36th 1967-68

NEW HAMPSHIRE COLLEGE

N.H. CO
ARCHI

OF ACCOUNTING AND COMMERCE

MANCHESTER, NEW HAMPSHIRE

Silver

NEW HAMPSHIRE COLLEGE
OF ACCOUNTING AND COMMERCE

Co-educational

Catalogue for Thirty-sixth year

"Authorized by General Court of New Hampshire to grant

Bachelor of Business Science

and

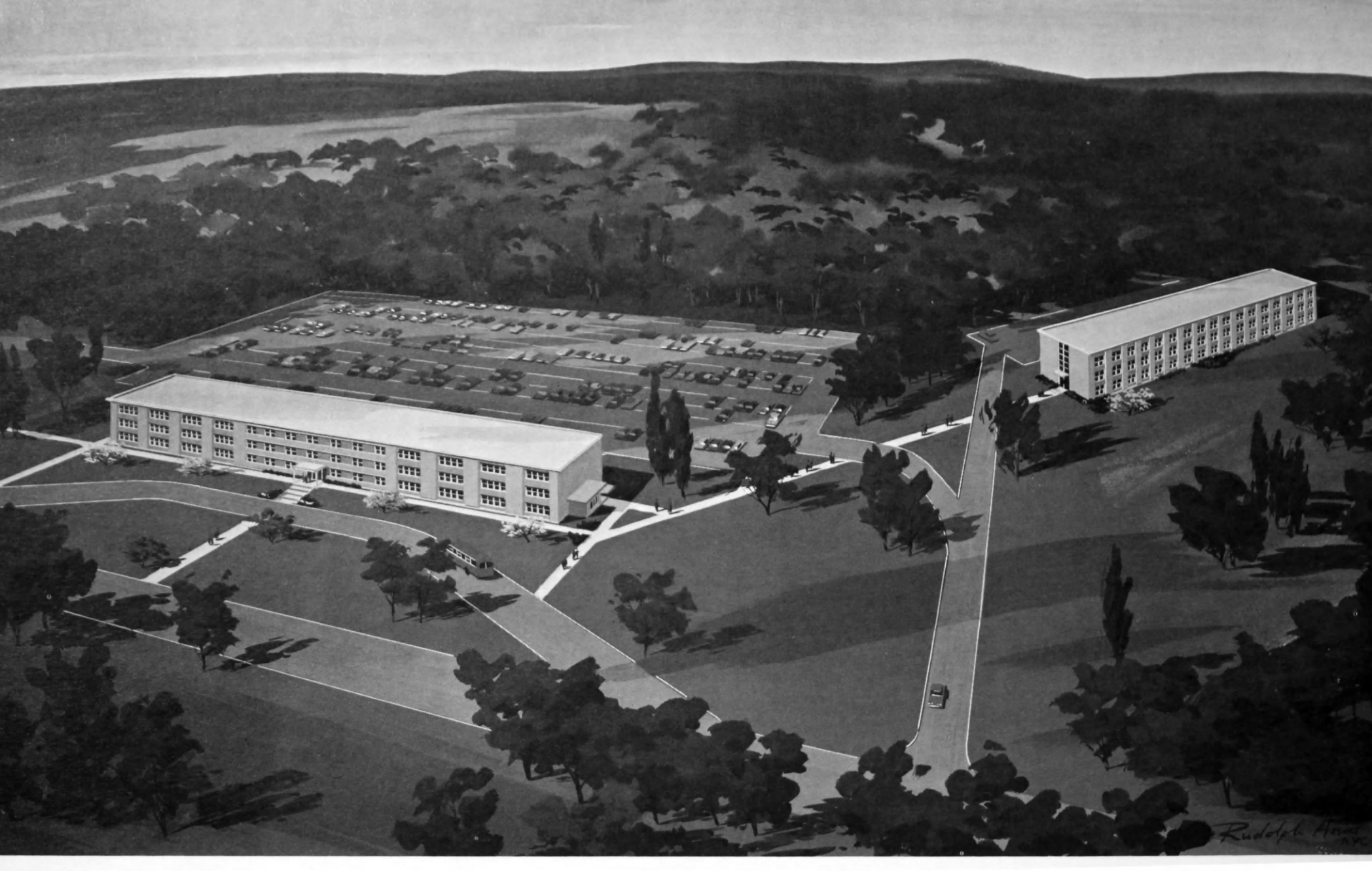
Associate in Business Science Degrees"

"Accredited by THE ACCREDITING COMMISSION FOR BUSINESS SCHOOLS"

Incorporated in the State of New Hampshire

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET Area Code 603 625-9013 MANCHESTER, N.H.



Artist's conception of the proposed new campus complex for the New Hampshire College of Accounting and Commerce.

Purpose

H. A. B. Shapiro, C.P.A.
Founder-Headmaster 1932-1952

New Hampshire College of Accounting and Commerce is unique in its program of study and is one of the few colleges of business in the nation to offer two year and four year courses in accounting, secretarial science, business management, and management information science. Completion of the four year program will lead to the Bachelor of Business Science (B.B.S.) Degree and completion of the two year program will lead to the Associate in Business Science (A.B.S.) Degree.

The college recognizes, and has kept pace with, the changing needs of the business world, and modern technology's demand for increased excellence.

GOV. JOHN W. KING presents Mrs. Harry A. B. Shapiro, president of N. H. College of Accounting and Commerce, with the state charter which authorizes the college to grant Associate in Business Science and Bachelor of Business Science degrees. Looking on are Edward M. Shapiro, administrative dean of NHCAC, and Robert E. Plourde, state representative from Suncook, and NHCAC alumnus.

22493

Chapter 428

State of New Hampshire

In the Year of Our Lord One Thousand Nine Hundred and sixty-three

AN ACT authorizing N.H. College of Accounting & Commerce to grant degrees.

Be it Enacted by the Senate and House of Representatives in General Court convened:

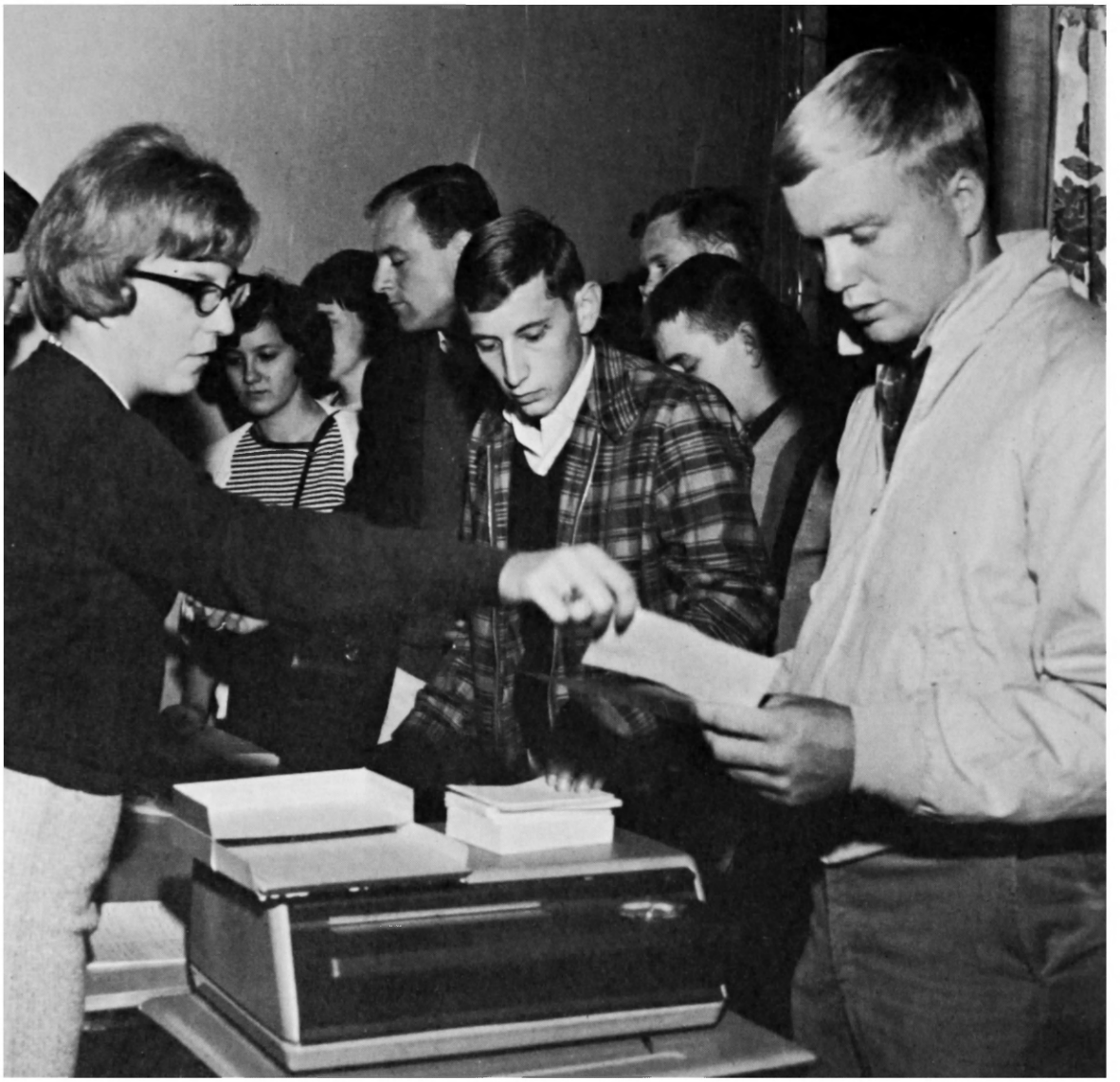
428:1 Authority Granted. The college conducted by the N. H. College of Accounting & Commerce, Inc., an educational institution, is hereby authorized to confer upon the graduates therefrom the degrees of Bachelor of Business Science and Associate in Business Science. The degree of Bachelor of Business Science as awarded by the aforesaid institution shall represent the equivalent of a four-year course and at least thirty percent of the total credits required for said degree shall be in general education.

428:2 Takes Effect. This act shall take effect upon its passage.

