may be obtained from the Health Services Office (603-271-7153);
5. 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 practice is planned.

### Transition Option for Licensed Practical Nurses

To be considered for admission, applicants must:

1. Have completed, with a grade of "C" or better, two high school or college laboratory science courses, one of which must be chemistry;
2. Have completed a high school level course in algebra or college prep math with a grade of "C" or better;
3. Hold a current LPN license and submit a copy with admission application;
4. Submit, on NHTI nursing reference forms, two references from professionals (e.g., supervisor or teacher, not friend or relative).
5. Obtain satisfactory scores of "C" or better on each of the following Regents College Examinations:  
#427 Commonalities in Nursing Care: Area A (Associate Level)  
#478 Commonalities in Nursing Care: Area B (Associate Level)  
#453 Maternal and Child Nursing (Associate Level)  
*Information regarding registration for these exams can be obtained from the Admissions Office at 603-271-7134 or 1-800-247-0179.*

### In addition,

1. A personal interview is strongly recommended and may be required;
2. A completed physical examination and immunization record must be submitted before program registration.

## 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."*



# ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

## 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

Consistent with the requirements of the American Bar Association, which accredits this Certificate, applicants, prior to acceptance, must have successfully completed 45 college credits in General Education courses at an accredited institution. Of these, 18 credits must meet distribution and content requirements designated by the ABA, in at least 3 different disciplines, such as English, Foreign Languages, Humanities, Mathematics, and Natural Science.

NHTI offers many courses that could assist the student in meeting these prerequisites. A candidate for the Associate in General Studies degree can use the first 45 credits to meet the prerequisites for the Paralegal Certificate program.

Applicants must also submit two confidential letters of reference, and a writing sample, which are evaluated as part of the application.

## 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 009 Introductory Technical Mathematics I or MT 011 Introductory Mathematics I, at NHTI.)

## 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.

## NHTI Faculty Profile

### Deborah A. Holland

*Associate of Arts*

*Associate in General Studies*

A.B., Mount Holyoke College

M.A., University of NH

Professor Holland began teaching English at NHTI in 1979 and was named Department Head of the Associate in General Studies program in 1985. She has also been Department Head of the Associate of Arts program since its inception in 1997.

*"The many-sided nature of my position allows me to do what I enjoy most at NHTI - interact with students as both instructor and advisor. It's a pleasure to help students plan and attain their academic and professional goals through the many options of the Associate in General Studies and Associate of Arts program."*

# 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   | Definition   |
|---|--|
| A 4.0 pts   | An honor grade representing achievement of a level of understanding and ability which is excellent and distinctive.  |
| A- 3.7 pts  |  |
| B+ 3.3 pts  | Represents achievement of a level of understanding and ability of consistently high quality.   |
| 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.  |
| 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.   |
| 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.   |
| 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.  |
| 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, internship or lab is deemed unsafe or performing in an  |

unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as "F".

|    |  |
|----|--|
| N  | Issued to reflect completion of a course, workshop, or seminar in which no letter grade is assigned and no credit granted.       |
| 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.  |
| WF | Student initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as "F". |
| WP | Student initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.      |
| AU | Audit (no credit, no grade). Does not count toward course load for any semester.   |
| NI | Grade not issued by instructor (Registrar use only).   |

## 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 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 & 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           | = | 13.2         |
| C-           | 4       | X           | = | 6.8          |
| A            | 6       | X           | = | 24.0         |
| D            | 3       | X           | = | 3.0          |
| C            | 5       | X           | = | 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 Director 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 usually 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 matriculate 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.

# ACADEMIC REQUIREMENTS

## 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.

## 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 is then 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 is then 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 is suspended from the program with the usual conditions.

One requirement of the Conditional Probation is 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.

## 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<br>Program Including | Minimum Cumulative<br>Grade Point Average  |
|----------------------------------|--|
| 0—13                             | 1.5  |
| 14—27                            | 1.7  |
| 28—40                            | 1.8  |
| 41 or more                       | 2.0 (1.9 for students<br>who matriculated<br>prior to the Fall 1995<br>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 ceremony in May of each year. Except for those programs which are regularly scheduled to end during the summer, students must complete all program requirements and achieve a 2.00 GPA (1.9 for students who matriculated prior to the Fall 1995 semester) to participate in the annual commencement ceremony. A student whose program is regularly scheduled to be completed the summer term following the May commencement (Dental Assisting, e.g.) may participate in the ceremony. However, at the end of the Spring semester the student must have achieved a minimum GPA of 2.0 (1.9 for students matriculating before 1995) and complete all other course requirements to be eligible to participate. All other students who complete their program requirements during the Summer term or at the end of the Fall semester are encouraged to participate in the subsequent May commencement. Degrees are officially awarded on the following schedule:

**August** - following the Summer term

**December** - following the Fall term

**May** - during commencement

August and December graduates who wish to participate in the subsequent May commencement must notify the Office of Student Affairs by April 1. Graduates who do not notify the Office of Student Affairs will not be included in the Commencement ceremony.

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

- Fall 1998 Completions** - October 30, 1998
- Spring 1999 Completions** - October 30, 1998
- Summer 1999 Completions** - June 1, 1999

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 the end of the spring semester in which the graduation is held. The fee is NOT refundable for students whose programs are regularly scheduled to finish in the summer.

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. Each program requires a minimum of 30 credits in General Education. General Education courses include those in the following areas:
  - Business
  - English
  - Foreign Language
  - Geography
  - Mathematics
  - Philosophy
  - Political Science
  - Science
  - Social Science
4. 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 (603-271-7139 -Attn: Registrar) 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.*

## Program Residency Requirements

To be eligible to receive an NHTI degree, a student must satisfactorily complete a minimum of 16 credits 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.

# ACADEMIC REQUIREMENTS

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## 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 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 Program Residency Requirement, p. 17.*

## Credit for Experiential Learning

Credit for experiential learning is available only through the Associate in General Studies program. If a matriculated student in the Associate in General Studies 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 Program

Currently enrolled matriculated students may request a change in their major program of study by using the "Change of Program Form" available in the 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.

When calculating the grade point average (GPA) for a student who has changed programs, only those courses required in the new major will be used to calculate the program GPA. All courses taken, however, will remain on the transcript.

### Returning Students - same program

A student returning to the same program after an absence from the institution will have his/her cumulative GPA calculated using all previous courses not retaken after the return. When reviewing grades at the end of a semester, the Academic Standards Committee will take into consideration the student's semester by semester performance rather than the overall GPA.

## 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 grade of "WP" or "WF" will be issued by the instructor depending on the student's standing in the class at the time of the drop.

*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.

## 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

College of Lifelong Learning  
Rivier College  
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 Students

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 1998-99 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 1998-99 Academic Year

|                        | NH Resident       | NERSP*           | Non-Resident      |
|------------------------|-------------------|------------------|-------------------|
| Tuition Deposit**      | \$ 100.00         | \$ 100.00        | \$ 100.00         |
| Fall 1998 Semester     | 1650.00           | 2475.00          | 3795.00           |
| Spring 1999 Semester   | 1650.00           | 2475.00          | 3795.00           |
| <b>Total Tuition</b>   | <b>\$ 3300.00</b> | <b>\$4950.00</b> | <b>\$ 7590.00</b> |
| <i>Per Credit Cost</i> | <i>\$ 110.00</i>  | <i>\$ 165.00</i> | <i>\$ 253.00</i>  |

Fall and Spring semester tuition rates represent charges based on 15 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 \$165.00 per semester  
 Evening Programs: \$ 5.00 per credit hour; maximum \$75.00 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 (Lecture) 3 (Lab) 2 (Credit) 4 4 - 3 = 1 x 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          | ROOM              | BOARD             | RACT***         | ROOM DEPOSIT    | TOTAL             |
|--------------------|-------------------|-------------------|-----------------|-----------------|-------------------|
| Double             |                   |                   |                 |                 |                   |
| Fall 98 Semester   | \$ 1550.00        | \$ 652.50         | \$ 30.00        | \$ 50.00        | \$ 2282.50        |
| Spring 99 Semester | 1550.00           | 652.50            | 30.00           | .00             | 2232.50           |
| <b>Total</b>       | <b>\$ 3100.00</b> | <b>\$ 1305.00</b> | <b>\$ 60.00</b> | <b>\$ 50.00</b> | <b>\$ 4515.00</b> |
| Single             |                   |                   |                 |                 |                   |
| Fall 98 Semester   | \$ 1750.00        | \$ 652.50         | \$ 30.00        | \$ 50.00        | \$ 2482.50        |
| Spring 99 Semester | 1750.00           | 652.50            | 30.00           | .00             | 2432.50           |
| <b>Total</b>       | <b>\$ 3500.00</b> | <b>\$ 1305.00</b> | <b>\$ 60.00</b> | <b>\$ 50.00</b> | <b>\$ 4915.00</b> |

**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

❖ Supports the Wellness Center and student activities (see page 31 of catalog or the NHTI Student Handbook for further information)



## Liability Insurance

Personal Professional Liability Insurance is MANDATORY for all students in health and human service related programs which include clinical requirements. Programs include: paramedic, 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 \$20.00 per year. Paramedic students pay \$65.00 per year. (Note: Liability insurance may be required for students in other programs who participate in an off-campus practicum or internship.)

## 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 Bursar's 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 Bursar's Office (Phone: 603-271-6309 or the Division for Community Education (Phone: 603-271-7122).

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.

## 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.

## 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%):

### First-time Financial Aid Recipients

|               |            |
|---------------|------------|
| 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 withdraw 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 INFORMATION

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### 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 or military requirements. 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.

### New Hampshire Residency Status

In order to qualify for New Hampshire resident tuition rates, a student must have been a legal resident of the state for a minimum of twelve 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. This program is administered by the Vice President of Academic Affairs office.

## 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.

## FINANCIAL AID

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### 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, instate 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 February 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 June 1

#### AMERICAN LEGION AUXILIARY:

##### Marion Bagley Scholarship \$1,000

- deadline May 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 April 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 May 10

#### Concord Business & Professional Women's Club (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 30.

#### Falzarano Scholarship: \$250-\$1,250 NH 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 15.

### **Foundation for Seacoast Health Scholarship:**

- must be 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 or at least two years;
- based on academic achievement and commitment to a health field;
- deadline February 1.

### **International Society for Measurement and Controls: \$1,000:**

- for Engineering Technology students;
- deadline May 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 March 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 \$1000:**

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

### **NH Charitable Fund \$100 -\$2,500 in loans and/or grants:**

- applications available through this organization at 37 Pleasant Street, Concord, NH 03301; phone: 603-225-6641 or 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 NH Charitable Funds 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 June 30.

### **Orville Redenbacher - 25 available for \$1000 each:**

- must be 30 years or older and must write an essay;
- deadline May 1.

### **Professional Development Scholarship Program - \$1000:**

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

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

- students must be bonafide residents of Concord, have a 3.0 GPA, demonstrate financial need; and be entering the senior year the following fall;
- students 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 2.

### **Society of Manufacturing Engineers Scholarship - \$1000-\$2500:**

- 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 Financial Aid Office;
- deadline March 1.

### **Sweeney Scholarship:**

- must be a female with a visible and permanent walking disability;
- must be a NH 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.

# FINANCIAL AID

## 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, WP, 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. 
$$\frac{\text{\# of credits in program of study}}{\text{maximum \# of credits student is allowed to attempt and receive financial aid}} = 67\%$$
 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:

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

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 in writing 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.

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 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*

B.A. Lycoming College  
M.Ed. University of Vermont  
C.A.G.S., 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 diversity 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 located in the center of the campus.

The library's collections include 32,000 books, 800 periodicals, 50,000 microforms, 1000 filmstrips, films, videotapes, CD-ROMs 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. The Library also maintains a special collection for the New Hampshire Autism Society as well as being the designated library of the New Hampshire Chapter of the American Institute of Architects. 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 and region: public, college, hospital, high school and law firms. By participating in computer networks, the Library can readily borrow materials from other libraries. INTERNET, available throughout the library, puts us in touch with world-wide information sources.

Through our Media Services, audiovisual equipment and support are available to students, faculty and staff to view and produce videotapes and presentations.

Please visit the library homepage at: [www.nhti.tec.us/library/farnum.htm](http://www.nhti.tec.us/library/farnum.htm).

### 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.*

A new Library and Learning and Career Center are in the planning stages.



# 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) 271-7725.

### 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 Learning Lab

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 Microsoft Office 97 software and may be used by students to complete assignments. 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 disabilities vary according to students' individual needs. Information regarding students' disabilities is kept confidential.

## English as a Second Language (ESL)

ESL students can receive assistance with academic work including help in writing English compositions, research papers, lab reports, and take-home exams. Individualized tutoring sessions are designed to help students with their reading comprehension, vocabulary, and pronunciation.

Academic planning, class scheduling, and counseling for social and cultural concerns are also provided for ESL students.

## 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. 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 1997 graduating class. Transfer information can be accessed through Choices CT, video tapes, college catalogs, and other materials located in the Career Office 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 on-going 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.

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 athletics 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

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 experience the challenges of intercollegiate athletics. To that end, the Institute has developed a program that offers the intercollegiate student-athlete an opportunity to compete on several levels of competition. Teams include 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 championship play. Numerous student-athletes have earned individual honors as well. Please contact the Athletic Department for information regarding current conference affiliations.

## Intramural and Wellness Center Opportunities

Students may participate in a wide variety of intramural and wellness programs, both on and off campus.