Stewart Lamprey
Speaker of the House of Representatives

Philip S. Dunklee
President of the Senate

John W King
Governor



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College Calendar

Day Division

	1967-68	1968-69
Freshmen registration	September 11	September 9
Upperclassmen registration	September 15	September 13
Classes begin	September 18	September 16
Thanksgiving Recess	November 23-24	November 28-29
Christmas Vacation	December 15-(last period)	December 17 (last period)
Classes resume	January 2	January 2
Classes end	January 18	January 16
1st Semester Final Examinations	January 20-27	January 18-25
Intersession	January 29-February 5	January 27-February 1
2nd Semester begins	February 5	February 3
Washington's Birthday	February 22	—
Spring Vacation	March 29 (last period)	March 28 (last period)
Classes resume	April 8	April 7
Classes end	May 23	May 22
2nd Semester Final Examinations	May 25-June 1	May 24-May 31
Memorial Day	No holiday	No holiday
Graduation	June 9	June 8

Summer School

1st Session	June 17-July 26	June 16-July 25
Independence Day	July 4	
2nd Session	July 29-September 6	July 28-September 5

Evening Division

Registration Week	September 18	September 16
Classes begin	September 25	September 23
Thanksgiving Recess	November 22 (Wed.) no classes	November 27 (Wed.) no classes
Christmas Vacation	December 18-January 2	December 23-January 2
Classes resume	January 2	January 2
Classes end	January 17	January 15
First Semester Final Exams	January 22-24	January 20-22
Registration Week	January 29-February 2	January 27-February 1
2nd Semester begins	February 5	February 3
Spring Vacation	April 2-6	March 31-April 5
Classes resume	April 8	April 7
Classes end	May 22	May
Final Exams	May 27-29	May 26-28

Administration

Mrs. Harry A. B. Shapiro — ***College President***
Boston University

Edward M. Shapiro — ***Executive Vice President***
B.S. University of New Hampshire; graduate work Boston University

Irving E. Rothman — ***Academic Dean***
B.S. Boston College; M.A. St. Andrews

Ann R. Shapiro — ***Dean of Students***
Director of Admissions
B.S., M.A. Simmons College, Columbia University

William Beane — ***Dean of Men***
Director of Student Activities
B.Ed., M.A., Keene State College, Bread Loaf School of English, Middlebury College

George J. Larkin, Jr. — ***Director of Counseling Services***
B.S., M.Ed Boston College, Graduate work, University of Maine, candidate for CAGS University of New Hampshire

Edward Connors — ***Director of Off-Campus Programs***
B.S. in B.A., M.B.A., Marquette University, University of Massachusetts, graduate work at Michigan State University

Beatrice C. Jordan — ***Librarian***
B.A., Whitman College; Graduate study at University of Addis Ababa, Ethiopia, University of New Hampshire

J. Donovan Mills — ***Admissions Counselor***
Director of Housing

Herbert Fine — ***Admissions Counselor***
B.S., L.L.B. University of Rhode Island, C.P.A., Rhode Island

Lillian Crocket — ***Bursar***

Louis D'Allesandro — ***Athletic Director***
B.A. University of New Hampshire

Fay E. Bulcock — ***Administrative Secretary***
New Hampshire College of Accounting and Commerce

Faculty

John Banjak — ***Chairman, Department of Mathematics***
Assistant Professor of Mathematics
B.S. in Ed., L.L.B. Clarion College, Georgetown University

Guy Bauduy — ***Assistant Professor of Economics***
B.S., M.A., Texas Southern University, The New School for Social Research; Candidate for P.H.D. at The New School for Social Research

William Beane — ***Dean of Men; Assistant Professor of English***
B.Ed., M.A., Keene State College, Bread Loaf School of English, Middlebury College

Rita Brack — ***Assistant Professor of Secretarial Science***
B.S. in Ed., M.Ed., Boston Teachers College, Rivier College

James P. Brown — ***Instructor in Political Science***
B.A., M.A.L.S., Hamilton College, Wesleyan University

Mary P. Brown — ***Chairman of English and General Education Departments***
Professor of English
B.A., M.Ed., Smith College, Harvard University, graduate work B.U., U.N.H.

Robert Buckley — ***Assistant Professor of English***
B.A., M.A., St. John's University

Robert A. Coburn — ***Instructor in Business Management***
B.S., M.B.A., American International College, University of Massachusetts

Edward Connors — ***Director of Off-Campus Programs***
Assistant Professor of Accounting
B.S. in B.A., M.B.A., Marquette University, University of Massachusetts, graduate work at Michigan State University

Howard Corsack, C.P.A. — ***Chairman, Department of Accounting***
Associate Professor of Accounting
B.S.B.A., M.B.A., Rutgers University

Helen Crossin — ***Instructor in Sociology***
B.A. Social Science, College Misericordia, Dallas, Pa., graduate work University of Wisconsin

Louis D'Allesandro — ***Athletic Director, Instructor in History***
B.A. University of New Hampshire

Mary C. Dionne — ***Chairman of Secretarial Science Department***
Associate Professor of Secretarial Science
B.S. Boston University; graduate work B.U.

Helen Donaldson — ***Assistant Professor of Psychology***
B.A., M.A., University of New Hampshire; candidate for C.A.G.S. at University of New Hampshire

Lynn Forbes *Instructor in English*
B.A., M.A. in T., University of Colorado, Cornell University

Rachel Gosselin *Instructor in Anatomy and Physiology*
R.N., B.S.N.E. University of Ottawa

Wallace Kartsen, C.P.A. *Instructor in Accounting*
B.S., M.B.A., New York University, New Jersey

Arthur Kenison *Instructor in Business Management*
B.A., M.B.A., St. Anselm's College, Columbia University

Lillian Killelea *Assistant Professor of Accounting*
B.S., M.S. New York University

Edna Kimball *Lecturer in Psychology and History*
B.A., M.A., University of New Hampshire, Columbia University

Roland Laing, C.P.A. *Instructor in Accounting*
B.B.A. Upsala College, New Jersey

Louis Leotta *Professor of History*
A.B., M.A., Ph.D., Colby College, Columbia University

James C. Martell *Instructor in Business Management*
B.B.A., M.Ed., Northeastern University, Bridgewater State College

George McElroy *Lecturer in Psychology*
B.A., M.A., St. Anselm's College, University of New Hampshire, graduate work Georgetown University, Washington University, University of California

Mary Opie *Instructor in Secretarial Science*
B.Ed., M.Ed., Salem State College, Boston University

Peter Rapp, C.D.P. *Chairman of the Management Information Science Dept. Assistant Professor of Mathematics*
B.S., M.E. Tufts University

A. Roland Roberge *Instructor in Business, Finance*
B.S., M.S., St. Anselm's College, Columbia University

Alan Rogers *Lecturer in Sales*
B.A., University of New Hampshire

Dorothy Rogers *Instructor in Retailing and Nancy Taylor Finishing Course*
B.S. Simmons College, Prince School of Retailing

Irving E. Rothman *Academic Dean*
B.S., M.A., Boston College, St. Andrews

Jean F. Silver — ***Instructor in Secretarial Science***
B.S. University of New Hampshire

Nicholas Skaperdas — ***Lecturer in Science***
B.A., D.M.D., University of New Hampshire, Tufts University

Diann Steinberg — ***Instructor in Spanish and English***
B.A. Colby College

Elizabeth Stimpson — ***Instructor in Mathematics***
B.A., M.A., Plymouth State College, Boston College

George Teloian, C.P.A. — ***Associate Professor of Accounting***
B.S., Boston University

Gerald van de Vorst — ***Associate Professor of Law***
B.A., L.L.M., L.L.D., University of Brussels, Columbia University

Robert M. Walsh, Jr., C.P.A. — ***Lecturer in Accounting***
B.S. in B.A., Boston University

Mark E. Zimmerman — ***Instructor in Law***
B.A., L.L.B., American University, Boston College

COUNCIL OF ADVISORS

Dr. Nathan Brody
Ph.D. University of Michigan; Instructor at Princeton University.

Mr. William Green
L.L.B. Harvard Law School, Attorney of Law, State of New Hampshire.

Mr. Maurice Katz
M.B.A. Harvard University; Board of Directors, Associated Grocers of New Hampshire; Retailer.

Dr. Gordon Klopf
Ph.D. University of Wisconsin; Associate Professor of Education, Columbia University, Teachers College.

Mr. Virgil Smith
A.B. Chico State College; N. H. College of Accounting and Commerce, Manchester, N. H.; Certified Public Accountant, Concord, N. H.

General Information

History and Philosophy

New Hampshire College of Accounting and Commerce was founded in 1932 in order to provide a college that would fully meet the needs of the expanding business community. Located in Manchester, Northern New England's largest city, the college prepares its students for professional roles in accounting, business management, management information science, and secretarial science. NHCAC adheres to the philosophy that a complete education should involve the student in all areas of human development—liberal as well as professional.

Degrees

NHCAC is authorized by the State of New Hampshire to grant the Associate in Business Science and the Bachelor of Business Science Degrees.

Accreditation and Approvals

NHCAC was accredited in 1963 by the Accrediting Commission for Business Schools as a Junior College of Business. ACBS has been designated as a nationally recognized accrediting agency by the United States Office of Education.

NHCAC was the first college of business in the state to be approved for Veterans' Education. The College is also approved by the N. H. State Board of Education for the rehabilitation training of handicapped students.

NHCAC is listed in the Department of Health, Education, and Welfare, Education Directory, Part 3: Higher Education.

Location and Facilities

The College is located in the center of downtown Manchester with its main entrance at 88 Hanover Street. It occupies the entire second floor at this address and recently has expanded its classroom and office space into adjacent buildings.

Across from the main building, the college also has additional classrooms and recreational facilities.

New Hampshire College of Accounting and Commerce has large, airy, well-lighted, modern classrooms. The College has available for instruction purposes all the necessary equipment including audio-visual aids, an electronic computer, and electric and manual typewriters.

Library

The College library is a working library. It contains 7,000 volumes, 125 periodicals and 10 daily newspapers all chosen for their direct relationship to student needs and use. It includes monographs, reference works and all of the important professional publications. In addition, the library is continually expanding its collection of volumes for general education. All of the volumes are housed on open shelves so that the students may browse freely. This is in itself an invitation to learning. The College has an arrangement with the State Library in Concord and the Manchester Public Library so that students may borrow books in any related fields in which the College's collection may be limited.