The Dr. Goldie Crocker Wellness Center has a full gymnasium, as well as a nautilus area and free weight room. Outdoor facilities include soccer, baseball and softball fields, tennis, volleyball and basketball courts, and horseshoe pits. Activities include, but are not limited to, basketball, volleyball, indoor soccer, gym hockey, flag football, ultimate frisbee, golf, softball, cross country and downhill skiing, tournaments and special events, aerobics, conditioning clinics and health seminars.

A current NHTI ID card and/or Wellness Center validation is required to use the facilities. Verification of payment of the Wellness Center fee is required prior to issuing the validation. The Wellness Center fee represents a portion of the comprehensive fee, which is charged to all students each semester. The fee schedule is determined by 12 credit, full time student status on a per semester basis. Those individuals taking fewer than 12 credits in a given semester must pay an amount pro-rated against the number of credits for which the student is currently registered.

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.

# STUDENT LIFE

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## 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 NHTT'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  
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

## 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 orientation activities offered prior to the beginning of Fall and Spring semesters.

## Alumni

The Alumni Association of the Institute numbers over 10,000 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.

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# Programs of Study

# 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).

### FIRST YEAR

| FALL SEMESTER   |                                       |   |   | CL | LAB | CR |
|-----------------|---------------------------------------|---|---|----|-----|----|
| # AR 103        | Architectural Drafting and Sketching  | 2 | 2 | 3  |     |    |
| # AR 120        | Materials and Methods of Construction | 4 | 0 | 4  |     |    |
| MT 101          | Elementary Functions                  | 5 | 0 | 5  |     |    |
| PH 101          | Physics I                             | 3 | 2 | 4  |     |    |
|                 |                                       |   |   |    |     | 16 |
| SPRING SEMESTER |                                       |   |   |    |     |    |
| # AR 104        | Design Drafting I                     | 2 | 2 | 3  |     |    |
| # AR 150        | Statics and Strength of Materials     | 3 | 2 | 4  |     |    |
| EN 101          | English Composition                   | 4 | 0 | 4  |     |    |
| MT 102          | Introduction to Calculus              | 4 | 0 | 4  |     |    |
| IS 166          | PC Applications                       | 2 | 2 | 3  |     |    |
|                 |                                       |   |   |    |     | 18 |

### SECOND YEAR

| FALL SEMESTER        |  |     |   |     |  |              |
|----------------------|--|-----|---|-----|--|--------------|
| # AR 202             | Design Drafting II   | 2   | 2 | 3   |  |              |
| # AR 220             | Surveying  | 2   | 3 | 3   |  |              |
| # AR 240             | Timber and Steel Design                                    | 3   | 2 | 4   |  |              |
| EN 125               | Communication and the Literature of Science and Technology | 3   | 0 | 3   |  |              |
| PH 102               | Physics II   | 2   | 2 | 3   |  |              |
| SO xxx               | Social Science Elective OR                                 |     |   |     |  |              |
| PS xxx               | Political Science Elective                                 | 3-4 | 0 | 3-4 |  |              |
|                      |  |     |   |     |  | 19-20        |
| SPRING SEMESTER      |  |     |   |     |  |              |
| # 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        |
| <b>TOTAL CREDITS</b> |  |     |   |     |  | <b>68-70</b> |

# Indicates major field courses.

Please refer to pages 9-13 for specific Admission requirements.

## 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!"*

## Three Year Option

### FIRST YEAR

| FALL SEMESTER                                  | CL | LAB | CR |
|--|----|-----|----|
| # AR 103 Architectural Drafting and Sketching  | 2  | 2   | 3  |
| # AR 120 Materials and Methods of Construction | 4  | 0   | 4  |
| EN 101 English Composition                     | 4  | 0   | 4  |
| MT 101 Elementary Function                     | 5  | 0   | 5  |
|  |    |     | 16 |

### SPRING SEMESTER

|                                 |   |   |    |
|---------------------------------|---|---|----|
| # AR 104 Design Drafting I      | 2 | 2 | 3  |
| MT 102 Introduction to Calculus | 4 | 0 | 4  |
| IS 166 PC Applications          | 2 | 2 | 3  |
| PH 101 Physics I                | 3 | 2 | 4  |
|                                 |   |   | 14 |

### 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

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

|                                       |   |   |              |
|---------------------------------------|---|---|--------------|
| # AR 235 Reinforced Concrete Design   | 2 | 3 | 3            |
| # AR 270 Construction Management      | 2 | 2 | 3            |
| # AR 297 Architectural Design Project | 1 | 3 | 3            |
|                                       |   |   | 9            |
| <b>TOTAL</b>                          |   |   | <b>68-70</b> |

## 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 technology 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       |
|---------------|-----|--------------------------------------|----|-----|----------|
| # IS          | 101 | Computer Information Systems         | 2  | 3   | 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   | <u>5</u> |
|               |     |                                      | 19 |     |          |

| SPRING SEMESTER |     |  | CL | LAB | CR       |
|-----------------|-----|--|----|-----|----------|
| # CP            | 108 | Digital Devices and Interfacing                            | 3  | 3   | 4        |
| # CP            | 112 | 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   | <u>4</u> |
|                 |     |  | 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   | <u>3-4</u> |
|               |     |   | 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   | <u>3-4</u> |
|                      |     |                                      | 19-20        |     |            |
| <b>TOTAL CREDITS</b> |     |                                      | <b>74-76</b> |     |            |

## Three Year Option

### FIRST YEAR

| FALL SEMESTER |     |                                      | CL | LAB | CR       |
|---------------|-----|--------------------------------------|----|-----|----------|
| # IS          | 101 | Computer Information Systems         | 2  | 3   | 3        |
| # CP          | 107 | Introduction to Programming with C++ | 2  | 3   | 3        |
| MT            | 101 | Elementary Functions                 | 5  | 0   | 5        |
| EN            | 101 | English Composition                  | 4  | 0   | <u>4</u> |
|               |     |                                      | 15 |     |          |

### SPRING SEMESTER

|      |     |                                 |    |   |          |
|------|-----|---------------------------------|----|---|----------|
| # CP | 108 | Digital Devices and Interfacing | 3  | 3 | 4        |
| PH   | 101 | Physics I                       | 3  | 2 | 4        |
| MT   | 102 | Introduction to Calculus        | 4  | 0 | <u>4</u> |
|      |     |                                 | 12 |   |          |

### 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   | <u>3-4</u> |
|               |     |                            | 15-16 |     |            |

### SPRING SEMESTER

|      |     |  |    |   |          |
|------|-----|--|----|---|----------|
| # CP | 222 | Data Communications  | 3  | 3 | 4        |
| # CP | 112 | Machine and Assembly Language                              | 2  | 3 | 3        |
| EN   | 125 | Communication and the Literature of Science and Technology | 3  | 0 | 3        |
| PH   | 202 | Physics IIa (1st 7.5 weeks)                                | 3  | 2 | <u>2</u> |
|      |     |  | 12 |   |          |

### 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   | <u>3-4</u> |
|               |     |   | 10-11 |     |            |

### SPRING SEMESTER

|                      |     |                                      |              |   |          |
|----------------------|-----|--------------------------------------|--------------|---|----------|
| # CP                 | 252 | Networking and Internet Technologies | 2            | 2 | 3        |
| # CP                 | 240 | Advanced Operating Systems           | 3            | 2 | 4        |
| # CP                 | 303 | Computer Project                     | 1            | 4 | <u>3</u> |
|                      |     |                                      | 10           |   |          |
| <b>TOTAL CREDITS</b> |     |                                      | <b>74-76</b> |   |          |

# Indicates major field courses

**Please Note:** CP 205 Programming in C may be substituted for CP 107. EL 244 Embedded Microcomputers may be substituted for CP 111. EL 226 Digital Electronics may be substituted for CP 108.

Please refer to pages 9-13 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       |
|---|----|-----|----------|
| # IS 101 Computer Information Systems         | 2  | 3   | 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   | <u>5</u> |
|   |    |     | 19       |

### SPRING SEMESTER

|   |   |   |          |
|---|---|---|----------|
| # 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 | <u>4</u> |
|   |   |   | 19       |

### SECOND YEAR

| FALL SEMESTER                       | CL  | LAB | CR         |
|-------------------------------------|-----|-----|------------|
| # EL 210 Electronics II             | 3   | 3   | 4          |
| # EL 226 Digital Electronics        | 3   | 3   | 4          |
| # EL 305 Design Project Preparation | 1   | 5   | 3          |
| MT 200 Calculus                     | 4   | 0   | 4          |
| SO xxx Social Science Elective OR   |     |     |            |
| PS xxx Political Science Elective   | 3-4 | 0   | <u>3-4</u> |
|                                     |     |     | 11-12      |
|                                     |     |     | 18-19      |

### SPRING SEMESTER

|                                    |     |   |              |
|------------------------------------|-----|---|--------------|
| # EL 244 Embedded Microcomputers   | 3   | 3 | 4            |
| # EL 250 Electronic Communications | 3   | 3 | 4            |
| # EL 306 Senior Design Project     | 2   | 5 | 4            |
| 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 | <u>3-4</u>   |
|                                    |     |   | 17-18        |
| <b>TOTAL CREDITS</b>               |     |   | <b>73-75</b> |

## Three Year Option

### FIRST YEAR

| FALL SEMESTER                         | CL | LAB | CR       |
|---------------------------------------|----|-----|----------|
| # IS 101 Computer Information Systems | 2  | 3   | 3        |
| # EL 101 Electric Circuits            | 3  | 3   | 4        |
| EN 101 English Composition*           | 4  | 0   | 4        |
| MT 101 Elementary Functions           | 5  | 0   | <u>5</u> |
|                                       |    |     | 16       |

### SPRING SEMESTER

|                                 |   |   |          |
|---------------------------------|---|---|----------|
| # EL 110 Electronics I          | 3 | 3 | 4        |
| MT 102 Introduction to Calculus | 4 | 0 | 4        |
| PH 101 Physics I                | 3 | 2 | <u>4</u> |
|                                 |   |   | 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   | <u>4</u> |
|   |    |     | 11       |

### SPRING SEMESTER

|   |   |   |          |
|---|---|---|----------|
| # 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 | <u>2</u> |
|   |   |   | 13       |

### THIRD YEAR

| FALL SEMESTER                       | CL  | LAB | CR         |
|-------------------------------------|-----|-----|------------|
| # EL 210 Electronics II             | 3   | 3   | 4          |
| # EL 305 Design Project Preparation | 1   | 5   | 3          |
| SO xxx Social Science Elective OR   |     |     |            |
| PS xxx Political Science Elective   | 3-4 | 0   | <u>3-4</u> |
|                                     |     |     | 10-11      |

### SPRING SEMESTER

|                                    |     |   |              |
|------------------------------------|-----|---|--------------|
| # EL 250 Electronic Communications | 3   | 3 | 4            |
| # EL 306 Senior Design Project     | 2   | 5 | 4            |
| SO xxx Social Science Elective OR  |     |   |              |
| PS xxx Political Science Elective  | 3-4 | 0 | <u>3-4</u>   |
|                                    |     |   | 11-12        |
| <b>TOTAL CREDITS</b>               |     |   | <b>73-75</b> |

\*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 may be substituted for CP107

*Please refer to pages 9-13 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).

### 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 world's 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

| FALL SEMESTER |  | CL | LAB | CR |
|---------------|--|----|-----|----|
| EN            | 101 English Composition                    | 4  | 0   | 4  |
| # MC          | 101 Design Graphics I                      | 1  | 3   | 2  |
| # MF          | 111 Manufacturing and Materials Processing | 3  | 2   | 4  |
| MT            | 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  |
| # MC | 102 Design Graphics II   | 1 | 3 | 2  |
| # MC | 150 Statics and Strength of Materials                          | 3 | 2 | 4  |
| MT   | 102 Introduction to Calculus                                   | 4 | 0 | 4  |
| IS   | 166 PC Applications  | 2 | 2 | 3  |
| PH   | 102 Physics II   | 2 | 2 | 3  |
|      |  |   |   | 19 |

### SECOND YEAR

#### FALL SEMESTER

|      |   |     |   |       |
|------|---|-----|---|-------|
| CH   | 204 Chemistry                                 | 3   | 2 | 4     |
| # MF | 202 Instrumentation and Controls              | 3   | 2 | 4     |
| # 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   |
|      |   |     |   | 19-20 |

#### 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 | 0-3 | 1-4   |
|      |   |     |     | 15-19 |

#### TOTAL CREDITS

72-77

#### 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.

Please refer to pages 9-13 for specific Admission requirements.

# 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   | <u>5</u> |
|   |    |     | 13       |

### SPRING SEMESTER

|   |     |   |            |
|---|-----|---|------------|
| EN 125 Communication and the Literature of Science and Technology | 3   | 0 | 3          |
| MT 102 Introduction to Calculus                                   | 4   | 0 | 4          |
| IS 166 PC Applications  | 2   | 2 | 3          |
| SO xxx Social Science Elective OR                                 |     |   |            |
| PS xxx Political Science Elective                                 | 3-4 | 0 | <u>3-4</u> |
|   |     |   | 13-14      |

### SECOND YEAR

#### FALL SEMESTER

|                                   |     |   |            |
|-----------------------------------|-----|---|------------|
| # 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 | <u>3-4</u> |
|                                   |     |   | 13-14      |

#### SPRING SEMESTER

|  |   |   |    |
|--|---|---|----|
| # MC 102 Design Graphics II                | 1 | 3 | 2  |
| # MC 150 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

|  |   |   |          |
|--|---|---|----------|
| CH 204 Chemistry                                   | 3 | 2 | 4        |
| # MF 202 Instrumentation and Controls              | 3 | 2 | 4        |
| # MF 220 Manufacturing Processes and Machine Tools | 3 | 3 | <u>4</u> |
|  |   |   | 12       |

#### SPRING SEMESTER

|  |        |     |              |
|--|--------|-----|--------------|
| # MF 230 Production Systems                      | 3      | 2   | 4            |
| # MF 241 Computer Integrated Manufacturing (CIM) | 3      | 3   | 4            |
| XX xxx Elective*                                 | 1-30-3 | 1-4 | <u>9-12</u>  |
| <b>TOTAL CREDITS</b>                             |        |     | <b>72-77</b> |

#### 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 university 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

**Al Berry**  
Class of 1998

**Major:** Manufacturing Engineering Technology

Al represented NHTI at several high schools during preparations for robotic competitions.

*"NHTI is a good place to learn. The professors are outstanding and are always eager to help people out."*

*Please refer to pages 9-13 for specific Admission requirements.*

# 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).

### FIRST YEAR

| FALL SEMESTER |  | CL | LAB | CR |
|---------------|--|----|-----|----|
| EN 101        | English Composition                    | 4  | 0   | 4  |
| # MC 101      | Design Graphics I                      | 1  | 3   | 2  |
| # MF 111      | Manufacturing and Materials Processing | 3  | 2   | 4  |
| MT 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 |
| # MC 102 | Design Graphics II   | 1  | 3 | 2 |
| # MC 150 | Statics and Strength of Materials                          | 3  | 2 | 4 |
| MT 102   | Introduction to Calculus                                   | 4  | 0 | 4 |
| IS 166   | PC Applications  | 2  | 2 | 3 |
| PH 102   | Physics II   | 2  | 2 | 3 |
|          |  | 19 |   |   |

*New Hampshire Governor Jeanne Shaheen recognized NHTT's solar car team at a State house ceremony. The college's "Sungo" electric vehicle won the 1997 Tour de Sol Road Rally competition.*

### SECOND YEAR

| FALL SEMESTER |                                  | CL    | LAB | CR  |
|---------------|----------------------------------|-------|-----|-----|
| CH 204        | Chemistry                        | 3     | 2   | 4   |
| # MC 250      | Dynamics and Mechanical Design I | 3     | 2   | 4   |
| # MF 202      | Instrumentation and Controls     | 3     | 2   | 4   |
| 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

|          |                                  |       |     |     |
|----------|----------------------------------|-------|-----|-----|
| # MC 205 | Material Science                 | 3     | 2   | 4   |
| # MC 226 | Thermodynamics and Heat Transfer | 3     | 0   | 3   |
| # MC 260 | 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   | 0-3 | 1-4 |
|          |                                  | 15-19 |     |     |
|          |                                  | 72-77 |     |     |

### TOTAL CREDITS

### SUGGESTED ELECTIVES:

|        |                               | CL | LAB | CR |
|--------|-------------------------------|----|-----|----|
| MC 103 | Design Graphics III           | 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.

Please refer to pages 9-13 for specific Admission requirements.

# MECHANICAL ENGINEERING TECHNOLOGY

## Three Year Option

### 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   | <u>5</u> |
|               |  |    |     | 13       |

### SPRING SEMESTER

|        |  |     |   |            |
|--------|--|-----|---|------------|
| EN 125 | Communication and the Literature of Science and Technology | 3   | 0 | 3          |
| MT 102 | Introduction to Calculus                                   | 4   | 0 | 4          |
| IS 166 | PC Applications  | 2   | 2 | 3          |
| SO xxx | Social Science Elective OR                                 |     |   |            |
| PS xxx | Political Science Elective                                 | 3-4 | 0 | <u>3-4</u> |
|        |  |     |   | 13-14      |

### SECOND YEAR

### FALL SEMESTER

|          |                            |     |   |            |
|----------|----------------------------|-----|---|------------|
| # 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 | <u>3-4</u> |
|          |                            |     |   | 13-14      |

### SPRING SEMESTER

|          |                                   |   |   |          |
|----------|-----------------------------------|---|---|----------|
| # MC 102 | 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 | <u>3</u> |
|          |                                   |   |   | 12       |

### THIRD YEAR

### FALL SEMESTER

|          |                                  |   |   |          |
|----------|----------------------------------|---|---|----------|
| CH 204   | Chemistry                        | 3 | 2 | 4        |
| # MF 202 | Instrumentation and Controls     | 3 | 2 | 4        |
| # MC 250 | Dynamics and Mechanical Design I | 3 | 2 | <u>4</u> |
|          |                                  |   |   | 12       |

### SPRING SEMESTER

|          |                      |     |     |            |
|----------|----------------------|-----|-----|------------|
| # MC 205 | Material Science     | 3   | 2   | 4          |
| # MC 260 | Mechanical Design II | 3   | 2   | 4          |
| XX xxx   | Elective*            | 1-3 | 0-3 | <u>1-4</u> |
|          |                      |     |     | 9-12       |

**TOTAL CREDITS**                      **72-77**

### SUGGESTED ELECTIVES:

|                                      | CL | LAB | CR |
|--------------------------------------|----|-----|----|
| MC 103 Design Graphics III           | 1  | 3   | 2  |
| MC 282 Senior Project                | 2  | 2   | 3  |
| MT 203 Selected Topics from Calculus | 3  | 0   | 3  |

# Indicates major field courses

\* Subject to the approval of the Department Head

## NHTI Alumni Profile

**Nicole Smith**  
**Class of 1998**

**Major:** Mechanical and Manufacturing Engineering Technology

*"NHTI has given me the chance to explore new aspects of my career choice with a lot of hands-on experience and great professors. I was encouraged to use my knowledge to work on different problems and come up with innovative solutions. It was a lot of hard work, but the education I gained was well worth it."*

*Please refer to pages 9-13 for specific Admission requirements.*

# 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 to complete the specialization in Accounting.

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

### SPRING SEMESTER

|          |  |     |   |          |
|----------|--|-----|---|----------|
| # 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 | <u>4</u> |
|          |  |     |   | 18-19    |

### SUMMER SEMESTER (Optional)

|          |                       |   |   |   |
|----------|-----------------------|---|---|---|
| # AC 290 | Accounting Internship | 0 | 9 | 3 |
|----------|-----------------------|---|---|---|

### SECOND YEAR

#### FALL SEMESTER

|          |                           |   |   |          |
|----------|---------------------------|---|---|----------|
| # 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 | <u>3</u> |
|          |                           |   |   | 17       |

#### SPRING SEMESTER

|                      |                                |     |   |              |
|----------------------|--------------------------------|-----|---|--------------|
| # 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 | <u>3</u>     |
|                      |                                |     |   | 16-17        |
| <b>TOTAL CREDITS</b> |                                |     |   | <b>69-74</b> |

# Indicates major field courses.

Please refer to pages 9-13 for specific Admission requirements.

## NHTI Faculty Profile

**Lynn Hedge**

*Business Administration*

B.A., Notre Dame College  
M.S., New Hampshire College

Professor Hedge has been teaching at NHTI since 1989. Her skills in the classroom earned her the distinguished Student Senate Positive Influence Award in 1998.

*"The atmosphere at NHTI is one of kindness, caring and commitment. It is an environment that provides the opportunity for all of us to excel."*

## NHTI Alumni Profile

**Jessica Gardner**

**Class of 1997**

**Major:** Business Administration/ Marketing and Health Science

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

*"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 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 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**

| <b>FALL SEMESTER</b> |                              | 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   | <u>4</u> |
|                      |                              |    |     | 17       |

| <b>SPRING SEMESTER</b> |                               | 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   | <u>3</u> |
|                        |                               |    |     | 16       |

**SECOND YEAR**

| <b>FALL SEMESTER</b> |                             | 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        |
| BU 242               | Business Ethics OR          |     |     |          |
| PI 242               | Contemporary Ethical Issues | 3   | 0   | <u>3</u> |
|                      |                             |     |     | 17-18    |

| <b>SPRING SEMESTER</b> |   | 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   | <u>3</u> |
|                        |   |     |     | 15-17    |

**TOTAL CREDITS 65-68**

# Indicates major field courses  
 \* Any BU, AC, 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**

| <b>FALL SEMESTER</b> |                              | 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   | <u>4</u> |
|                      |                              |    |     | 17       |

| <b>SPRING SEMESTER</b> |                               | 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   | <u>4</u> |
|                        |                               |    |     | 16       |

**SECOND YEAR**

| <b>FALL SEMESTER</b> |                          | 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   | <u>3</u> |
|                      |                          |     |     | 16-17    |

| <b>SPRING SEMESTER</b> |   | 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      |
| BU 242                 | Business Ethics OR  |     |     |          |
| PI 242                 | Contemporary Ethical Issues                                   | 3   | 0   | 3        |
| SO 211                 | Microeconomics  | 3   | 0   | <u>3</u> |
|                        |   |     |     | 15-18    |

**TOTAL CREDITS 64-68**

# Indicates major field courses  
 \* Any BU, AC, 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 9-13 for specific Admission requirements.*

# BUSINESS ADMINISTRATION

## 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   | <u>4</u> |
|               |                              |  |    |     | 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   | <u>4</u> |
|                 |                               |  |    |     | 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   | <u>3</u> |
|               |   |  |     |     | 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        |
| BU 242          | Business Ethics OR          |  |    |     |          |
| PI 242          | Contemporary Ethical Issues |  | 3  | 0   | 3        |
| SO 211          | Microeconomics              |  | 3  | 0   | <u>3</u> |
|                 |                             |  |    |     | 17       |

**TOTAL CREDITS 65-66**

# Indicates major field courses.

\* Any BU, AC, 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   | <u>3</u> |
|               |                                   |  |    |     | 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 225        | Business Law I OR             |  |    |     |          |
| # SM 225        | Sports Law                    |  | 3  | 0   | <u>3</u> |
|                 |                               |  |    |     | 15       |

### SECOND YEAR

| FALL SEMESTER |  |  | CL  | LAB | CR         |
|---------------|--|--|-----|-----|------------|
| # BU xxx      | Business Elective*                                       |  | 3-4 | 0   | 3-4        |
| # 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 OR   |  |     |     |            |
| SO 210        | Macroeconomics OR  |  |     |     |            |
| SO 211        | Microeconomics   |  | 3-4 | 0   | <u>3-4</u> |
|               |  |  |     |     | 16-18      |

| SPRING SEMESTER |                                  |  | CL  | LAB | CR         |
|-----------------|----------------------------------|--|-----|-----|------------|
| # BU xxx        | Business Elective* OR Internship |  | 3   | 0   | 3          |
| # EN 120        | Communications                   |  | 0   | 9   | 3          |
| SO xxx          | Social Science Elective          |  | 3   | 0   | 3          |
| # SM 250        | Sports Management Seminar        |  | 4   | 0   | 4          |
| XX xxx          | General Education Elective**     |  | 3-4 | 0   | <u>3-4</u> |
|                 |                                  |  |     |     | 16-17      |

**TOTAL CREDITS 64-67**

# Indicates major field courses.

\* BUxxx Business Elective is any BU, AC, SM, or IS course offering that is not a required course. Please also see page 17 for statement regarding General Education requirements.

\*\* A course with a BI, CH, EN, FL, MT, PS, PY, SC or SO designation.

Please refer to pages 9-13 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.

### 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

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

|      |     |                                |   |   |    |
|------|-----|--------------------------------|---|---|----|
| # 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:** DataBase 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 degree 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."*

Please refer to pages 9-13 for specific Admission requirements.

# 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/reservationist, or cruise, hotel and tour representatives. The program provides extensive training in domestic and international ticketing and reservation procedures. A heavy emphasis is placed on destination travel geography. The curriculum stresses business management, sales, customer service, ethics, legal issues, hospitality, and communication techniques through lecture, discussion and role playing.

Students will participate in a travel experience at an additional cost of approximately \$800\*\*. Students may also be selected to participate in an internship at a location such as Disney World. Participation in the Walt Disney internship may affect course sequences. 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.

## NHTI Alumni Profile

### Stacy Mehlhorn

**Major:** Travel & Tourism

After graduating from NHTI, Stacy accepted a position as a Corporate Travel Agent with Horizons Unlimited Travel Agency of Danvers, MA.

*"I had friends who had attended NHTI who strongly recommended the school to me. The professors are knowledgeable and really care about student success. The Travel and Tourism Program makes students more aware of exciting opportunities beyond New Hampshire's borders."*

### FIRST YEAR

| FALL SEMESTER   |                      |                         |   | CL | LAB | CR |
|-----------------|----------------------|-------------------------|---|----|-----|----|
| EN 100          | English              | Composition             | 4 | 0  | 4   |    |
| # GY 135        | Destination Travel   | Geography I             | 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 |                      |                         |   |    |     |    |
| BU 170          | Principles of        | Marketing               | 3 | 0  | 3   |    |
| EN 120          | Communications       |                         | 3 | 0  | 3   |    |
| # GY 137        | Destination Travel   | Geography II            | 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   |              |
| PY 105               | Introduction to | Psychology OR          |     |     |     |              |
| SO xxx               | Social Science  | Elective               | 3-4 | 0   | 3-4 |              |
| SO 210               | Macroeconomics  | OR                     |     |     |     |              |
| SO 211               | Microeconomics  |                        | 3   | 0   | 3   |              |
| # HR 245             | Meeting and     | Convention Planning OR |     |     |     |              |
| # TR xxx             | Travel          | Elective               | 3   | 0   | 3   |              |
| # TR 220             | Computer        | Reservations I         | 2   | 2   | 3   |              |
|                      |                 |                        |     |     |     | 15-16        |
| SPRING SEMESTER      |                 |                        |     |     |     |              |
| BU 150               | Supervision     |                        | 3   | 0   | 3   |              |
| FL xxx               | Foreign         | Language               | 3   | 0-2 | 3-4 |              |
| # HR 260             | Hospitality     | Sales/Marketing        | 3   | 0   | 3   |              |
| # TR 240             | Computer        | Reservations II        | 2   | 2   | 3   |              |
| # TR 275             | Travel          | Experience             | 1   | 2   | 2   |              |
| # TR 280             | Senior          | Travel Seminar         | 1   | 0   | 1   |              |
| # TR 290             | Travel          | Internship OR          | 0   | 9   | 3   |              |
| XX xxx               | General         | Elective*              | 3   | 0   | 3   |              |
|                      |                 |                        |     |     |     | 18-19        |
| <b>TOTAL CREDITS</b> |                 |                        |     |     |     | <b>65-67</b> |

\* Students entering the 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.