Admissions

Admission Requirements

The College admits those students who will profit from a program of higher education. It is the policy of the College to review all candidates individually, not only as to scholastic attainment, but also as to character, motivation, and aptitude. Fundamental business subjects are not required for admission and in many cases it is to the student's advantage to have a college preparatory background.

Applicants for admission must meet the following minimum requirements—

1. High School Graduate.
2. Recommendation of High School Principal or Guidance Director.
3. Personal interview with a member of the Admissions Staff at the College is strongly recommended.
4. Results of an institutional examination if recommended by the Admissions Committee.

Admission Procedure

A. Application for Freshman class.

1. A written application for admission should be filed on the official College form during the senior year of high school. Application forms may be secured through the Office of Admissions or your High School Guidance Office.
2. The completed application is to be returned to the Director of Admissions, accompanied by a $10.00 non-refundable application fee.
3. The applicant will be requested to visit the College for a personal interview.
4. The applicant will be notified by mail as to his acceptance.
5. Upon the receipt of notification of acceptance by the College, the applicant will be given 30 days to mail in a tuition deposit and, if a resident student, a room deposit. Tuition and room deposits are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room

deposits for any applications received after May 20.

B. Transfer students.

The above application requirements are the same for transfer students, but, in addition, the following steps must be taken.

1. A transcript of all previous college work is to be submitted for evaluation. Only grades of C or better are transferable.
2. A statement of recommendation from the proper official of the college from which the student wishes to transfer should accompany the transcript.

C. International students.

The above application requirements are the same for international students, but, in addition, the following steps must be taken.

1. Official transcripts of secondary and college work together with three notarized translations must be submitted. These transcripts must include dates of school attendance, courses taken each year, and grades received.
2. Applicants whose native language is not English must submit proof of their English proficiency before the student's application can be approved. Proof of proficiency may be accomplished in the following ways: (1) a report of proficiency in English by the director or consular official of the United States of America, or their qualified representative, or by a teacher of English at an institution other than that of the candidate; or (2) a statement by the school head or housemaster.
3. It is strongly advised that all applicants file their application well in advance of the beginning of the semester that they wish to attend. This is necessary in order to insure sufficient time for the proper evaluation to be made before form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status) can be sent to the applicant.

D. Special students.

The College will accept a limited number of special students. Credits earned will not be toward a degree. This service is offered to those whom the College deems capable of undertaking the course of study.

Academic Requirements

Attendance

Students are expected to attend all classes and to schedule no employment or personal activities which interfere.

For unexpected emergencies or illness, each student is allowed one absence per credit per course; hence a three credit course allows three absences in that course. Following the absence after the allowed number of absences, the student must consult with the instructor before being readmitted to class.

Grading System

Grades are recorded and submitted to students and their parents at the end of each semester. Warnings of unsatisfactory progress are mailed to parents in November (Thanksgiving Vacation) and in April (Spring Vacation).

A = 90-100	Excellent
B = 80-89	Good
C = 70-79	Fair
D = 60-69	Poor
F = Below 60	Failing

The point system is as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 point

The grade-point average is determined by multiplying the grade-point value by the total number of semester hours for the particular course, summing the products, and dividing by the total number of semester hours. An example of a student's grades and grade-point average is as follows:

Accounting 1	
4 credits x B (3) =	12
Business Law 1	
3 credits x C (2) =	6
English 1	
3 credits x D (1) =	3
Typing 1	
2 credits x F (0) =	0
Economics 10	
3 credits x A (4) =	12
Business Math	
3 credits x B (3) =	9
18 credits	42

42 divided by 18 = 2.333

Grade-point average is 2.333

Classification of Students

Freshmen —up to 36 credit hours or up to 12 courses

Sophomores—34 to 72 credit hours or up to 24 courses
Juniors —64 to 108 credit hours or up to 36 courses
Seniors —96 and above credit hours or up to 48 or more courses

Incompletes

The student must remove an incomplete grade by completing the required work within one month from the completion of the course. Otherwise, the incomplete grade will be changed to an F.

Make-Up Final Examinations

Permission must be obtained from the Academic Dean to enable a student to take a make-up final examination. This permission may be granted only when a student has been prevented from attending the regularly scheduled examination for reasons beyond his control. The examination fee is $5.00.

Failures

A failing grade may not be removed from the transcript. When the failure is in a required course, the student has one opportunity to repeat the course. If the failure is an elective the student may either repeat the course or take another of similar value. These must be approved by the Chairman of the Department and Dean of Students.

Withdrawals

A student who wishes to withdraw from a subject or the College may do so any time before the last three weeks of classes in the semester. A withdrawal form is to be obtained from the Registrar. This form must be signed by each instructor and the Dean of Students.

The effective date of withdrawal is the date on which the College receives the official notification of withdrawal.

IF A STUDENT FAILS TO NOTIFY THE COLLEGE OFFICIALLY OF WITHDRAWAL, HE IS SUBJECT TO AN F IN ANY OR ALL COURSES FOR THAT SEMESTER.

Dismissal

The College reserves the right to dismiss any student whose presence seems detrimental to the best interests of the institution.

President's and Dean's List

Each semester the College publishes two lists of students who have achieved a certain standard of academic excellence. Students who have earned an A— or higher (3.5-4.0) average are appointed to the President's List, students who have attained a B or higher (3.0-3.49) average are appointed to the Dean's List.

Graduation

Requirements for graduation from NHCAC are a minimum of 2.0 (C) average in all the programs of study. Specific program requirements are as follows:

1. Baccalaureate Degree—Accounting, Business Management, Management Information Science, Secretarial Science—requires satisfactory completion of 128 credit hours in the prescribed program of study.
2. Associate Degree—Accounting, Business Management, Executive Secretarial, Medical Secretarial, Legal Secretarial, Administrative Secretarial and Technical Secretarial—requires satisfactory completion of 64 credit hours in the prescribed program of study.

Graduation With Honors

A student in the Bachelor of Business Science program who has completed a minimum two-year residency requirement will be graduated summa cum laude if a 3.8 or higher scholastic average has been maintained, those with a 3.5 or higher will be graduated magna cum laude and those with a 3.0 or higher will be graduated cum laude.

A student in the Associate in Business Science program who has completed his two-year program at the College will be graduated with highest honors if a 3.8 or higher scholastic average has been maintained, those with a 3.5 or higher will be graduated with high honors and those with a 3.0 or higher will be graduated with honors.

Transfer Students

Students wishing to transfer from other collegiate institutions should submit a transcript of their grades (with the regular application form) to the Director of Admissions for evaluation and advice. Only grades of C or above are transferable. Transfer credit is validated after a probationary period of one semester, during which an academic average of 2.0 must be maintained. If a

student fails to maintain a 2.0 average after one semester's work at NHCAC, the student forfeits the privilege of transferring any credit from the institution he previously attended. A student must complete a minimum of one year's work at NHCAC to be eligible for graduation.

School Hours

School hours are from 8:00 to 5:05. Attendance at school is required only during your scheduled classes. This time may vary from 15-25 hours a week, depending upon your course.

Veterans' Affairs

New Hampshire College of Accounting and Commerce was the first Business College to be approved for the training of Veterans in the State of New Hampshire. The college is listed as an accredited college by the Veterans Administration and is approved for the training of all veterans and for children of veterans under P.L. 634.

Finances

Application Fee, non-refundable
$10.00

Registration Fee, each semester
$ 5.00

Tuition—by the semester:

$500* by the opening of the first semester

$475 by the opening of the second semester

—by the year:

$925* by the opening of the first semester

Books and supplies per year—approximately $80-$120

Other Fees

One transcript of the student's grades will be supplied. For each additional transcript requested, there will be a $1.00 charge.

Graduation Fee (payable by March 30 of the year of graduation, non refundable)—$20.00

Late Registration Fee—$5.00

Extra credit hours in excess of 19 credits—$30.00 per credit hour

Reapplication Fee—$5.00. Applies to any student who is reapplying for admission for any reason.

Make-Up Final Examination Fee —$5.00

* Includes activity fee.

Deposits

Tuition—$50.00 payable within 30 days after acceptance. Applied to tuition.

Room (resident students only)—$50.00 payable within 30 days after acceptance. Applied towards room expense.

Room and tuition deposits are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.

Deposit for Returning Students

A $50 tuition deposit is required of all returning students by July 1. This deposit is refundable if the request is received in writing on or before August 15.

Veterans' Payment Plan

A payment plan for students who are eligible for veteran assistance is available. All inquiries should be directed to the Office of Financial Aid.

Tuition Refund Policy

Absence from classes does not reduce a student's financial obligation nor constitute withdrawal.

A withdrawal form is to be obtained from the Registrar. This form must be signed by each instructor and the Dean of Students.

The effective date of withdrawal is the date on which the College receives the official notification of withdrawal.

If the student is under 21 years of age, he must present written consent from his parents or guardian before the withdrawal is considered official.

Refunds are based on the following schedule:

Based on a semester's tuition:

Within two weeks of the opening date—80% of the tuition charge
Between two and three weeks —60% of the tuition charge
Between three and four weeks —40% of the tuition charge
Between four and five weeks —20% of the tuition charge
After five weeks no credit is allowed

All refunds are based upon tuition commitments for the full semester.

Living Accommodations

All students must live either at home, with spouse, with relatives or in approved student housing.

Students will be housed in private homes, at the YWCA, YMCA, and other approved housing. Rooms will include all necessary furniture. Board or cooking facilities may or may not be provided depending upon the accommodations obtained.

Housing Expenses*

Expenses vary depending upon accommodations. The average yearly room and board expense is $750-$850 based on a 36 week academic year. Most facilities are available on an average basis of $10 per week for room with kitchen privileges and between $20 and $25 per week for room and board.

Home-Work Program for Females

A limited number of home residence plans are available each year. Under this plan, the girls do light housework in exchange for their board, room, and a $10 per week salary. Applications for this plan must be received by the College by April 1.

* Monthly payment plans covering all expenses are available. See Funds for Education.

Accident and Sickness Insurance

Serious financial problems frequently face some of our students due to unexpected accident or illness. In an effort to meet this need and help you solve this problem personally, the College recommends that all students take advantage of its voluntary insurance program.

Scholarships

H. A. B. SHAPIRO SCHOLARSHIP —A full year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B.B.A., C.P.A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarship, aptitude for business, and need for assistance. Each application form must be filed with the registrar before April 20, of the current year. Seniors enrolled in any high school course in the State of New Hampshire are eligible. The applicant must attain the highest grade on a competitive test which is given at the College.

ROBERT E. PLOURDE SCHOLARSHIP—A full school year's tuition scholarship in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contribution to New Hampshire College of Accounting and Commerce. The scholarship is open to any high school graduate of the Suncook, N. H. area, and is awarded on the basis of (1) financial need (2) academic achievement (3) recommendation of the guidance counselor or high school principal and (4) a competitive examination. The scholarship application form must be filed with the Registrar before April 15, of the current year. A competitive examination will be given at the College. Applicants should apply to the Robert E. Plourde Scholarship, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

Loan Plans

Student Loan Guarantee Program. The student loan guarantee program set up under Title IV, Part B, of the Higher Education Act of 1965 is designed to help college and graduate students borrow funds to meet the rising costs of higher education.

Loans will be made directly to the students by banks and other

lending institutions and the loans will be repaid directly to the institutions extending the credit. Students may receive up to $1,000 per year for each of his four years of college. Any interested applicants should apply directly to the local savings bank in their home community. Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student. If further information is necessary, write to the Director of Admissions.

United Student Aid Funds. United Student Aid Funds is a national corporation established to endorse loans to deserving students who could not otherwise obtain such loans. More than 700 colleges and over six thousand lending institutions and branches across the nation cooperate to make loans to students under the USA Funds program—the largest private student loan program in America.

Any student who can demonstrate financial need is eligible to apply to the Director of Admissions for assistance in applying for these funds. Recipients of the loans are selected by the College. Each applicant must be a full time student and must be capable of maintaining a good standing in his course of study. A student may receive up to $1,000 per year for each of his four years of college.

Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student.

Funds for Education. NHCAC has an arrangement with Funds for Education whereby financially responsible parents may meet their son's or daughter's expenses at NHCAC on an extended payment basis. Room and board costs may be covered, and life and health insurance is included in all programs, so that the student may continue his education without further payments to Funds for Education should the family breadwinner's earning capacity be cut off while an agreement is in effect. For further information write directly to Funds for Education, 319 Lincoln Street, Manchester, N. H.

Student Life and Activities

Counseling Services

Guidance has an important role at all levels of education and particularly so at the transition points such as the transfer from high school to college. To assist students in this period of emotional and intellectual adjustment, a counseling program is available at the College.

Personal and Vocational Counseling

Students are encouraged to avail themselves of the counseling opportunities available through the Office of the Dean of Students, the Chairmen of the Departments, and other administrative personnel or faculty.

Academic Advisors

In order to provide the student with assistance in the selection of his program, each student will be assigned an academic advisor from the faculty. He will be counseled in a general program by his advisor each time he registers.

Placement Service

The Placement Service at the College functions with two purposes in mind: 1) to assist undergraduate students in finding part-time and summer work: 2) to act as liaison between graduating students and employers. In addition, on-campus interviews with employers are arranged for students in their senior year. These services are available without charge to all students and alumni.

It is advisable for freshmen to avoid part-time employment until they are well adjusted to their academic programs.

Student Activities

The College considers a student activity program an integral part of college life. Student activities provide an opportunity for participation in a variety of programs. These activities are to provide relaxation and friendship and to contribute, in an enriching and worthwhile manner, to responsible student-living at the College.

Athletics

NHCAC supports an active athletic program as an important part of the educational progress. Intercollegiate competition is provided in soccer, basketball, skiing, baseball, golf and tennis.

A wide variety of athletic activity for men and women is offered

NHCAC 15
NHCAC 25
NHCAC 43
NHCAC 34
NHCAC 45
NHCAC 23
NHCAC
NHCAC 35
N.H.C.A.C. 11
NHCAC 33
NHCAC 13
NHCAC 3
NHCAC 4
NHCAC 24

through an intramural program. Included are touch football, volleyball, softball and bowling.

Student Senate

Student government is the responsibility of the Student Senate which is composed of elected representatives from all classes. The Student Senate is charged with the responsibility of administering the student activities fund; sponsoring such activities as the fall, winter and spring weekends and college dances. The Student Senate in cooperation with the faculty compose the Student-Faculty Judiciary Committee.

Mayor's Council

The Mayor's Council is composed of elected representatives from each of the clubs and organizations of the College and is chaired by the Campus Mayor who is elected at large. Any group or organization may sponsor a candidate for Campus Mayor, and it shall be the responsibility of the mayor to promote college spirit and good-will. He is the official student ambassador to the community and to the state. The Mayor's Council shall coordinate all activities and shall be responsible for publication of the College social calendar. Included in the Council's responsibilities shall be planning of Parent's Weekend as well as assisting the Athletic Association in arranging bus transportation to the various intercollegiate athletics.

Religious Organizations

Although non-denominational, the College recognizes the essentiality of religion in the life of both the individual and society. The College maintains contact with representatives of the major faiths. Ministers, priests and rabbis are available for individual and group counseling and for coordination of the activities of campus religious organizations in the three major faiths.

Publications

A college newspaper, **The Pen,** is published weekly throughout the college year by a staff selected from the student body. Through the newspaper the student is kept informed of college events and interesting local activities and is given an opportunity to express his opinion on subjects relating to study, social events, and topics of the day.

A college yearbook, **The Quill,** is

President's Tea

published annually and is distributed to all students.

Fraternity Groups

Many students affiliate with social fraternities and sororities and through them often make life-long friendships based on mutuality of interest and experience. Under a plan of deferred rushing, freshmen may not be pledged by a fraternity or sorority until their second term in college. Entering students are given ample opportunity to make judicious and unhurried decisions. Rules and regulations governing inter-fraternity affairs are democratically devised and enforced by the inter-fraternity council. Those who contemplate joining a fraternity should anticipate additional expense for initiation fees, dues, and occasional accessories. Chartered and listed in the order of their establishment are: Phi Delta Psi, Sigma Kappa Epsilon, and Beta Gamma Phi.

Political Clubs

These clubs provide the students with opportunities to become better acquainted with current political issues and to hear outstanding speakers from national, state, and local organizations.

Executive Club

This club's function is to increase the student's knowledge of the complexities of management decision-making and the role of the accountant in today's economy. Included in the program is the opportunity to meet with leaders of industry and accounting and other related areas and to take field trips to plants and various places of business.

Outing Club

The Outing Club provides an opportunity for students who are interested in outdoor sports to participate on a non-competitive basis in skiing, hiking, mountain climbing, and sailing.

Dramatic Club

This club affords an opportunity for those students interested in dramatics to participate in productions during the college year. Casting is through competition under the direction of the faculty advisor.

College Glee Club

For those interested in music, concerts are planned for the Christmas

and spring seasons. Tryouts are held at the beginning of the college year and all students are encouraged to participate. Previous choral experience and ability to read music, while desirable, are not a requirement for membership.

DAF

The purpose of DAF—discussions, arts, films—is to encourage students to participate informally in these areas. Small group discussions, theatre trips, and visits to other college campuses offering similar programs of interest are part of the program.

Orientation

In order for freshmen to be somewhat acclimated to college life before the beginning of the classes, one week prior to the beginning of classes is devoted to a freshman orientation period. During this week students select courses, take placement tests, and engage in activities planned by the sophomore class, the Student Senate, and the College.

Gold Key Honor Society

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key Honor Society at the end of their junior year or during their senior year. Students elected at the end of their junior year must have a 3.8 cumulative average. Students elected in their senior year must have a 3.5 (A—) cumulative average.

Election to the College Honor Society is based primarily upon scholarship, but, before a man or woman is privileged to receive the Gold Key there must be evidence of excellence of character and an interest in the life of the College. Election to the honor society is the highest honor that can be conferred upon an undergraduate.

Alumni Association

New Hampshire College of Accounting and Commerce has a loyal Alumni Association. There are now more than two thousand graduates who are active in this program. The association meets regularly to serve its purpose of furthering the best interests of the college. Each year NHCAC graduates are invited to become members of the Alumni Association.

Non-ROTC Student Officer Candidate Program

NHCAC has been chosen by the office of the Adjutant General of the State of New Hampshire to participate in the Non-ROTC College Student Officer Candidate Program. It is a national program having been instituted in all 50 states.

The program is so designed as to provide the military training required by federal law of all male citizens and at the same time, not interfere with the progress of their schooling. All training is conducted on weekends and during the summer months. Seven phases are included in the program culminating at the end of the senior year with a second lieutenant's commission in the Army National Guard. All training phases are in a pay status with all pay and allowances being based on the current pay scales for the regular Army.

The basic training phase of the program, 10 weeks in duration, is conducted at Fort Dix, New Jersey, by the regular Army. The next phase consists of weekend training, one weekend per month, during the school year. During the summer after the junior year, the candidates will attend a two week summer field training as lower class in the Officer Candidate School at Concord, N. H. This two weeks is again followed by weekend training during the senior year. After graduation from college the candidates attend a final two weeks training as upperclassmen and at the end of that period graduate as second lieutenants in the Army National Guard.

Programs of Study

Department of Accounting

Today, accounting is the nerve center of almost all business. The modern businessman relies on facts, and his financial facts are prepared for him by his accountant. He has to be competent in gathering, organizing, and interpreting the figures to add to the success of the business enterprise.

The field of accounting encompasses the Public Accountant, Private Accountant, and Government Accountant. The Certified Public Accountant (C.P.A.) is the title earned by an accountant who has met and passed the rigorous examinations prescribed by law in his state. This is the highest recognition in the field and signifies accreditation as a skilled accountant whose decisions are considered authoritative.

Department of Business Management

Business Management introduces the student to the complexities and challenges of today's management decision-making. There are a great variety of positions and careers which the words, "Business Management", represent. Management involves personnel administration, retailing, sales, marketing, banking, production, real estate, wholesaling, manufacturing, and many other related areas. Business Management is a profession that operates at the highest level of man's capacities.