\*\* Students enrolled full-time in the Travel and Tourism degree program will be assessed a Travel Experience fee of \$200 per semester for a maximum of \$800. An account will be set up through the Student Travel Society. Students will be able to obtain a refund of those monies up until the first meeting in the second week of class on the semester prior to the Travel Experience course. Once a student enters his/her senior year, monies are no longer refundable. Since reservations and deposits need to be completed by the end of September, if a student changes majors, withdraws or becomes academically ineligible during the third semester, problems arise with cancellation fees. Charges and refunds for part-time and transfer students will be handled on an individual basis.

# Indicates major field courses.

Please refer to pages 9-13 for specific Admission requirements.

## 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.

### FIRST YEAR

| FALL SEMESTER   | CL  | LAB | CR    |
|---|-----|-----|-------|
| EN 101 English Composition                            | 4   | 0   | 4     |
| # GY 135 Destination Travel Geography I               | 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    |
| <b>SPRING SEMESTER</b>                                |     |     |       |
| BU 170 Marketing                                      | 3   | 0   | 3     |
| EN 120 Communications                                 | 3   | 0   | 3     |
| PY 105 Introduction to Psychology OR                  |     |     |       |
| SO xxx Social Science Elective                        | 3-4 | 0   | 3-4   |
| # 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     |
|   |     |     | 18-19 |

### SECOND YEAR

| FALL SEMESTER                               | CL | LAB | CR           |
|---|----|-----|--------------|
| AC 103 Fundamentals of Accounting I         | 3  | 0   | 3            |
| SO 210 Macroeconomics OR                    |    |     |              |
| SO 211 Microeconomics                       | 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           |
| <b>SPRING SEMESTER</b>                      |    |     |              |
| AC 104 Fundamentals of Accounting II        | 3  | 0   | 3            |
| BU 150 Supervision                          | 3  | 0   | 3            |
| FL xxx Foreign Language                     | 3  | 0-2 | 3-4          |
| # HR 293 Senior Hospitality Seminar         | 1  | 0   | 1            |
| # HR 260 Hospitality Sales/Marketing        | 3  | 0   | 3            |
| # HR 290 Hotel Administration Internship OR | 0  | 9   | 3            |
| XX xxx General Elective*                    | 3  | 0   | 3            |
|   |    |     | 16-17        |
| <b>TOTAL CREDITS</b>                        |    |     | <b>65-67</b> |

## NHTI Faculty Profile

**Maryanne S. Adams**  
*Department Head,*  
*Travel and Tourism/*  
*Hotel Administration*

B.S. Hood College  
 M.S. New Hampshire College

Professor Adams came to NHTI in 1992 and has been a prime mover behind the establishment of NHTI's Travel and Tourism Program as one of the region's finest.

*"People in the tourism industry need to understand the concept of service. Our senior trip allows students to experience first-hand the wide range of actions and emotions that go with running a successful hospitality operation."*

# Indicates major field courses.

Please refer to pages 9-13 for specific Admission requirements.

# Real Estate

## Real Estate

The Real Estate program will prepare students for a career in Real Estate, either as an associate working under the supervision of a broker (and then if he/she chooses, as the owner of a real estate business) or in one of the many other careers in the field of Real Estate. 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 1998-99 academic year. Students are **not** required to complete all coursework within two years.

### 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   | <u>4</u> |
|               |                              |  |    |     | 17       |

### SPRING SEMESTER

|          |                                     |  |   |    |          |
|----------|-------------------------------------|--|---|----|----------|
| 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 | <u>4</u> |
|          |                                     |  |   |    | 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   | <u>3</u> |
|               |                             |  |     |     | 16-17    |

### SPRING SEMESTER

|                      |                                   |  |              |    |          |
|----------------------|-----------------------------------|--|--------------|----|----------|
| 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 | <u>5</u> |
|                      |                                   |  |              |    | 15       |
| <b>TOTAL CREDITS</b> |                                   |  | <b>64-65</b> |    |          |

# Indicates major field courses.

\* Real Estate Internship requires 2.0 GPA to enroll

Please refer to pages 9-13 for specific Admission requirements.

## NHTI Faculty Profile

**Thomas Neal**  
*Real Estate*

B.S., St. John's University  
J.D., St. John's University

Professor Neal came to NHTI in 1996 and has played a key role in establishing the Institute's new degree program in Real Estate.

*"I love working at NHTI. The students are great here. So is the faculty, staff and administration. I look forward to coming to work here each day!"*

# 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.

### 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

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

|          |                                     |  |   |   |   |
|----------|-------------------------------------|--|---|---|---|
| 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 223      | Dental Hygiene Specialty Clinic I |  | 0  | 7   | 2  |
| # DN 241      | Community Dental Health           |  | 2  | 0   | 2  |
| # DN 240      | Dental Hygiene Science            |  | 4  | 0   | 4  |
|               |                                   |  |    |     | 13 |

### SPRING SEMESTER

|          |                                    |  |   |   |    |
|----------|------------------------------------|--|---|---|----|
| EN 120   | Communications                     |  | 3 | 0 | 3  |
| # DN 202 | Dental Hygiene IV                  |  | 2 | 0 | 2  |
| # DN 221 | Clinical Dental Hygiene IV         |  | 1 | 8 | 3  |
| # DN 235 | Dental Hygiene Research            |  | 2 | 0 | 2  |
| # DN 224 | Dental Hygiene Specialty Clinic II |  | 0 | 7 | 2  |
| SO 203   | Sociology                          |  | 3 | 0 | 3  |
|          |                                    |  |   |   | 15 |

**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

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

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

|          |                                     |  |   |   |   |
|----------|-------------------------------------|--|---|---|---|
| # 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 223      | Dental Hygiene Specialty Clinic I |  | 0  | 7   | 2  |
| # DN 240      | Dental Hygiene Science            |  | 4  | 0   | 4  |
| # DN 241      | Community Dental Health           |  | 2  | 0   | 2  |
|               |                                   |  |    |     | 13 |

### SPRING SEMESTER

|          |                                    |  |   |   |   |
|----------|------------------------------------|--|---|---|---|
| # DN 202 | Dental Hygiene IV                  |  | 2 | 0 | 2 |
| # DN 221 | Clinical Dental Hygiene IV         |  | 1 | 8 | 3 |
| # DN 235 | Dental Hygiene Research            |  | 2 | 0 | 2 |
| # DN 224 | Dental Hygiene Specialty Clinic II |  | 0 | 7 | 2 |
|          |                                    |  |   |   | 9 |

**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 Community Education

# Indicates major field courses.

Please refer to pages 9-13 for specific Admission requirements.

# DENTAL ASSISTING

## 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.

| 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   | <u>3</u> |
|               |  |    |     | 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 182        | Office Procedures and Management with Computer Applications | 1  | 2   | 2        |
| # DN 196        | Dental Assisting Clinical Experience II                     | 0  | 15  | 5        |
| # DN 239        | Medical Emergencies for Dental Assisting                    | 2  | 0   | 2        |
| EN 120          | Communications  | 3  | 0   | <u>3</u> |
|                 |   |    |     | 20       |

| SUMMER SEMESTER      |  | CL | LAB | CR        |
|----------------------|--|----|-----|-----------|
| # DN 198             | Dental Assisting Clinical Experience III (6 weeks) | 2  | 8   | <u>4</u>  |
|                      |  |    |     | 4         |
| <b>TOTAL CREDITS</b> |  |    |     | <b>44</b> |

# Indicates major field courses.

## NHTI Alumni Profile

**Emily Griffin**  
Class of 1998

Major: Dental Assisting

Emily returned to college as a non-traditional student in 1996, graduating from NHTI in 1998.

*"Going back to school at age 42 proved to be a wonderful experience for me. The people at NHTI were so helpful. The professors were great. They all seemed to take a lot of pride in the school. Everyone seems to be pulling for the students to succeed, from Financial Aid to the Bookstore to Student Affairs. Going to NHTI really paid off. I graduated on Saturday and started a new job on Monday."*

## NHTI Alumni Profile

**Melanie Gibson**  
Class of 1998

Major: Dental Hygiene

*"I looked into several options before deciding on NHTI. . . The clinic and the facilities here are first-rate. The professors are tough but they bring out the best in you. They really care. My NHTI education exceeded my expectations."*

Please refer to pages 9-13 for specific Admission requirements.

# 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.

### 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

|  |   |   |    |
|--|---|---|----|
| # 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*                                 | 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     |
| EN 120 Communications  | 3  | 0   | 3     |
| PI 242 Contemporary Ethical Issues                                   | 3  | 0   | 3     |
| XX xxx General Education Elective*                                   | 3  | 0   | 3     |
|  |    |     | 15-17 |

#### TOTAL CREDITS

67-69

### SECOND YEAR

#### FALL SEMESTER

|  |   |    |    |
|--|---|----|----|
| # 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*                                     | 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. Other General Education electives may be selected from those listed on page 17 except those with a BU or IS prefix.

# Indicates major field courses

Please refer to pages 9-13 for specific Admission requirements.

# EARLY CHILDHOOD EDUCATION

## 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   | <u>3</u> |
|               |   |    |     | 13       |

### SPRING SEMESTER

|        |   |   |   |          |
|--------|---|---|---|----------|
| EN xxx | English Elective                            | 3 | 0 | 3        |
| PY 110 | Human Growth and Development: The Life Span | 3 | 0 | 3        |
| XX xxx | General Education Elective*                 | 3 | 0 | <u>3</u> |
|        |   |   |   | 9        |

### SECOND YEAR

| FALL SEMESTER |   | CL | LAB | CR       |
|---------------|---|----|-----|----------|
| XX xxx        | General Education Elective*                               | 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   | <u>2</u> |
|               |   |    |     | 12       |

### SPRING SEMESTER

|          |                                    |   |   |          |
|----------|------------------------------------|---|---|----------|
| # 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 | <u>3</u> |
|          |                                    |   |   | 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  | <u>5</u> |
|               |   |    |     | 11       |

### SPRING SEMESTER

|          |  |   |    |          |
|----------|--|---|----|----------|
| # EC 280 | Senior Seminar in Professional Development               | 3 | 0  | 3        |
| # EC 293 | Early Childhood Practicum II OR                          | 2 | 5  | 3        |
| # EC 294 | Early Childhood Ed. 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  | <u>3</u> |
|          |  |   |    | 12-14    |

**TOTAL CREDITS 67-69**

## NHTI Alumni Profile

**Kristen Judge**  
**Class of 1998**

**Major:** Early Childhood Education

Kristen was involved in numerous campus activities as a student at NHTI.

*"My experiences at NHTI are filled with many memories and achievements that will last a lifetime. Without attending NHTI, I would not have met some of my greatest friends or achieved goals professionally and personally."*

\* 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. Other General Education electives may be selected from those listed on page 17 except those with BU or IS prefixes.

# Indicates major field courses.



# Health Science

## Health Science

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

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

|   | Credits |
|---|---------|
| English (including English Composition) . . . . . | 6       |
| Social Science . . . . .                          | 6       |
| BI 101 or BI 131 . . . . .                        | 4       |
| BI 102 or BI 132 . . . . .                        | 4       |

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

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

Please note that a minimum of 16 credit hours must be earned through instruction at NHTI, with a minimum of 8 credit hours in courses numbered at the 200-level.

## 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 Postsecondary 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."*

# 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.

### 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

|          |   |   |    |       |
|----------|---|---|----|-------|
| BI 120   | Human Biology                               | 3 | 0  | 3     |
| BI 121   | Human Biology Lab ( <i>optional</i> )       | 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     |
|          |   |   |    | 14-15 |

### SUMMER SEMESTER

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

# Indicates major field courses.

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

### 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 250      | Conflict Resolution in Modern Society OR   |    |     |    |
| SO xxx        | Social Science Elective OR                 |    |     |    |
| PS xxx        | Political Science                          | 3  | 0   | 3  |
| IS 166        | PC Applications                            | 2  | 2   | 3  |
|               |  |    |     | 14 |

### SPRING SEMESTER

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

66-67

Please refer to pages 9-13 for specific Admissions requirements.