Department of Management Information Science

In recent years the American business scene has witnessed a tremendous growth in the size and complexity of numerous companies. This growth coupled with technological advancement in the field of computers has created an urgent need for qualified personnel who understand the complexities of Management Information Science and can transmit the needs of top management to the data-processing managers.

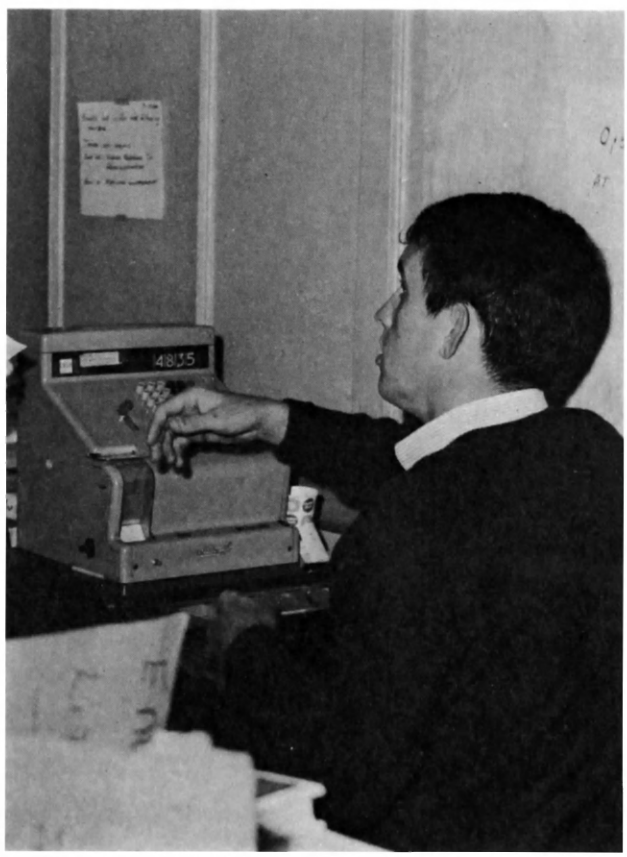
In our program of study, we will educate the student to make decisions which will enable his company not only to stay in business or keep abreast of today's requirements, but to continue to expand and compete in today's economy. The course will provide the tools for the design of systems and procedures to provide management with current accurate information, so that the decisions rendered will be prompt, decisive and complete.

Career opportunities in this field of Management Information Science exist in all areas of business, government and education at all levels of competence.

Department of Secretarial Science

The Secretarial Science courses equip young women for responsible, specialized positions which demand highly skilled training. The secretary is an important aide, handling private and business affairs. She makes appointments for her employer, interviews callers, and handles personal and confidential records and information. She is oftentimes the first person representing her firm. She possesses poise, charm, and an understanding of human relations.

Surveys have proved that college educated women are able to move from secretarial jobs to executive positions for which they have the desire to compete.



BACHELOR OF BUSINESS SCIENCE DEGREE PROGRAMS

Accounting

Business Management

Management Information Science

Secretarial Science

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typing 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	16	Total	16

Second Year

First Semester		Second Semester	
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 1*	3
Total	17	Total	17

Third Year

First Semester		Second Semester	
Acc. 11 Auditing	4	Acc. 12 Adv. Auditing	4
B.M. 18 Statistics	3	B.M. 22 Mgr. Econ.	3
B.M. 19 Prin. of Finance	3	Eng. 20 Rep. Writing & Research	3
Soc. 20 Hum. Rel. in Adm.	3	Electives 2*	6
Electives 1*	3		
Total	16	Total	16

Fourth Year

First Semester		Second Semester	
Acc. 5 Advanced	4	Acc. 6 Advanced	4
Acc. 9 Taxes	4	Acc. 10 Adv. Taxes	4
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
Electives 2*	6	Electives 2*	6
Total	17	Total	17

* Electives must be selected from General Education courses.
** Typing is optional for students enrolled in this program.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typewriting 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	16	Total	16

Second Year

First Semester		Second Semester	
Acc. 9 Taxes	4	B.M. 3 Salesmanship	3
B.M. 10 Prin. of Mgt.	3	B.M. 14 Marketing 2	3
B.M. 13 Marketing 1	3	M.I.S. 10 Sys. & Proc.	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 2*	6
Total	16	Total	18

Third Year

First Semester		Second Semester	
Acc. 14 Acc. for Mgt.	4	B.M. 9 Sales Mgt.	3
B.M. 19 Prin. of Fin.	3	B.M. 11 Personnel Mgt.	3
Soc. 20 Hum. Rel. in Adm.	3	B.M. 18 Statistics	3
Electives 2*	6	Eng. 20 Rep. Writing & Research	3
		Electives 1*	3
Total	16	Total	15

Fourth Year

First Semester		Second Semester	
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
B.M. 20 Mgt. Dec. Making	3	B. M. 21 Adv. Mgt. Dec. Making	3
B.M. 22 Mgr. Economics	3	Electives 3*	9
Electives 2*	6		
Electives 1***	3		
Total	18	Total	15

* Electives must be selected from General Education courses.
** Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.
*** Elective may be selected from any course offering.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

MANAGEMENT INFORMATION SCIENCE

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
Electives 1*	3	Electives 1*	3
† Developmental Reading			
Total	16	Total	16

Second Year

First Semester		Second Semester	
Accounting Option		**Accounting Option**	
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
Management Option		**Management Option**	
B.M. 10 Prin. of Mgt.	3	B.M. 3 Salesmanship	3
B.M. 13 Marketing 1	3	B.M. 14 Marketing 2	3
All Students		**All Students**	
Econ. 10 Econ. 1	3	M.I.S. 10 Sys. & Proc. 1	3
Math 12 Math 3	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 1*	3
Total	15 or 17	Total	15 or 17

Third Year

First Semester		Second Semester	
Acc. 14 Managerial	4	B.M. 11 Personnel Mgt.	3
B.M. 20 Prin. of Finance	3	B.M. 21 Mgt. Dec. Making	3
M.I.S. 11 Sys. & Proc. 2	3	B.M. 22 Mgr. Econ.	3
Soc. 20 Human Rel. in Adm.	3	M.I.S. 15 Adv. Sys. & Proc. 1	3
Electives 1*	3	Eng. 20 Rep. Writing & Research	3
Total	16	Total	15

Fourth Year

First Semester		Second Semester	
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
B.M. 18 Statistics	3	B.M. 19 Adv. Statistics	3
M.I.S. 16 Adv. Sys. & Proc. 2	3	M.I.S. 17 Seminar	3
Electives 3*	9	Math 13 Math 4	3
		Electives 2*	6
Total	18	Total	18

* Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
Psych. 10 Intro. to Psych.	3		
† Developmental Reading			
Total	18	Total	15

Second Year

First Semester		Second Semester	
Acc. 9 Taxes	4	B.M. 3 Salesmanship	3
B.M. 2 Retailing	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	Psych. 12 Human Grth. & Dev.	3
S.S. 10 Typing 3	2	Spanish 11 Elementary	3
Spanish 10 Elem.	3	Electives 1*	3
Electives 1*	3		
Total	18	Total	15

Third Year

First Semester		Second Semester	
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
Econ. 10 Econ. 1	3	Eng. 20 Rep. Writ. & Research	3
Spanish 12 Intermediate	3	Spanish 13 Intermediate	3
Electives 1*	3	Economics 11 Econ. 2	3
		Electives 1*	3
Total	15	Total	17

Fourth Year

First Semester		Second Semester	
B.M. 18 Statistics	3	B.M. 11 Pers. Mgt.	3
S.S. 6 Legal or		M.I.S. 10 Sys. & Proc. 1	3
S.S. 7 Medical Term.	3	S.S. 15 Legal Sec. Duties or	
Soc. 20 Hum. Rel. in Adm.	3	S.S. 16 Med. Sec. Duties	3
Electives 2*	6	Electives 2*	6
Total	15	Total	15

* Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

ASSOCIATE IN

BUSINESS SCIENCE DEGREE

PROGRAMS

Accounting

Business Management

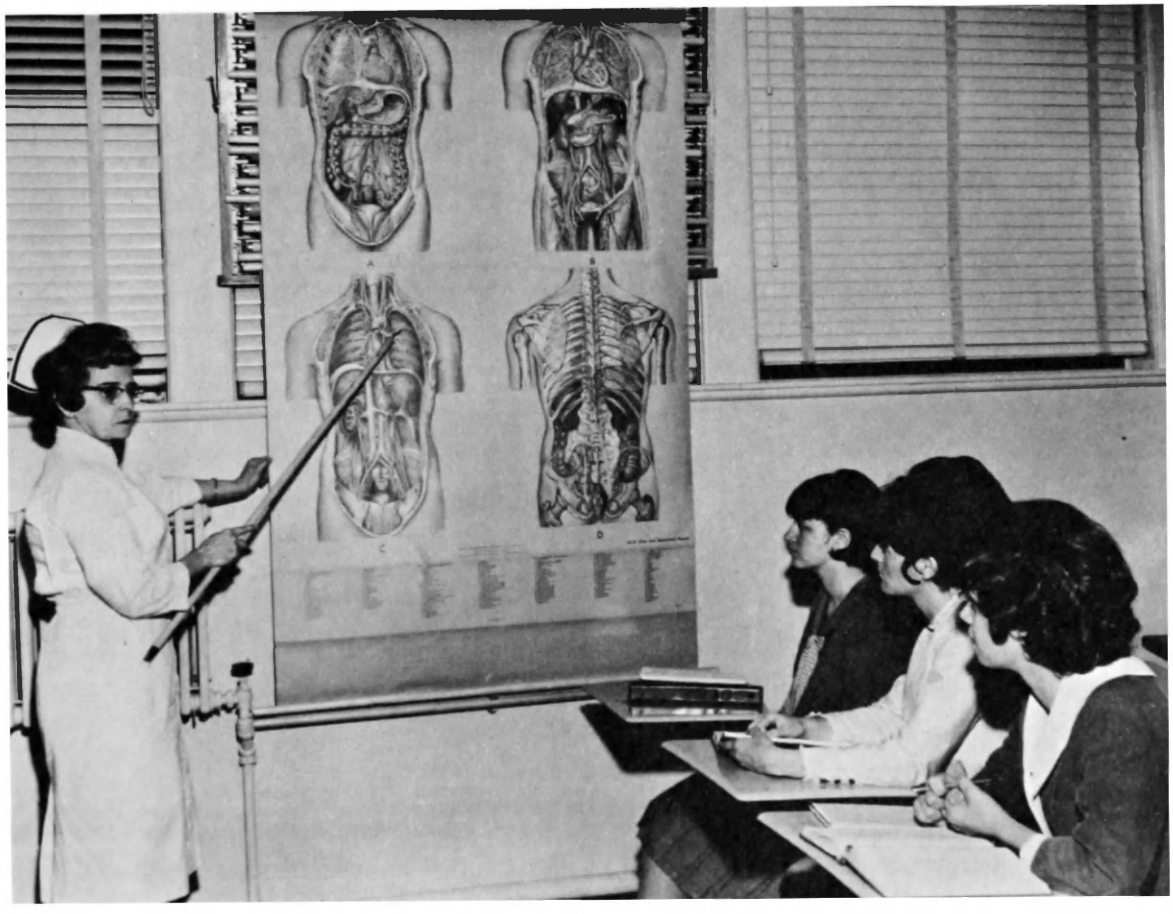
Administrative Secretarial

Executive Secretarial

Legal Secretarial

Medical Secretarial

Technical Secretaria



ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
S.S. 8 Typing 1**	(2)	Eng. 11 Fresh. Comp.	3
Eng. 10 Fresh. Comp.	3	Math 11 College Math	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	16	Total	16

Second Year

First Semester		Second Semester	
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
Acc. 9 Taxes or	4 or 3	Acc. 11 Auditing	4
M.I.S. 10 Sys. & Proc. 1		Econ. 11 Econ. 2	3
Econ. 10 Econ. 1	3		
Electives 1*	3		
Total	17 or 18	Total	15

* Electives must be selected from General Education courses.
** Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

BUSINESS MANAGEMENT

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typing 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	16	Total	16

Second Year

First Semester		Second Semester	
B.M. 2 Retailing	3	Acc. 9 Taxes or	4 or 3
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	
B.M. 13 Marketing 1	3	B. M. 3 Salesmanship	3
B.M. 19 Prin. of Finance	3	B.M. 14 Marketing 2	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
		Electives 2*	6
Total	15	Total	18 or 19

* Electives must be selected from General Education courses.
** Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

ADMINISTRATIVE SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	B.M. 3 Salesmanship	3
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	14

Second Year

First Semester		Second Semester	
B.M. 2 Retailing	3	B.M. 7 Bus. Law 2	3
B.M. 6 Bus. Law 1	3	B.M. 11 Pers. Mgt.	3
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
S.S. 10 Typing 3	2	S.S. 14 Exec. Sec. Duties	4
Electives 1*	3	Electives 1*	3
Total	17	Total	18

*Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

EXECUTIVE SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	15

Second Year

First Semester		Second Semester	
B.M. 2 Retailing	3	B.M. 7 Bus. Law 2	3
B.M. 6 Bus. Law 1	3	B.M. 11 Pers. Mgt.**	3
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
S.S. 10 Typing 3	2	S.S. 14 Exec. Sec. Duties	4
Electives 1*	3	Electives 1*	3
Total	17	Total	18

* Electives must be selected from General Education courses.
** Accounting 9 Taxes may be substituted for B.M. 11 Personnel Management.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	15

Second Year

First Semester		Second Semester	
B.M. 6 Bus. Law 1	3	Acc. 9 Taxes or M.I.S. 10 Sys. & Proc. 1	4 or 3
B.M. 10 Prin. of Mgt.	3	B.M. 7 Bus. Law 2	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
S.S. 10 Typing 3	2	S.S. 6 Shorthand 6 Legal Term.	3
Electives 2*	6	S.S. 11 Typing 4	2
		S.S. 15 Legal Sec. Duties	4
Total	17	Total	18 or 19

*Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

MEDICAL SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Science 13 Anat. & Phys.	3
Science 12 Anat. & Phys.	3	Psych. 10 Intro. to Psych.	3
† Developmental Reading			
Total	18	Total	18

Second Year

First Semester		Second Semester	
B.M. 10 Prin. of Mgt.	3	B.M. 11 Pers. Mgt.	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
S.S. 10 Typing 3	2	S.S. 7 Med. Shorthand	3
S.S. 17 Med. Terminology	3	S.S. 11 Typing 4	2
Psych. 12 Human Growth & Dev. or		S.S. 16 Medical Sec. Duties	4
Psych. 13 Ment. Hygiene	3	S.S. 18 Medical Procedures	3
Electives 1*	3		
Total	17	Total	18

*Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester

	Cr.
Acc. 1 Elem.	4
S.S. 1 Shorthand 1	3
S.S. 8 Typing 1	2
Eng. 10 Fresh Comp.	3
Math 10 Math of Finance	3
Electives 1*	3
† Developmental Reading	
Total	18

Second Semester

	Cr.
Acc. 2 Principles	4
S.S. 2 Shorthand 2	3
S.S. 9 Typing 2	2
Eng. 11 Fresh. Comp.	3
Electives 2*	6
Total	18

Second Year

First Semester

B.M. 6 Bus. Law 1	3
B.M. 10 Prin. of Mgt.	3
S.S. 3 Shorthand 3	3
S.S. 10 Typing 3	2
S.S. 19 Tech. Terminology	3
Electives 1*	3
Total	17

Second Semester

B.M. 7 Bus. Law 2	3
M.I.S. 10 Sys. & Proc. 1	3
S.S. 4 Shorthand 4	3
S.S. 7a Tech. Shorthand	3
S.S. 12 Tech. Typing	2
S.S. 14 Exec. Sec. Duties	4
Total	18

* Electives must be selected from General Education courses.
† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

Summer School

Both the Summer School program and our Evening College are administered under the faculty and staff of the regular College. Summer School is designed for students either unable to attend during the regular college term or anxious to accelerate their college program or to study in additional areas. All subjects taken can be applied to the degree programs at the College.

Interested applicants should send for the Summer School Bulletin.

Evening College

The courses of study offered at the Evening College are for professional training for employed men and women. These courses can be applied for credit for those interested in obtaining an associate degree in Accounting and Management.

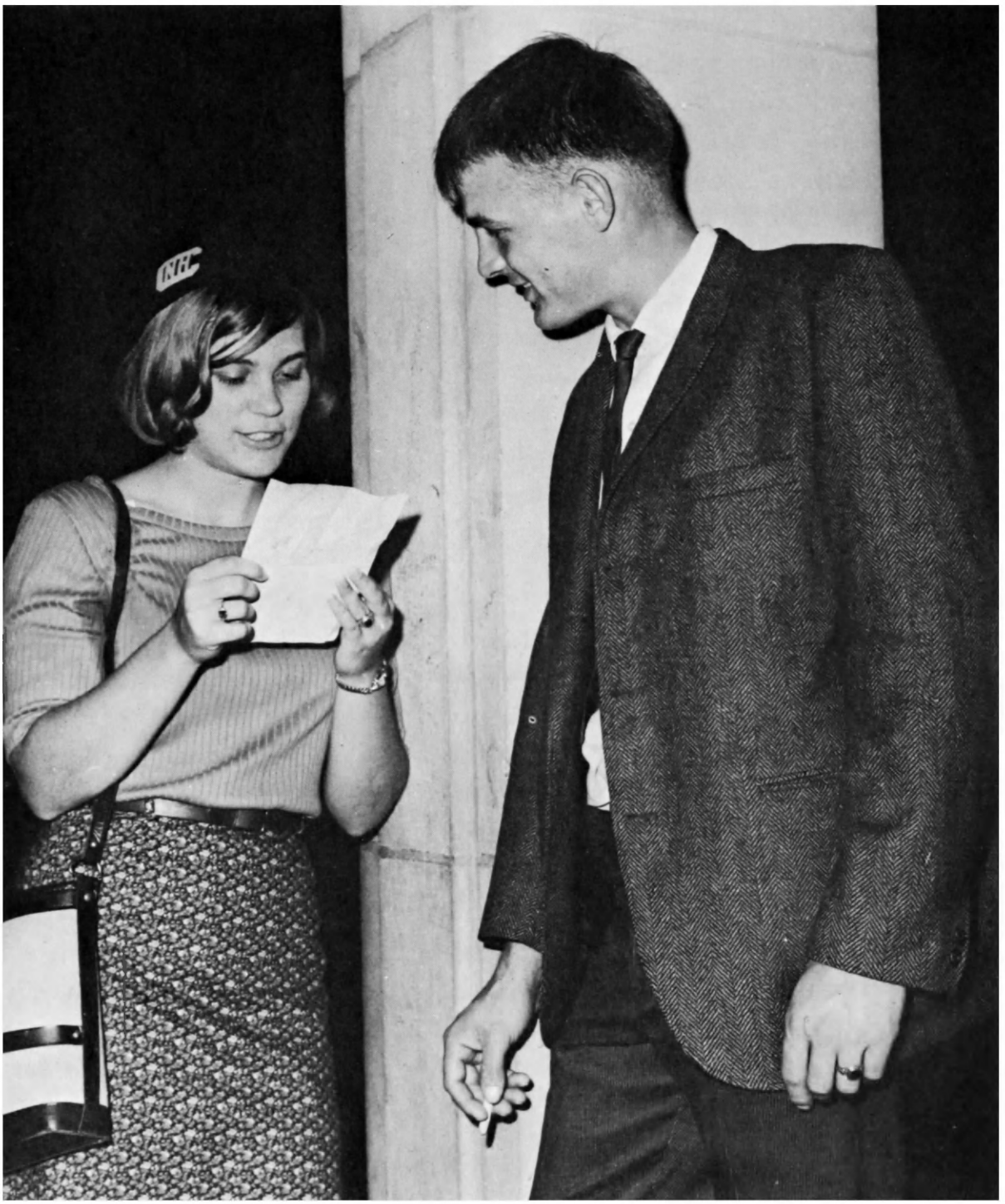
The associate degree may be achieved in four years depending on the number of credits a student carries each semester. The programs in the evening session take into consideration the time available for study, working conditions and other factors of a personal nature.