**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           |   |    |              |
|----------------------|---|----|--------------|
| FALL SEMESTER        |   | CL | LAB CR       |
| # 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           |
| SPRING SEMESTER      |   |    |              |
| # AD 220             | Twelve Core Functions of the Substance Abuse Counselor  | 3  | 0 3          |
| BI 120               | Human Biology   | 3  | 0 3          |
| BI 121               | Human Biology Lab (optional)  | 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          |
|                      |   |    | 15-16        |
| 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          |   |    |              |
| FALL SEMESTER        |   |    |              |
| # AD 240             | Alcohol/Drug Abuse Treatment Planning, Case Management and Documentation                                | 3  | 0 3          |
| # AD 292             | 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           |
| SPRING SEMESTER      |   |    |              |
| # AD 250             | Adv. Seminar in Alcohol/Drug Abuse  | 3  | 0 3          |
| # AD 293             | Practicum III: Alcohol and Drug Abuse Counseling  | 2  | 15 7         |
| EN 120               | 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           |
| <b>TOTAL CREDITS</b> |   |    | <b>72-73</b> |

\* If Algebra I passed with a grade of C, may substitute any BU/MT/SC Elective (except MT 100)  
# Indicates major field courses.

**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           |   |    |              |
|----------------------|---|----|--------------|
| 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      |   |    |              |
| BI 120               | Human Biology   | 3  | 0 3          |
| BI 121               | Human Biology Lab (optional)  | 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          |
|                      |   |    | 14-15        |
| SUMMER SEMESTER      |   |    |              |
| # 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             |   |    |              |
| 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          |   |    |              |
| FALL SEMESTER        |   |    |              |
| # MH 295             | Mental Health Practicum II  | 2  | 10 5         |
| # PY 280             | Individual Counseling: Theory and Practice  | 3  | 0 3          |
| # SO 250             | Conflict Resolution in Modern Society OR  |    |              |
| SO xxx               | Social Science Elective OR  |    |              |
| PS xxx               | Political Science Elective  | 3  | 0 3          |
| IS 166               | PC Applications   | 2  | 2 3          |
|                      |   |    | 14           |
| 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           |
| <b>TOTAL CREDITS</b> |   |    | <b>66-67</b> |

Please refer to pages 9-13 for specific Admissions requirements.

# 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 achievement 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 105 Fundamentals of Paramedic Practice* | 2  | 0   | 1  |
| # PM 117 Physical Assessment                 | 3  | 2   | 4  |
| # PM 142 Cardiology I                        | 3  | 0   | 3  |
|  |    |     | 16 |
| SPRING SEMESTER                              |    |     |    |
| BI 102 Anatomy and Physiology II             | 3  | 2   | 4  |
| EN 120 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                              |    |     |    |
| # PM 152 PHTLS (16 hour class)               | 1  | 1   | 1  |
| # PM 198 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                                |    |     |           |
| 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        |
| <b>TOTAL CREDITS</b>                           |    |     | <b>74</b> |

# Indicates major field courses

\* 10 weeks

## 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.

*"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

**Peter Fecteau**

**Class of 1998**

**Major:** Emergency Medical Services

Peter is currently employed at Trinity Ambulance in Lowell, MA.

*"You have to make a lot of choices in life. One of the best choices I ever made was to attend NHTI."*

Please refer to pages 9-13 for specific Admissions requirements.

# Diagnostic Medical Imaging

## 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. 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.

### FIRST YEAR

| SUMMER SEMESTER (6 weeks) |                               | CL | LAB | CR       |
|---------------------------|-------------------------------|----|-----|----------|
| # XR 101                  | Fundamentals of Radiography   | 1  | 2   | 2        |
| # XR 116                  | Radiographic Exposure I       | 3  | 2   | 4        |
| # XR 121                  | Radiation Protection          | 2  | 0   | 2        |
| # XR 151                  | Radiologic Nursing Procedures | 2  | 0   | <u>2</u> |
|                           |                               | 10 |     |          |

### FALL SEMESTER

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

### SPRING SEMESTER

|          |   |    |    |          |
|----------|---|----|----|----------|
| BI 132   | Radiologic Anatomy and Related Physiology II        | 3  | 2  | 4        |
| EN 120   | Communications                                      | 3  | 0  | 3        |
| # XR 164 | Radiographic Positioning and Clinical Procedures II | 3  | 18 | 7        |
| # XR 180 | Radiographic Physics                                | 4  | 0  | <u>4</u> |
|          |   | 18 |    |          |

### SECOND YEAR

| SUMMER SEMESTER (11 weeks) |                                      | CL | LAB | CR       |
|----------------------------|--------------------------------------|----|-----|----------|
| PY 105                     | Introduction to Psychology           | 3  | 0   | 3        |
| # XR 202                   | Introduction to CT Scanning          | 3  | 0   | 3        |
| XR 165                     | Radiographic Clinical Procedures III | 0  | 24  | 4        |
| # XR 271                   | Special Imaging Modalities           | 2  | 0   | <u>2</u> |
|                            |                                      | 12 |     |          |

### FALL SEMESTER

|          |  |    |    |          |
|----------|--|----|----|----------|
| IS 166   | PC Applications                        | 2  | 2  | 3        |
| SO 203   | Sociology                              | 3  | 0  | 3        |
| # XR 201 | Pathology for Radiologic Technologists | 3  | 0  | 3        |
| # XR 294 | Radiographic Clinical Procedures IV    | 0  | 24 | <u>4</u> |
|          |  | 13 |    |          |

### SPRING SEMESTER

|          |   |       |    |          |
|----------|---|-------|----|----------|
| # XR 295 | Radiographic Clinical Procedures V                                  | 0     | 32 | 6        |
| # XX xxx | Social Science, Business, Political Science, or Psychology Elective | 3-4   | 0  | 3-4      |
| # PI 242 | Contemporary Ethical Issues   | 3     | 0  | <u>3</u> |
|          |   | 12-13 |    |          |

TOTAL CREDITS 82-83

## Three Year Option

Fall Start

### FIRST YEAR

| 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   | <u>3</u> |
|               |   | 11 |     |          |

### SPRING SEMESTER

|        |  |    |   |          |
|--------|--|----|---|----------|
| BI 132 | Radiologic Anatomy and Related Physiology II | 3  | 2 | 4        |
| EN 120 | Communications                               | 3  | 0 | 3        |
| PY 105 | Introduction to Psychology                   | 3  | 0 | <u>3</u> |
|        |  | 10 |   |          |

### SECOND YEAR

| SUMMER SEMESTER (6 weeks) |                                 | CL | LAB | CR       |
|---------------------------|---------------------------------|----|-----|----------|
| # XR 101                  | Fundamentals of Radiography     | 1  | 2   | 2        |
| # XR 116                  | Radiographic Exposure I         | 3  | 2   | 4        |
| # XR 121                  | Radiation Protection            | 2  | 0   | 2        |
| # XR 151                  | Radiographic Nursing Procedures | 2  | 0   | <u>2</u> |
|                           |                                 | 10 |     |          |

### FALL SEMESTER

|          |  |    |    |          |
|----------|--|----|----|----------|
| # XR 161 | Radiographic Positioning and Clinical Procedures I | 3  | 18 | 7        |
| # XR 220 | Radiographic Exposure II                           | 1  | 2  | 2        |
| PI 242   | Contemporary Ethical Issues                        | 3  | 0  | <u>3</u> |
|          |  | 12 |    |          |

### SPRING SEMESTER

|          |   |    |    |          |
|----------|---|----|----|----------|
| # XR 164 | Radiographic Positioning and Clinical Procedures II | 3  | 18 | 7        |
| # XR 180 | Radiographic Physics                                | 4  | 0  | <u>4</u> |
|          |   | 11 |    |          |

### THIRD YEAR

| SUMMER SEMESTER (11 weeks) |  | CL | LAB | CR       |
|----------------------------|--|----|-----|----------|
| # XR 165                   | Radiographic Positioning and Clinical Procedures III | 0  | 24  | 4        |
| # XR 271                   | Special Imaging Modalities                           | 2  | 0   | 2        |
| # XR 202                   | Introduction to CT Scanning                          | 3  | 0   | <u>3</u> |
|                            |  | 9  |     |          |

### FALL SEMESTER

|          |  |    |    |          |
|----------|--|----|----|----------|
| SO 203   | Sociology                                | 3  | 0  | 3        |
| # XR 201 | Pathology for Radiographic Technologists | 3  | 0  | 3        |
| # XR 294 | Radiographic Clinical Procedures V       | 0  | 24 | <u>4</u> |
|          |  | 10 |    |          |

### SPRING SEMESTER

|          |  |      |    |            |
|----------|--|------|----|------------|
| # XR 295 | Radiographic Clinical Procedures                                   | 0    | 32 | 6          |
| XX xxx   | Social Science, Business, Political Science or Psychology Elective | 3-4  | 0  | <u>3-4</u> |
|          |  | 9-10 |    |            |

TOTAL CREDITS 82-83

# Indicates major field courses.

Please refer to pages 9-13 for specific Admissions requirements.

# Diagnostic Medical Imaging

## 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.

### FIRST YEAR

#### FALL SEMESTER

|         |                                     | CL | LAB | CR       |
|---------|-------------------------------------|----|-----|----------|
| # DS201 | Principles of Sonography            | 3  | 3   | 4        |
| # DS265 | Sonographic Anatomy and Pathology I | 3  | 0   | 3        |
| # DS275 | Sonographic Principles of OB/GYN I  | 3  | 0   | 3        |
| # DS295 | DMS Clinic I                        | 0  | 16  | <u>4</u> |
|         |                                     |    |     | 14       |

#### SPRING SEMESTER

|         |                                      |   |    |          |
|---------|--------------------------------------|---|----|----------|
| # DS221 | Sonographic Physics                  | 3 | 0  | 3        |
| # DS266 | Sonographic Anatomy and Pathology II | 3 | 0  | 3        |
| # DS277 | Sonographic Principles of OB/GYN II  | 3 | 0  | 3        |
| # DS296 | DMS Clinic II                        | 0 | 24 | <u>6</u> |
|         |                                      |   |    | 15       |

#### SUMMER SEMESTER (10 weeks)

|         |                                   |   |    |          |
|---------|-----------------------------------|---|----|----------|
| # DS241 | Principles of Vascular Ultrasound | 3 | 2  | 4        |
| # DS297 | DMS Clinic III                    | 0 | 32 | <u>8</u> |
|         |                                   |   |    | 12       |

### SECOND YEAR

#### FALL SEMESTER

|         |                        |   |    |          |
|---------|------------------------|---|----|----------|
| # DS233 | Seminars in Sonography | 4 | 0  | 4        |
| # DS298 | DMS Clinic IV          | 0 | 32 | <u>8</u> |
|         |                        |   |    | 12       |

TOTAL CREDITS 53

## 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."*

# Indicates major field courses.

Please refer to pages 9-13 for specific Admissions requirements.

# 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.

All nursing courses must be completed within four (4) years of the date of entry into the first nursing course (for LPN-ADN Transition, within two (2) years of entry into the first nursing course). Transfer credit for courses equivalent in academic content and credit hours will depend upon the grade obtained, course content, and the length of time since the course was completed. Contact the Admissions Office for information about transfer credit.

## 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   | <u>3</u> |
|               |                            |    |     | 19       |

### SPRING SEMESTER

|          |  |   |    |          |
|----------|--|---|----|----------|
| # 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:<br>The Life Span | 3 | 0  | <u>3</u> |
|          |  |   |    | 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   | <u>3</u> |
|               |                |    |     | 18       |

### SPRING SEMESTER

|                      |                             |   |    |           |
|----------------------|-----------------------------|---|----|-----------|
| # NU 215             | Nursing III                 | 4 | 15 | 9         |
| EN xxx               | English Elective            | 3 | 0  | 3         |
| PI 242               | Contemporary Ethical Issues | 3 | 0  | <u>3</u>  |
|                      |                             |   |    | 15        |
| <b>TOTAL CREDITS</b> |                             |   |    | <b>70</b> |

## Evening Associate Degree Option

The Evening Associate Degree Nursing Option is an alternative for students who prefer to take courses in the evening. The program is identical to the Day Option but offers courses over a three year period.

### FIRST YEAR

| FALL SEMESTER |                          | CL | LAB | CR       |
|---------------|--------------------------|----|-----|----------|
| BI 101        | Anatomy and Physiology I | 3  | 2   | 4        |
| EN 101        | English Composition      | 4  | 0   | <u>4</u> |
|               |                          |    |     | 8        |

### SPRING SEMESTER

|        |                            |   |   |          |
|--------|----------------------------|---|---|----------|
| BI 102 | Anatomy and Physiology II  | 3 | 2 | 4        |
| PY 105 | Introduction to Psychology | 3 | 0 | <u>3</u> |
|        |                            |   |   | 7        |

### SUMMER SEMESTER

|        |                  |   |   |          |
|--------|------------------|---|---|----------|
| BI 202 | Microbiology     | 3 | 3 | 4        |
| EN xxx | English Elective | 3 | 0 | <u>3</u> |
|        |                  |   |   | 7        |

### SECOND YEAR

| FALL SEMESTER |  | CL | LAB | CR       |
|---------------|--|----|-----|----------|
| # NU 115      | Nursing I                                      | 5  | 9   | 8        |
| PY 110        | Human Growth and Development:<br>The Life Span | 3  | 0   | <u>3</u> |
|               |  |    |     | 11       |

### SPRING SEMESTER

|          |                |   |    |          |
|----------|----------------|---|----|----------|
| # NU 116 | Nursing IIA OR |   |    |          |
| # NU 117 | Nursing IIB    | 6 | 15 | 11       |
| SO 203   | Sociology      | 3 | 0  | <u>3</u> |
|          |                |   |    | 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   | <u>3</u> |
|               |                             |    |     | 14       |

### SPRING SEMESTER

|                      |             |   |    |           |
|----------------------|-------------|---|----|-----------|
| # NU 215             | Nursing III | 4 | 15 | <u>9</u>  |
| <b>TOTAL CREDITS</b> |             |   |    | <b>70</b> |

# Indicates major field courses

Please see Program Comments on page 60

Please refer to pages 9-13 for specific Admissions requirements.

# NURSING

## 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:

| SUMMER SEMESTER (12 weeks) |  | 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:<br>The Life Span (6 wks) | 3  | 0   | <u>3</u>  |
|                            |  |    |     | 18        |
| FALL SEMESTER              |  |    |     |           |
| # NU 117                   | Nursing IIB  | 6  | 15  | 11        |
| BI 202                     | Microbiology   | 3  | 3   | 4         |
| SO 203                     | Sociology  | 3  | 0   | <u>3</u>  |
|                            |  |    |     | 18        |
| SPRING SEMESTER            |  |    |     |           |
| # NU 215                   | Nursing III  | 4  | 15  | 9         |
| EN xxx                     | English Elective                                       | 3  | 0   | 3         |
| PI 242                     | Contemporary Ethical Issues                            | 3  | 0   | <u>3</u>  |
|                            |  |    |     | 15        |
| <b>TOTAL CREDITS</b>       |  |    |     | <b>70</b> |

### Program Comments:

1. Students in clinical courses are required to have in effect professional liability insurance and medical insurance. A record of a complete physical examination and documentation of current immunizations must be on file in the Student Health Office, located in MacRury Hall.
2. Clinical facilities are located within a radius of 60 miles of NHTI. Depending on site of instructor availability, students may be required to do an alternative clinical rotation (evening instead of day, or vice versa).
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 CPR certification for one and two person adult and child prior to registering for any nursing course.
5. Students will be required to take NLN Achievement Tests periodically throughout the Program and will be charged a nominal testing fee.
6. All nursing students will be charged a \$350/semester Nursing Clinical Surcharge during each semester in which the student is enrolled in a nursing clinical course.

## NHTI Faculty Profile

**Karen Noonan**

*Nursing*

B.S., Stony Brook University  
B.A., Stony Brook University  
M.A., New York University

Karen came to NHTI in 1996, bringing with her many years of experience in nursing education.

*"Admiration! That's what I feel concerning our nursing students. Given the many commitments in their lives, the time and effort they devote to their education is amazing."*

## 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 degree is designed to prepare people for careers in police work and corrections, in addition to serving as the basis to transfer on to complete a baccalaureate degree. For those already in service, the program provides educational progress for promotion and other career development purposes. All students take a common first year of study. In the second year, they can specialize in courses focusing on police work or corrections.

The degree of Associate in Science with a major in Criminal Justice will be awarded upon completion of all 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     |
|                 | BI 121 | Human Biology Lab+ ( <i>optional, highly recommended</i> ) |  | 0  | 2   | 1     |
| #               | 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     |
|                 |        |  |  |    |     | 16-17 |

## Law Enforcement Option

### SECOND YEAR

| FALL SEMESTER |        |                                      |  | CL | LAB | CR    |
|---------------|--------|--------------------------------------|--|----|-----|-------|
| #             | CJ 150 | Criminology                          |  | 3  | 0   | 3     |
| #             | CJ 205 | Police Administration and Operations |  | 3  | 0   | 3     |
| #             | CJ 270 | Criminal Justice Internship*         |  | 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* |  | 0   | 9   | 3     |
|                 | PS 220 | Public Administration        |  | 3   | 0   | 3     |
|                 | PI 242 | Contemporary Ethical Issues  |  | 3   | 0   | 3     |
|                 | XX xxx | General Elective             |  | 3-4 | 0   | 3-4   |
|                 |        |                              |  |     |     | 15-19 |

TOTAL CREDITS 66-68

# Indicates major field courses.

\* Students contemplating further education are strongly encouraged to take the Human Biology Lab to ensure transferability.

## 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     |
| #             | CJ 270 | Criminal Justice Internship* OR       |  | 0  | 9   | 3     |
| #             | CJ 275 | Criminal Justice Senior Project       |  | 3  | 0   | 3     |
|               | IS 166 | PC Applications                       |  | 2  | 2   | 3     |
|               | PY 205 | Crisis Intervention                   |  | 3  | 0   | 3     |
|               | PS 231 | American Government                   |  | 3  | 0   | 3     |
|               |        |                                       |  |    |     | 15-18 |

| 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     |
|                 | PI 242 | Contemporary Ethical Issues     |  | 3   | 0   | 3     |
|                 | PS 220 | Public Administration           |  | 3   | 0   | 3     |
|                 | XX xx  | General Elective                |  | 3-4 | 0   | 3-4   |
|                 |        |                                 |  |     |     | 15-19 |

TOTAL CREDITS 66-68

\* CJ 270 - CJ 275 Senior Project/Internship can be taken in either semester of the senior year.

Please refer to pages 9-13 for specific Admissions requirements.

# 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.

| 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   | <u>4</u> |
|                      |                                       |  |              |     | 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   | <u>3</u> |
|                      |                                       |  |              |     | 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 ( <i>optional</i> )        |  | 0            | 8   | <u>3</u> |
|                      |                                       |  |              |     | 6-9      |
| <b>TOTAL CREDITS</b> |                                       |  | <b>22-25</b> |     |          |

## NHTI Faculty Profile

### Monique Graf *Criminal Justice*

A.S., Northern Essex Community College

B.S., UMass, Lowell

M.A., 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!"*

#Indicates major field courses.

Please refer to pages 9-13 for specific Admissions requirements.

# 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<br>(if applying for experiential learning credit)                  | 1         |
| English (including English Composition)  | 6         |
| Social Science   | 6         |
| Mathematics/Business/Science<br>(including one Lab Science or Math course)                             | 9         |
| General Education Electives  | 9         |
| Major Field Concentration OR<br>Technical Specialty<br>(up to 20 credits may be experiential learning) | 33        |
| <b>TOTAL CREDITS</b>   | <b>64</b> |

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

*Please refer to pages 9-13 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 |
|---|---------------------------|
| <b>English/Humanities</b>   | 15                        |
| Subjects: English Composition (required), Foreign Languages, Philosophy, Communication, Literature, Art |                           |
| <b>Mathematics</b>  | 6                         |
| <b>Science</b>  | 8                         |
| <b>Social Sciences</b>  | 12                        |
| Subjects: Political Science, Psychology, Sociology, History   |                           |
| <b>Arts and Science Electives</b>   | 20                        |
| <b>Computer Literacy</b>  | 3                         |
| <b>TOTAL CREDITS</b>  | <b>64</b>                 |

## Sample Program

| SEMESTER I                             | CREDITS |
|--|---------|
| English Composition                    | 4       |
| Math                                   | 4       |
| English/Humanities Elective            | 3       |
| Social Science Elective                | 3       |
| Computer Literacy                      | 3       |
|  | 17      |
| SEMESTER II                            |         |
| English/Humanities Elective            | 3       |
| Math Electives                         | 4       |
| Social Science OR<br>Science Electives | 8-9     |
|  | 15-16   |
| SEMESTER III                           |         |
| English/Humanities Electives           | 6       |
| Science or Math Elective               | 4       |
| Social Science Elective                | 6       |
|  | 16      |
| SEMESTER IV                            |         |
| English/Humanities Electives           | 6       |
| Science or Math Elective               | 4       |
| Social Science Electives               | 6       |
|  | 16      |

*Please refer to pages 9-13 for specific Admissions requirements.*

# 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                                 | Hotel Administration      |
| Certified Nursing Assistant                | Human Resource Management |
| Community Social Service                   | Landscape Design          |
| Computer Information Systems               | Management                |
| Computer Technology Programming            | Marketing/Sales           |
| Conflict Resolution and Mediation          | Medical Transcription     |
| Early Childhood Education                  | Office Assistant          |
| Electronics                                | Paralegal Studies         |
| Entrepreneurship/Small Business Management | Travel and Tourism        |
| Gerontology                                |                           |

Please contact the Admissions Office for more details and a brochure at (603) 271-7134 or 1-800-247-0179.

# Division of Community & Corporate Affairs

## 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 and Certificate Programs available in:

### Engineering Technology

Architectural Engineering Technology  
Computer Engineering Technology  
Computer Technology Programming\*  
Electronic Engineering Technology  
Manufacturing Engineering Technology  
Mechanical Engineering Technology

### Business Administration and Computer Information Systems

Accounting\*\*  
Computer Information Systems\*\*  
Entrepreneurship/Small Business Management\*  
Human Resource Management\*\*  
Management\*\*  
Travel and Tourism\*\*  
Marketing  
Marketing/Sales\*  
Hotel Administration\*\*  
Office Assistant\*  
Real Estate  
Sports Management

### Health and Human Services

Community Social Service\*  
Conflict Resolution and Mediation\*  
Early Childhood Education\*\*  
Human Services  
Alcohol and Drug Abuse Counseling  
Gerontology\*  
Medical Transcription\*

### Additional Programs

Associate of Arts - Transfer Program  
Associate in General Studies  
OPTIONS - early access  
Criminal Justice  
Electronics\*  
Landscape Design  
Paralegal Studies Certificate\*

\* notes programs that are available as certificates only

\*\* both certificate and associate degree programs available

♣ Courses are also offered in a distance learning and on-line format

*For more complete information and to be placed on the DCE mailing list to receive schedules each semester call:*

Community Education at (603) 271-7122.

## Technology Deployment Center

### 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."*

The Technology Deployment Center serves as a resource for continuing professional education for business, industry, healthcare, government and education. Through a variety of seminars and workshops professionals can update their computer skills, network with others in their respective fields, gain continuing education units for professional development, or attend learning activities for personal enrichment.

The TDC partners with professional organizations to bring continued development to members, as well as promoting lifelong learning and professional excellence.

A variety of training activities are held on the campus of NHTI in Concord; however, customized training at the client's location is tailor-made to fit the client's needs.

Each year the TDC offers over 300 workshops and seminars in Quality Management, Topics and Practices in Healthcare, Business Communications and Computer Skills (both classroom based and on-line). The TDC also co-sponsor an annual Quality Conference in the fall and a Quality Exposition in the spring.

For more information and to receive the latest schedule, please contact:

The Technology Deployment Center  
11 Institute Drive  
Concord, NH 03301

Telephone: 603/271-6663  
FAX: 603/271-6667

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# 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 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. (Prerequisite: AD 110 or permission of Department Head)

**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. (Prerequisite: AD 220 and BI 120 or permission of Department Head)

**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. (Prerequisite: AD 230 or permission of Department Head)

**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 Department Head)

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### **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 Department Head)

### **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 Department Head)

## **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. (Co-requisite: AR 120)

### **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, shadowing, 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 AR120)

### **AR 120 Materials and Methods of Construction** 4-0-4

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. (Prerequisites: MT 101 and PH 101)

### **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)



**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.

**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)

## COURSE DESCRIPTIONS

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### **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.)

## **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 120 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.

### **BU 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.

### **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 sales people 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 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 221 Health Care Management in the U.S.** 3-0-3  
This course will examine health care trends within the United States. The focus will be on the evolving nature of health care and current debates. Students will explore such topics as: history of health care, hospital reorganization, care delivery settings, administrative and caregiver role changes, reimbursement, managed care and governmental interventions.
- 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 242 Business Ethics** 3-0-3  
An introductory study of classical and contemporary ethical philosophies and how these philosophies apply to current business practices. The course stresses analytical and problem solving skills to comprehend the ethical dimensions of business relationships: employer and employee; managers to owners; manufacturers to consumers; and corporations to the environment.
- 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 255 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)
- 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 150 recommended prior to taking BU 270)
- 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

## COURSE DESCRIPTIONS

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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)

### **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** 3-2-0

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.

### **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 experi-

mentation. 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 Introduction to Criminal Justice** 3-0-3

This course presents the history, development and current status of the criminal justice system in the United States, and the challenges it faces. When appropriate, the opportunity is taken to visit relevant agencies.

### **CJ 121 Criminal Procedure** 4-0-4

This course is 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

This course combines an examination of the general principles of criminal liability and excuse therefrom with a review of the substantive law of crimes in the United States. The course uses a combination of the Socratic/case law and lecture approach.

### **CJ 150 Criminology/Deviant Behavior** 3-0-3

This course is a detailed analysis of the development of criminological theory, embracing the contributing disciplines of biology, psychology, sociology, political science and integrated theory combining those disciplines. Attention is also paid to the offender/victim relationship.

### **CJ 205 Police Administration and Operations** 3-0-3

This course covers the principles of police organization, administration, along with community policing, as well as the selection, training, promotion and socialization of officers. It deals with the conflicting roles that the police and individual officers face in today's society as part of the justice system. It also examines issues involving the influence of research, police deviance, minorities, the use of force, and the general hazards of police work.

### **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

This course is 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

This course is a study of non-institutional sentences, and the agencies involved in their implementation. A detailed examination is made of Probation and Parole work.

### **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 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 IS 101 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: IS 101 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.)