Interested applicants should send for the Evening College Bulletin.

Off Campus Programs

N.H.C.A.C. has been selected by the U.S. Air Force to conduct programs of study at a number of Air Force Bases enabling Air Force personnel to earn an associate or baccalaureate degree on base. These programs are under the supervision of the Director of Off Campus Programs in conjunction with the Education Officers at the bases. The instructors are either part of the college's faculty, military personnel who meet all the academic and educational requirements of the College, or visiting lecturers with specialized experience and training. Additional courses may be offered where reasonable interest is evidenced.

For further details write the Director of Off Campus Programs, N. H. College of Accounting and Commerce, Hanover Street, Manchester, N. H.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Description of Courses

ACCOUNTING

Acc. 1—Elementary 4 Credits

A presentation of the basic procedures and techniques of accounting with emphasis on the sources of accounting data and the basic routine employed in analyzing, recording, and summarizing this data. The fundamental principles of accounting are covered, including function and classification of accounts and the preparation of the principal financial statements.

Acc. 2—Principles 4 Credits

An introduction to accounting systems and concepts with emphasis on internal procedures. Consideration is given to corporate accounting for capital stock transactions, retained earnings, and the distribution of earnings to stockholders.

Acc. 3 & 4—Intermediate (2 Semesters) 4 Credits each semester

Discussion and application of generally accepted accounting principles as supported by reference to the definitions, recommendations, and pronouncements of the American Institute of Certified Public Accountants and the Securities and Exchange Commission. Special emphasis is directed to the development and analysis of useful accounting data as presented in the principal financial reports to management and stockholders.

Acc. 5 & 6—Advanced (2 Semesters) 4 Credits each semester

Examines accounting problems associated with partnerships, joint ventures, income measurement in installment sales and consignments, consolidated statements (parent and subsidiaries), fiduciaries including estates and receiverships and governmental operations. Particular emphasis is placed on problem analysis.

Acc. 7 & 8—Cost Accounting (2 Semesters) 4 Credits each semester

Designed to acquaint the student with the objectives, systems and techniques of cost accounting for management control. Topics such as distribution cost and standards for distribution, budgetary control, flexible budgets and variance accounting are given complete treatment.

Acc. 9—Taxes 4 Credits

Developed for both accounting and management students and aimed at examining the tax responsibilities of corporate management; subjects that management must consider in order to make intelligent business decisions. Reference is to the Federal Income Tax Law and Regulations.

Acc. 10—Advanced Taxes 4 Credits

An advanced course in tax law based on analysis and treatment of problems encountered in current tax practice. Consideration is given to the tax specialist's approach in the preparation of individual, partnership, corporation, and fiduciary income tax returns.

Acc. 11 & 12—Auditing (2 Semesters) 4 Credits each semester

A study and appraisal of current auditing standards associated with the examination of corporate accounts. Examines the role of the Certified Public Accountant, the significance of the audit certificate, the function of the internal auditor, the nature of evidence in an audit, and the significance of statistical sampling.

Designed for the C.P.A. candidate as well as for internal and governmental accountants.

Acc. 14—Accounting for Management 4 Credits

Designed to study current problems in developing effective and meaningful information for management in dealing with short-run and long-term planning. Considers such topics as profit planning, capital budgeting, and plans for profit improvement.

BUSINESS MANAGEMENT

B.M. 1—Introduction to Business 3 Credits

Kinds of business, financing, personnel and labor relations, marketing methods, statistics and research, and basic essentials of a successful busi-

ness—the one-man business, the partnership, the corporation. Business organization, and office procedure, planning and layout of office; also a survey of the many positions and opportunities open to the business-trained man and woman.

B.M. 2—Principles of Retailing 3 Credits

A study in the principles of retailing with special emphasis on the practices of buying, selling, and advertising. Instruction in store layouts, organization, personnel, and customer relations.

B.M. 3—Salesmanship 3 Credits

An analysis of the techniques of successful selling of goods and services. Included are special areas such as the sales interview, types of sales organizations and fundamentals of personnel development.

B.M. 6 & 7—Business Law 1 & 2 (2 semesters) 3 Credits each semester

The primary aims of the course are to (1) help the student acquire a use value, as well as understand those principles which apply to ordinary business situations, and (2) insure an understanding of the nature of law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered.

B.M. 9—Sales Management 3 Credits

This course is a continuation of Salesmanship with added emphasis on administration of sales programs, development of sales campaigns, salesmen's reports, stimulation of the sales force, determination of sales territories, evaluation of salesmen's performance, and control of sales operations.

B.M. 10—Principles of Management 3 Credits

A study of management processes in a business organization. Consideration of the major functions of the business manager; such as policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course to enable students to apply classroom principles to real situations.

B.M. 11—Personnel Management 3 Credits

Fundamentals of personnel policies and administration. Study of major tasks of procuring, developing, maintaining and utilizing an effective working team. Other detailed topics such as interviewing, testing, training, remuneration, service activities, and control of personnel functions.

B.M. 13—Marketing 1 3 Credits

Introduction to marketing function through the study of its nature, scope, and importance; the market for consumer goods—retailing consumer goods, wholesaling consumer goods, marketing industrial goods, marketing policies and practices, marketing activities and the government.

B.M. 14—Marketing 2 3 Credits

A continuation of Marketing 1 with emphasis on advertising, marketing research and analysis, and integrated sales programs.

B.M. 15—Corporate Finance 3 Credits

Study of all phases of corporation finance. Tools necessary for decision-making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers, investment of corporate funds, recapitalization and retained earnings. Case studies emphasized.
Prerequisite—Economics 10 and 11.

B.M. 16—Money and Banking 3 Credits

This course covers the basic area of money and banking, with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments and United States national debt are considered.
Prerequisite—Economics 10 and 11.

B.M. 18—Statistics 3 Credits

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting, and presenting statistical data.

B.M. 19—Principles of Finance 3 Credits

Analysis of concepts underlying the financial structure of a firm. Topics

discussed are: classes of stocks and bonds, illustrations of current business transactions, financial planning, and analysis of financial statements.

B.M. 20—Management Decision Making 3 Credits

The management science approach to the problem of business decision-making from the top management point of view. Focus on central management issues. Comprehensive cases covering the entire range of business operations.

B.M. 21—Advanced Management and Operations Research 3 Credits

The application of quantitative techniques and models in the solution of executive problems in terms of a decision theory formulation. Case studies. Prerequisite B.M. 20

B.M. 22—Managerial Economics 3 Credits

Impact of economic fluctuations upon the individual firm and problems of job-forecasting, both for the aggregate economy and the individual firm. Problems of demand, cost, price, and output.

B.M. 23—Mathematical Statistics 3 Credits

Chi-Square testing, analysis of variance, simple correlation, sampling inspection and sequential analysis.

MANAGEMENT INFORMATION SCIENCE

M.I.S. 10—Systems and Procedures 1 3 Credits

This course covers basic machine operation. Specialized techniques allied with integrated data-processing and data-processing application for accounting systems. The course serves to acquaint the student with the capabilities of the machine rather than proficiency in machine operation or machine programming.

M.I.S. 11—Systems and Procedures 2 3 Credits

Continuation and expansion of Systems and Procedures 1, and introduction to programming.

M.I.S. 12 and 13—Advanced Systems Analysis and Programming 1 and 2
3 Credits each semester

Management and special language techniques, the emphasis on proficiency, systems analysis, communications, integrated and total system applications.

SECRETARIAL SCIENCE

S.S. 1—Shorthand 1 (Theory and dictation to 60 words per minute) 3 Credits

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute.

S.S. 2—Shorthand 2 (Dictation: 60-80 words per minute, and transcription)
3 Credits

Designed to increase the student's shorthand vocabulary with emphasis on developing speed and accuracy in making neat transcripts. Eighty words per minute required to receive credit for course.

S.S. 3—Shorthand 3 (Dictation: 80-100 words per minute, and transcription)
3 Credits

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription practice. One hundred words per minute required to receive credit for course.

S.S. 4—Shorthand 4 (Dictation: 100-120 words per minute, and transcription)
3 Credits

The material used for dictation includes longer and more difficult business letters from technical fields, editorials, reports. Transcription drills are

continued to increase speed and accuracy. One hundred twenty words per minute required to receive credit for the course.

S.S. 5—Shorthand 5 (Dictation: 120-140 words per minute, and transcription) 3 Credits

Emphasis on attaining ability to write unfamiliar matter, including difficult and technical words at above average rates of speed. One hundred forty words per minute required to receive credit for course.

S.S. 6—Shorthand 6 (Legal Terminology and Transcription) 3 Credits

Legal dictation and Congressional Record matter are typical of the material used. The shorthand forms of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts, and sales.

S.S. 7—Shorthand 7 (Medical Shorthand and Transcription) 3 Credits

Medical Shorthand dictation and medical terminology. Prerequisite—S.S. 17.

S.S. 7A—Technical Shorthand and Transcription

A thorough training in technical dictation and transcribing technical materials. Prerequisite S.S. 19.

S.S. 8—Typewriting 1 (Theory, and speed up to 35 words a minute) 2 Credits

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. Thirty-five words a minute with five or fewer errors.

S.S. 9—Typewriting 2 (35-50 words a minute) 2 Credits

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. Fifty words a minute with five or fewer errors.

S.S. 10—Typewriting 3 (50-60 words a minute) 2 Credits

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. Sixty words a minute with five or fewer errors.

S.S. 11—Typewriting 4 2 Credits

Advanced course in touch typewriting for those interested in developing speed and accuracy above the average.

S.S. 12—Technical Typing 2 Credits

Emphasis is placed on typing technical reports and technical material. The student is trained in procedures pertaining to technical vocabulary in electronics, engineering, and space terms.

S.S. 14—Executive Secretarial Duties 4 Credits

This course is designed to give the student enrolled in the two or four-year Executive, Administrative, Technical, or Secretarial Science program a broad scope of the duties required which distinguish the secretary from the stenographer. Thorough training is given in the various duties of the executive secretary to qualify her as an administrative assistant. Fundamental knowledge of business machines is included in this course.