## COURSE DESCRIPTIONS

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### **CP 112 Machine and Assembly Language**

2-3-3

This course covers microprocessor architecture, instruction sets, hardware interfacing and applications with emphasis on machine and assembly language programming. Laboratory exercises explore microcontroller systems level applications including parallel and serial data transfer, data acquisition, and real-time applications with digital and analog input and output signals. Advanced topics may include an introduction to control applications, digital signal processing (DSP), and embedded systems implementations. (Prerequisites: IS 101 and CP 107; co-requisite: CP 108 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++)

### **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: IS 101, CP 107, CP 108 and CP 111; 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: IS 101 and CP 107; or IS 101 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: IS 101, CP 107 and CP 234; or IS 101 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: IS 101 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: IS 101, CP 107 and CP 234; or IS 101 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: IS 101 and CP 107; or IS 101 and CP 205; or permission of the instructor; and co-requisite CP 234)

**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 252)

## 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.

## COURSE DESCRIPTIONS

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- DN 126 Nutrition** 2-0-2  
Essentials of adequate diet, vitamin and nutritional balances/imbalance, 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 182 Office Procedures and Management with Computer Applications** 1-2-2  
Development of working knowledge of office procedures to include telephone techniques, appointment scheduling and filing systems. Lectures will include information concerning patient intake and charting systems, as well as fundamentals of bookkeeping systems, prepaid dental care plans, payroll, and inventory control. Information from lecture topics will be integrated into a computer lab with the use of specialized dental office management software.
- 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 (6 weeks)** 2-8-4  
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 223 Dental Hygiene Speciality Clinic I** 0-7-2  
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 224 Dental Hygiene Specialty Clinic II** 0-7-2  
As a continuation of DN 223, students will gain additional insight working with clients with special needs. The oral hygiene health of this population will be served through practical application of dental hygiene theories and techniques. Students will gain experience through extended campus community clinics, supervised by staff instructors. (Prerequisites: DN 212 and DN 223 and current CPR certification)

**DN 235 Dental Hygiene Research** 2-0-2  
Under the guidance of an instructor, a research project is designed for presentation. Practical application of dental theories and techniques will be encouraged through externship opportunities. (Prerequisites: DN 126, DN 212, DN 240 and DN 241)

**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)

### 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)

**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 277 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.

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**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, 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 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 120)

### **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 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 285 or permission of Practicum Coordinator and a 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))

# COURSE DESCRIPTIONS

## 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: IS 101, 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. 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 IS 101)

### 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 (AM, FM, PM), transmission lines and microwave. A laboratory is coordinated with the lectures. (Prerequisite: EL 210)

### EL 305 Design Project Preparation 1-5-3

This course contains the background material and preparation necessary for Senior Design Project (EL 306) 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 the use of Electronic Design Automation (EDA) tools including, but not limited to, schematic capture and printed circuit board layout. An overview of current industry standards of workmanship and safety shall be included. In the second module, the student selects a project, obtains approval for that project and develops PROJECT DEFINITION. Much latitude is given in selecting a project. Projects may be undertaken individually or as teams. They may be internal or collaborative with industry. The project may involve developing a specific circuit or a more general exposure to the discipline in the form of an internship in an appropriate industrial environment. Ultimately, the project must meet the requirements outlined in EL 306 Senior Design Project and receive final approval from the instructor. Having received final approval, the definition will serve as a guideline for the next phase of the senior project. (Prerequisites: EN 125, EL 102 and EL 110; Co-requisite: EL 210 and EL 226 or permission of the instructor.)

**EL 306 Senior Design Project** 2-5-4  
 This course is the culmination of two years of theoretical study in the electronics engineering field and is intended to exercise and enhance the student's practical competency in that field. Combined with its preparation course (EL 305) each student will be involved with design, development, implementation, and testing of a curriculum related design as required by Project Definition developed by the student in EL 305. An accurate record of time invested is to be kept, all work to be documented in a logbook, and regular progress reports are to be submitted. As the project nears completion, a technical write-up will be required as well as a formal presentation of the project. (Prerequisite: EL 305; Co-requisite: EL 244 and EL 250 or permission of the instructor.)

**English**

**EN 100 Introductory English I** 3-0-3  
 Designed to prepare the student for English Composition, this course covers three basic areas: grammar and usage, paragraph development, and an introduction to the writing process. The needs of individual students are stressed. *The three institutional credits awarded for this course do not count toward graduation requirements.* Students must receive a grade of 'C' or better in EN 100 to be eligible to enroll in EN 101 - English Composition.

**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 communications 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 121 Introduction to Film** 3-0-3  
 The art, history, technology and theory of the narrative motion picture from the silent period to the present.

**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  
 An introductory survey involving the study of drama as literature and performance beginning with the Greeks and continuing through Shakespeare to the present.

**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 251 Contemporary Drama** 3-0-3  
 A seminar discussion of major drama since the 19th century. Some playwrights include Shaw, Miller, O'Neill, Albee, Pinter and Beckett.

**EN 255 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 272 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 285 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 287 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 291 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.

## COURSE DESCRIPTIONS

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### EN 295 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 additional 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 identifying 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 135 Destination Travel Geography I

3-0-3

This course examines the tourist destinations in the Western Hemisphere (North America, Latin America, South America, Caribbean). A comprehensive look at the major characteristics of the geographical location, climate, cultural and social aspects of the area. Students will also look at the sales opportunities for the destinations in these regions.

### GY 137 Destination Travel Geography II

3-0-3

This course examines the tourist destinations in the Eastern Hemisphere (Europe, Africa, Middle East, Asia, Pacific). A comprehensive look at the major characteristics of the geographical location, climate, cultural and social aspects of the area. Students will also look at the sales opportunities for the destinations in these regions.

## 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 offers the opportunity to put learned theory to practical application in a supervised work environment. Students are required to complete a minimum of 90 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the NHTI internship coordinators are scheduled to monitor and evaluate student progress. This course is limited to seniors and requires the approval of the Department Head. (Prerequisite: 2.5 GPA in major field courses and approval of Department Head)

**HR 293 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 Services

**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 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 Information 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)

## COURSE DESCRIPTIONS

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**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 241 Advanced Visual Basic** 2-2-3  
This course is a continuation of IS 240 Visual Basic, examining more advanced topics such as arrays, collections, error handling, classes/objects, ActiveX technology, and invoking the Window API's. A hands-on lab component will include developing business applications. (Prerequisites: IS 267 and IS 240, 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 248 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 268 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 Applications (VBA) as a development tool will be included. (Prerequisites: IS 240 and IS 267.)

**IS 286 Web Design and Development** 2-2-3  
This course will examine current technologies related to web site design and development. Topics will include setting up a web server, creating web pages, scripting, and security. The hands-on lab component will include using a web-authoring tool. (Prerequisites: IS 240, IS 248 and IS 267, or permission of instructor.)

**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)



**Mechanical Engineering Technology**

- MC 101 Design Graphics I** 1-3-2  
The first of a three course sequence aimed at developing the principles of graphic communication. Technical sketching, industrial print reading and Computer-Aided Drawing (CAD) training are presented concurrently. Topics covered include sketching techniques, lettering, orthographic projection, pictorials, auxiliary views, sectioning, dimensioning, tolerancing, fastening techniques and working drawings.
- MC 102 Design Graphics II** 1-3-2  
A continuation of MC 101 into topics of Computer-Aided Drawing and Design (CADD). The CADD training will include detailing, assembly drawings, Geometric Dimensioning & Tolerancing (GD & T) and 3D solid modeling. (Prerequisite: MC 101)
- MC 103 Design Graphics III** 1-3-2  
This course will provide the student with an in-depth exposure to 3 dimensional CADD (Computer-Aided Drawing and Design) modeling. The topics will emphasize the use of the software in the mechanical design process. Several types of modeling will be covered; wire frame, surface, and solid. Laboratory exercises will focus on creating 3D model geometry and then extracting 2D geometry from the 3D model to create engineering drawings. Prior knowledge of CAD is assumed. (Prerequisite: MC 102)
- 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 IS 166)
- 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 280 Fundamentals of Geometric Dimensioning and Tolerancing (GD & T)** 2-0-2  
A study of the technical language used to specify engineering design and drawing requirements with respect to actual "function" and "relationship" of part features. The Geometric Dimensioning and Tolerancing (GD & T) language is based on the US Standard ANSI/ASME Y14.5-1994. Practice in reading and applying the standard will be accomplished with video-taped presentations, discussion periods and workbook practice sessions. (Prerequisite: MC 101 or permission of the instructor)
- 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, IS 166 and PH 101; or permission of the instructor)

## COURSE DESCRIPTIONS

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### 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 202 Instrumentation and Controls** 3-2-4  
The course begins with the study of basic electronics (analog and digital) and electronic components (transistors, op-amps, SCR's). Electromechanical principles are introduced, leading to consideration of sensors and transducers used in production processes. Paralleling this sequence is the development of programming in Visual Basic. These two paths join during the second half of the course where programming logic controllers (PLC's) and relay ladder logic (RLL) are presented. In the laboratory, students gain hands-on experience with all hardware and software covered in the course. (Prerequisites: IS 166, 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 comparison between machining methods 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: MF 111 and IS 166)

**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 202, MF 220 and IS 166)

**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 IS 166)

### 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 or by permission of Department Head.)

**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, HU 103 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 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 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 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)

## COURSE DESCRIPTIONS

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### 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, geometrical 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 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 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)

## COURSE DESCRIPTIONS

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**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 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 experience. (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 105 Fundamentals of Paramedic Practice (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 198 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 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.

# COURSE DESCRIPTIONS

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## 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 100 Study Strategies Lab** 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 college experience and increase their chances of academic success. Individual periodic conferencing is also a key element of the course. The course meets twice a week during the first eight weeks of the semester. It is open to all students and required for some AGS students. Waivers from RD 100 can be granted for students transferring two or more college level classes with grades of B- or better. RD 100 may *not* be taken as an elective to meet graduation requirements.

### **RD 102 Study Strategies Lab** 1-0-1

Meeting during the second half of the semester, this course is designed for those AGS students who were required to take RD 100 and who received any mid-term grades below B-. The course provides additional academic support and hands-on application of strategies presented in RD 100. Students enrolled in RD 100 who received mid-term grades of B- or higher in all courses are waived from the course but are required to meet a minimum of three times with their RD 100 instructor during office hours for advising and scheduling. RD 102 may *not* be taken as an elective to meet graduation requirements. (Prerequisite: RD 100)

### **RD 103 Study Strategies Seminar** 1-0-1

Designed for students who were required to take RD 100 and whose cumulative GPA is 2.69 or below after the first semester. Study Strategies Seminar provides students opportunities to further develop and apply college success strategies to their second-semester courses while maintaining contact with their academic advisor through frequent conferencing. RD 103 may *not* be taken as an elective to meet graduation requirements. (Prerequisite: RD 100)

### **RD 104 Study Strategies: Independent Project** 1-0-1

Designed for students who were required to take RD 100 and whose cumulative GPA is 2.7 or above after the first semester. The Independent Project provides students the opportunity to maintain contact with their Study Strategies (RD 100) instructor/advisor while pursuing a self-selected academic project. Projects vary from vocabulary development to career research; contact with the instructor also varies. A minimum of 5 meetings during the semester is required, as well as two project progress reports and a final report. RD 104 may *not* be taken as an elective to meet graduation requirements. (Prerequisite: RD 100)

## 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 discussion 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 provides 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.

**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** 4-0-4  
This course emphasizes contemporary management issues. It includes personnel, programs, marketing management, media, facility, and legal management. (Prerequisite: Senior Year Standing in Sports Management)

## COURSE DESCRIPTIONS

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**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 200 United States History to 1870** 3-0-3  
This is a course that explores the critical historical events that have interacted to shape life in this country from its discovery until 1870. Included will be the discovery of America; colonization; social, political and economic development; the American Revolution; political documents which establish our form of government (Declaration of Independence/Constitution); slavery, the Civil War; and Reconstruction. Major topics are emphasized within a chronological framework and serve as a systematic introduction to United States History prior to 1870.

**SO 201 US History, 1870 - Present** 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 205 Social Psychology** 3-0-3  
Social Psychology is an area of study within sociology which attempts to examine the relationship between the individual and society. Specific emphasis is on the social experience stemming from individuals' participation in social groups, interactions with others, and the emergence of social structures from these interactions. From this perspective, several major theories in social psychology are discussed such as socialization, identities and the self, attitudes and attitude change, social perception, attributions, social order and conformity, language and social communication, and social behavior in groups. (Prerequisite: one introductory course in sociology or psychology or permission of instructor)

**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 structure 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 U.S. 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 215 Western Civilization: 1650 to Present** 3-0-3  
Study of history addresses the goals of being an educated person by liberating the learner from a narrowed perspective. Thinking about and understanding the past clearly, provides for better alternatives in the present and future. This course provides opportunities to learn about major historical events and trends since the mid fifteenth century which have shaped the past, present and will impact on the future. Social, political, intellectual and economic changes will be among the topics explored, as will critical scrutiny of Western tradition.

**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 by looking at airlines, accommodations, ground transportation and tours. Students will be exposed to many of the travel industry reference materials such as OAG, Business Travel Planner, Amtrak guide, Hotel Index and other related industry reference guides. Fares and airline documentation will also be studied. Students will also review tours available in the United States. In addition, students are required to complete a domestic independent travel portfolio 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. IATA airfare system and ticketing will be analyzed. Students will survey the documents required for traveling. In addition, a comprehensive study of the Caribbean and cruise industry will be studied. Major international tour operators will also be reviewed. Students are required to complete a foreign independent travel portfolio to include the following documentation: airline tickets, hotel, car and transportation vouchers. (Prerequisite: TR 110)

### **TR 220 Computer Reservations I 2-2-3**

This course provides students with hands-on experience with an 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 110)

### **TR 240 Computer Reservations II 2-2-3**

This course provides students with additional experience with an 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)

## COURSE DESCRIPTIONS

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**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 components 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 264 Cruise Sales** 3-0-3  
The student will have a thorough understanding of the cruise industry. Knowledge of cruise lines, destination, amenities and marketing/sales is examined. Students' understanding of the relationship geography has to identification of cruise ports is also studied. Sales skills and qualifying the client in selecting of cruise is reviewed.

**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** 1-0-1  
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 a supervised work environment. Student are required to complete a minimum of 90 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and NHTI internship coordinators are scheduled to monitor and evaluate student progress. This course is limited to seniors and requires the approval of the Department Head. (Prerequisite: 2.5 GPA in major field courses and approval of Department Head)

## 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 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.

**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 164 Radiographic Positioning and Clinical Procedures II** 3-18-7  
Routine and radiographic positioning of the biliary, gastrointestinal and urinary tracts, the reproductive and central nervous systems and skull, 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 165 Radiographic Clinical Procedures III** 0-24-4  
A continuation of the clinical component of XR 164. Students will complete their first clinical assignment and build on the procedures taught in XR 161 and XR 164. An approximate total of 264 clinical hours are required. (Prerequisites: BI 131, BI 132, XR 161, XR 164)

**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 164, and XR 165)

**XR 202 Introduction to CT Scanning** 3-0-3  
A study of the concepts and practice of Computerized Axial Tomography. Operation of CT Scanners and positioning of the patient for the examination will be presented. Contrast agents and interventional procedures will be explored. CT pathology and correlation will be discussed. Students will rotate through the CT department of their clinical site for practical experience. (Prerequisites: XR 116, XT 220, XR 121, and XR 180)

**XR 220 Radiographic Exposure II** 1-2-2  
Topics covered in this class include automatic exposure control, technique charts, tube rating charts, tomography, stereoradiography 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, and XR 101)

**XR 294 Radiographic Clinical Procedures IV** 0-24-4  
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 295 Radiographic Clinical Procedures V** 0-32-6  
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 294)

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# Personnel

# 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

Dennis E. Adams  
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Joyce Arel  
Nashua, NH

Philip L. Hall  
Nashua, NH

Richard H. Hamilton  
N. Woodstock, NH

Stella Scamman  
Stratham, NH

Claudette Mahar  
Amherst, NH

### COMMISSIONER

Dr. Glenn DuBois

### 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)

### Academic Affairs

Charles W. Annal  
*Vice President of Academic Affairs*  
B.A., State University College of New York at Oswego;  
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Barbara Lynn Tolbert Kilchenstein  
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### Community and Corporate Affairs

Thomas A. Foulkes  
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M.S.T., University of Missouri  
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# PERSONNEL

## Student Affairs

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Anne Breen  
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Police Officer Standard of Training/California;  
Criminal Justice Studies,  
Northeastern University (1989)

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Ph.D., Columbia Pacific University (1998)

## Enrollment and Retention

Lynne Birdsall Bennett  
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B.A., Union College, New York (1995)

Francis P. Meyer  
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## Financial Aid

Nancy Sullivan Bussiere  
*Director of Financial Aid*  
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## Support Services/Business Office

David W. Stanley  
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B.S., Massachusetts Institute of Technology;  
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## Faculty

Maryanne S. Adams, C.H.E.  
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*Department Head, Hospitality Management*  
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## PERSONNEL

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- Judith Mantua  
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- Melanie Martel  
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- Antoinette Metivier, C.D.A.  
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B.S.E.E., University of Maine (1997)
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B.S.N., M.S.N., Florida Atlantic  
University (1995)
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M.S., George Mason University (1994)
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B.S.N., University of Vermont;  
M.S.N., Vanderbilt University;  
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- Barbara A. Thurston, R.N.  
*Professor of Nursing*  
B.S.N., St. Anselm College;  
M.S., Texas Women's University (1986)
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*Professor of Nursing*  
B.S.N., Seaton Hall University;  
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D.D.S., University of Buffalo School of Dentistry
- Patricia Yokell  
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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)

## CLINICAL, INTERNSHIP AND PRACTICUM SITES

### CLINICAL, INTERNSHIP AND PRACTICUM SITES

The following lists, by program, are representative of sites that currently serve or have served as clinical, internship or practicum opportunities for NHTI students.

#### DIAGNOSTIC MEDICAL SONOGRAPHY SITES

Anna Jaques Hospital, Newburyport, MA  
Concord Hospital, Concord, NH  
Frisbie Memorial Hospital, Rochester, NH  
Hitchcock Clinic, Manchester, NH  
Parkland Medical Center, Derry, NH  
Southern Maine Medical Center, Biddeford, ME  
St. Mary's Regional Medical Center, Lewiston, ME  
Wentworth Douglass Hospital, Dover, NH

#### PARAMEDIC FIELD INTERNSHIP SITES

American Medical Response, Hartford, CT  
American Medical Response (AMR), Haverhill, MA  
American Medical Response, Lynn, MA  
American Medical Response (AMR), Revere, MA  
Concord Fire Department, Concord, NH  
Derry Fire Department, Derry, NH  
Frisbie ALS Service, Rochester, NH  
Greater Lowell EMS, Lowell, MA  
Lawrence General Hospital ALS, Lawrence, MA  
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

#### 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  
Franklin Hospital, Franklin, NH  
Frisbie Memorial Hospital, Rochester, NH  
Lakes Region General Hospital, Laconia, NH  
New London Hospital, New London, NH  
Parkland Medical Center, Derry, NH  
Portsmouth Regional Hospital, Portsmouth, NH  
St. Joseph's Hospital, Nashua, NH  
VA Medical Center, White River Junction, VT  
Wentworth-Douglass Hospital, Dover, NH

#### NURSING PRACTICUM SITES

Concord Hospital, Concord, NH  
Franklin Hospital, Franklin, NH  
Lakes Region General Hospital, Laconia, NH  
Merrimack County Nursing Home, Boscawen, NH  
Optima Health, Elliott Hospital, Catholic Medical Center,  
Manchester, NH  
Portsmouth Pavilion, Portsmouth, NH  
Southern New Hampshire Regional Hospital, Nashua, NH

### NHTI Faculty/ Alumni 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."*

### EARLY CHILDHOOD EDUCATION PRACTICUM SITES

Alton Central School, Alton, NH  
Applewood Learning Center, Londonderry, NH  
Beaver Meadow School, Concord, NH  
Bow Elementary School, Bow, NH  
Children's Center, Inc., Londonderry, NH  
Children's World Learning Center, Merrimack, NH  
Concord Hospital, Concord, NH  
Cricket Meadows Infant/Toddler Center, New London, NH  
Dame School, Concord, NH  
Dewey School, Concord, NH  
Early Enrichment Center, Concord, NH  
Eastman School, Concord, NH  
Franklin Head Start, Franklin, NH  
Harold Martin School, Hopkinton, NH  
Kimball Elementary School, Concord, NH  
Montessori Learning Center, Pembroke, NH  
New Durham Elementary School, New Durham, NH  
Parkside Children's Center, Hopkinton, NH  
Ralph Waldo Emerson Preschool, Concord, NH  
Rumford School, Concord, NH  
St. Paul's School Children's Learning Center, Concord, NH  
Serendipity School, Franklin, NH  
Small World Children's Center, Nashua, NH  
Smythe Road School, Manchester, NH  
Stepping Stones Kindergarten, New London, NH  
The Children's Place and Family Resource Center, Concord, NH  
Toll House Preschool, Merrimack, NH  
Underhill Elementary School, Hooksett, NH  
White Birch Community Center, Child Care, Henniker, NH  
Windy Hill Child Care, Colby-Sawyer College, New London, NH  
Woodside Preschool and Child Care, Concord, NH

### HUMAN SERVICES/MENTAL HEALTH PRACTICUM SITES

Boscawen Elementary School, Boscawen, NH  
Bureau of Substance Abuse Services, Concord, NH  
CASA, Manchester, NH  
Child and Family Services Group Home, Concord, NH  
Child and Family Services of New Hampshire  
Community Bridges, Bow, NH  
Community Services Councils – Concord and Laconia, NH  
Concord Adult Day Care, Concord, NH  
Concord City Welfare, Concord, NH  
Concord Hospital - Spiritual Care, Concord, NH  
Concord Hospital - Therapeutic Activities Center, Concord, NH  
Concord Housing Authority, Concord, NH  
Division for Children, Youth and Families, Concord, Rochester, Nashua  
Greater Manchester Mental Health  
Havenwood Heritage Heights, Concord, NH  
Immaculate Heart of Mary Children's Center, Concord, NH  
Laconia Housing Authority, Laconia, NH  
Merrimack County Adult Diversion Program, Concord, NH  
Merrimack County Visitation Program, Concord, NH  
Merrimack Valley Middle School and High School  
New Hampshire Brain Injury Association, Concord, NH  
New Hampshire Department of Corrections  
New Hampshire Division of Health and Human Services, Concord  
New Hampshire Hospital, Concord, NH  
NH HelpLine, Concord, NH  
NH State Prison for Women, Goffstown, NH  
Odd Fellows Home, Concord, NH  
Parent Child Center, Concord, NH  
Penacook Community Center, Penacook, NH  
Pine Haven Center for Boys, Allenstown, NH  
Pleasant View Eldercare, Concord, NH  
Rape and Domestic Violence Crisis Center, Concord, NH  
Riverbend Community Mental Health, Concord, NH  
Rolfe and Rumford Home, Concord, NH  
Samaritans of Southern NH, Manchester, NH  
Spaulding Youth Center, Northfield  
Speare Memorial Hospital - Social Work Department, Plymouth, NH  
The Friends Program, Concord, NH  
Tobey School, Concord, NH  
Walker School, Concord, NH  
West High School, Manchester, NH  
Whole Village Child Care, Plymouth, NH

# CLINICAL, INTERNSHIP AND PRACTICUM SITES

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## ALCOHOL AND DRUG ABUSE COUNSELING PRACTICUM SITES

Alcohol Drug Intervention, Concord, NH  
Charter Brookside BAS of NE, Nashua, NH  
Counseling Center of Newport, Newport, NH  
Farnum Center, Manchester, NH  
Friendship House, Bethlehem, NH  
Gemini House, Manchester Mental Health, Manchester, NH  
Headrest, Lebanon, NH  
Horizon Counseling Center, Gilford, NH  
Keystone Hall, Nashua, NH  
Lakes Region General Hospital, Nathan Brody Chemical Dependency Program, Laconia, NH  
Merrimack Academy, Boscawen, NH  
Merrimack County Jail, Boscawen, NH  
NH State Prison for Women, Goffstown, NH  
Optima Health CMC, Manchester, NH  
Prospects at Stratford Guidance, Rochester, NH  
Riverway Center for Recovery, Manchester, NH  
Seaborne at Hampstead Hospital, Hampstead, NH  
Sobriety Maintenance Center, Manchester, NH  
South Eastern Services, Dover, NH  
Summit Program for Women (Dept. of Corrections), Laconia, NH  
Tirrell Halfway House, Manchester, NH  
VA Medical Center, Manchester, NH

## CRIMINAL JUSTICE INTERNSHIP SITES

NH State Department of Probation and Parole  
Juvenile Services, NH  
DCYF Juvenile Services, NH  
Fish and Game Department, NH

### New Hampshire Police Departments

|          |            |
|----------|------------|
| Ashland  | Hillsboro  |
| Bedford  | Hooksett   |
| Berlin   | Hudson     |
| Bow      | Northfield |
| Concord  | Nottingham |
| Derry    | Raymond    |
| Gorham   | Salem      |
| Henniker | Weare      |

### New Hampshire Sheriff's Departments

|                     |                  |
|---------------------|------------------|
| Hillsborough County | Merrimack County |
|---------------------|------------------|

### New Hampshire Department of Corrections

|                   |                     |
|-------------------|---------------------|
| Cheshire County   | Hillsborough County |
| Rockingham County |                     |

## TRAVEL AND TOURISM/HOTEL ADMINISTRATION INTERNSHIP SITES

American Automobile Association (AAA), Manchester, NH  
Apollo Travel Services, Concord, NH  
Comfort Inn, Concord, NH  
Continental Airlines, Manchester, NH  
Fairfield Inn, Merrimack, NH  
Hampton Inn, Concord, NH  
Holiday Inn, Concord, NH  
Horizons Unlimited Travel, Danvers, MA  
Ramada Inn, Manchester, NH  
State of New Hampshire Department of Tourism, Concord, NH  
Walt Disney World, Orlando, FL  
Yellowstone National Park, Wyoming

# Credits

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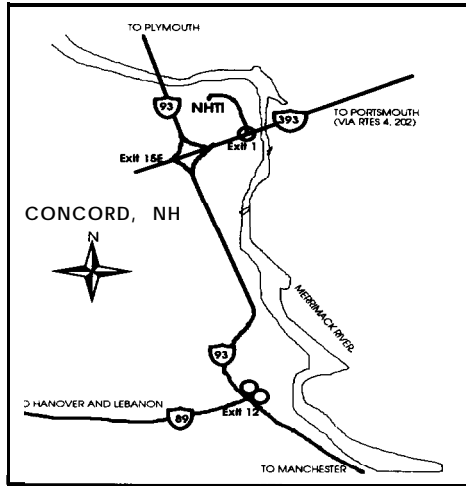
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Deb Smith

Michael Moffett (*alumni and faculty profiles*)

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# Directions to New Hampshire Technical Institute



From Points North or South  
I-93, Exit 15 East to I-393 to Exit 1 and follow signs.

From Points West  
I-89 to I-93 North to Exit 15 East to I-393 to Exit 1 and follow signs.

From Points East  
Route 4 to I-393 to Exit 1 and follow signs.