S.S. 15—Legal Secretarial Duties 4 Credits

The student is trained in legal procedures. Emphasis is placed upon the importance of her duties in matters of preparing legal documents, such as leases, complaints, bills of sales, mortgages, wills, general legal forms, as well as briefs, testimony, and professional record-keeping. Fundamental knowledge of business machines is included in this course.

S.S. 16—Medical Secretarial Duties 4 Credits

Professional training is given in the Medical Secretarial program. Stress is placed on proper procedures in the doctor's office, handling of patients, keeping of physician's records, filing, and dictaphone material on medical dictation. Field trips to clinics and local hospitals will be arranged. Fundamental knowledge of business machines is included in this course.

S.S. 17—Medical Terminology 3 Credits

This course offers the student a thorough knowledge of medical terms and their usage. Emphasis is placed on developing a technical vocabulary through analysis of word elements—stems, prefixes, suffixes. The course includes medical abbreviations, homonyms, eponyms. This course is a prerequisite for S.S. 7.

S.S. 18—Medical Procedures 3 Credits

Professional training is given in the Secretarial Medical Assistant program. Theory and practice in medical procedures include medical ethics, transmission of disease with means of protection, helping with physcial examinations and treatments, principles of medications, first aid rules, routine laboratory techniques. Field trips to clinic and local hospitals arranged.

S.S. 19—Technical Terminology 3 Credits

The course is designed to give the student a thorough training in technical terminology pertaining to electronics, engineering, and space programs.

GENERAL EDUCATION

Economics 10 and 11—Introduction to Economics (2 semesters)
3 Credits each semester

This course is a general survey of the principles of economics. It examines the economic foundations of national wealth and welfare and indicates some of the simpler and more direct methods of strengthening business relations. It also covers the laws of production, wealth, labor, distribution, management, methods of exchange, manufacturing, and administration.

Economics 12—Economic Geography 3 Credits

A study of relationships between the geographical environment and economic activities of a country. Emphasis is on the physical character of the earth's natural mineral and power resources and their effect on international commerce and manufacturing.

Economics 13—American Economic History 3 Credits

An historical survey of the economic development of the United States and the role of government in the economy.

English 10 and 11—Composition 3 Credits each semester

A basic freshman course in composition, appreciation of literary styles, vocabulary improvement, and understanding of current English usage. It is designed to review and improve the students' oral and written language, to improve the mechanics of writing (grammar), and to expand language concepts generally. Required of all freshmen.

English 12—Public Speaking 3 Credits

Designed to develop ability in all speaking situations, to increase effectiveness, to organize and deliver material. Evaluation and improvement of voice, diction, articulation, posture, and other speaking qualities.

English 13—American Literature 1 3 Credits

A study of the three types of consciousness in American writing (authors', characters', and readers') in the works of Jefferson, Emerson, Twain, Crane, and others.

English 14—American Literature 2 3 Credits

Consciousness in recent American writing by such authors as Lewis, Fitzgerald, Faulkner, Salinger, and their contemporaries. American Literature 1 is not a prerequisite.

English 15—Survey of The Theatre 3 Credits

Survey of play writing beginning with the Greeks and continuing to the present. Sophocles, Everyman, Shakespeare, Sheridan, Chekhov, and Arthur Miller are included.

English 16—Contemporary Drama 3 Credits

A consideration of modern plays in twentieth century literature. American, British, Russian, Scandinavian, and Irish theatre are among those studied.

English 18—Introduction to Poetry 3 Credits

A course introducing conventional forms of poetry as literature, using mostly contemporary poets such as Frost, Robert Lowell, Sandburg, T. S. Eliot. Various nationalities of poets will be considered but American and British especially. Obscure and difficult poetry will not be stressed. Open to upperclassmen. Freshmen only with permission of the department chairman.

English 19—Shakespeare 3 Credits

A study of one Shakespearean comedy, one tragedy, and one history with consideration also given to background in the Elizabethan era.

English 20—Report Writing and Research 3 Credits

An advanced writing course required of all B.B.S. candidates. It will cover research and preparation of material used for all types of business writing—reports, brochures, publicity, memorandums.
Prerequisite: English 10 & 11.

English 22—Great Books

A representative examination of books which have been read through the years and still rank as favorites. The basic consideration of "what makes a book great" will be applied to such classics as The Holy Bible, The Inferno, Crime and Punishment, and The Sound and the Fury.

English 25—The Sociological Novel 3 Credits

This course is designed to examine the motives and living habits of people as they are portrayed by such authors as Joyce, Hemingway, Dickens, and Jane Austen.

English 26—Literature of War 3 Credits

A representative study of fiction dealing with each of the major military conflicts in which the United States has been engaged since its birth. Works to be considered include Rabble in Arms, John Brown's Body, Battle Cry, and The Green Berets.

English 30—Advanced Writing

A course offered to those students who seek experience in writing beyond the normal offerings of Freshman Composition. The various forms of the writ-

ten art are studied and practiced. Open only to those who attain at least a B in Freshman Composition and limited to 12 students.

Government 10—American Governments 3 Credits

The purpose of the course is to provide the student with an understanding of the American governmental system and its unique contribution to the art of government. Not open to students who have had Government 12.

Government 11—International Relations 3 Credits

A study of the mechanics of international relations as well as the concept of the balance of power, and the role and limitations of international organization and international law.

Government 12—European Governments 3 Credits

The purpose of the course is to compare the major forms of government employed by the major European countries in contrast to the American system. Not open to students who have had Government 10.

Government 13—Contemporary American Foreign Policy 3 Credits

This course will consider the major foreign policy problems confronting the U.S. at the present time. Special attention will be paid to the East-West conflict and its effect upon the underdeveloped countries of Asia, Africa, and Central and South America.

Government 14—Introduction to Political Theory 3 Credits

This course will trace the development of western political theory from Plato to the present. Special attention will be paid to Democratic and Marxist theory although some consideration will be given to National Socialism (Nazi) and Facist theories as well as non-Marxist socialism. This course is limited to juniors and seniors.

History 10 and 11—History of Western Civilization (2 semesters)
3 Credits each semester

A course designed to emphasize an understanding and appreciation of those movements in ancient, medieval, and modern history that contributed to the development of modern culture.

History 12—American History 1 3 Credits

The political, economic and social development of the United States from the colonial period to the end of the Civil War.

History 13—American History 2 3 Credits

The political, economic and social development of the American people from the end of the Civil War to the present. History 12 is not a prerequisite.

Mathematics 10—Mathematics of Finance 3 Credits

The application of mathematics to business—percentage, discounts, interest, ratios, invoicing, pricing merchandise, and computing profit and loss.

Mathematics 11—College Mathematics 3 Credits

The use of theoretical mathematic principles as applied to finance, investments, interest, insurance. Practical problems are used to illustrate formulas and tables, and the use of logarithms. An introduction to the methods and terminology of automated systems' analysis as a tool of mathematics.

Mathematics 12—Mathematics 3 3 Credits

Advanced Algebra, Linear Programming, Differential Calculus, Integral Calculus, Probability.

Mathematics 13—Mathematics 4 3 Credits

Boolean Algebra, Sets, Numerical Systems.

Philosophy 10—Introduction to Philosophy 3 Credits

A general introduction to philosophy with selections from classical and contemporary philosophers. An analysis of essential problems and types of philosophy.

Philosophy 14—Fundamentals of Logic 3 Credits

Study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, the significance of language, and clear verbalization.

Philosophy 15—Religion in Contemporary America 3 Credits

A review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Psychology 10—Introduction to Psychology 3 Credits

This course serves to introduce the student to important general principles in the field of psychology. It covers the study of human behavior and methods by which attitudes and actions may be directed. The topics which are covered include learning, perception, emotions and personality. Emphasis is placed upon the knowledge of various types of tests and the application of psychology to everyday living.

Psychology 12—Human Growth and Development 3 Credits

This course concerns physical and psychological development from infancy through the school years. While not ignoring problem aspects of growth, emphasis is on the "normal", usual patterns of development. Discussion will combine latest research information with actual observation of children in various activities.

Psychology 13—Mental Hygiene 3 Credits

This course offers the student insight into the dynamics of human adjustment, both normal and abnormal, to the problems of modern living. Material covered includes such areas as human motivation and learning, individual differences, the self concept and psychometrics. Discussion combines case studies and research information.

Science 10—Science Survey 1 3 Credits

Students are introduced to important general fields of geology, botany, and physics. Emphasis is on the historical development of the science as well as practical application. This is a non-laboratory course.

Science 11—Science Survey 2 3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The emphasis of the course is on the historical and practical aspects. This is a non-laboratory course. No prerequisite, but Science 10 is recommended.

Science 12—Introduction to Anatomy and Physiology 3 Credits

The course is intended to introduce the student to the fundamental principles of anatomy and physiology. It covers the study of the structural and physiological unit of the body with the organization of tissues, organs and systems, the integumentary (skin)—Musculo-Skeletal and the nervous systems. This course is a prerequisite for Science 13.

Science 13—Anatomy and Physiology 3 Credits

A study of anatomy and physiology and the relationships of all the body systems and their functions including the abnormal functions. The aim of the course is to give the student a keen knowledge of the subjects involved, and also the psychology of the sick person. Prerequisite is Science 12.

Sociology 10—Introduction to Sociology 3 Credits

An introduction to the vocabulary and concepts of social organizations, social interaction, institutions and social change. Analysis of group behavior, class minorities, and group interactions.

Sociology 11—Cultural Anthropology 3 Credits

A study of human and cultural anthropology covering the full range of human culture, from witchcraft to community development, with special emphasis on U.S. culture, past and present.

Sociology 13—Contemporary Social Problems of the U.S. 1 3 Credits

A course which considers thoroughly contemporary social problems of the U.S. Educated opinions must be formulated based upon extensive reading of selected books and articles. Daily familiarity with news media is required. Major areas included are education, civil rights, crimes, delinquency, poverty, population control, automation.

Sociology 14—Contemporary Social Problems of the U.S. 2 3 Credits

A continuation of contemporary Social Problems of the U.S. 1. Further areas will be considered in depth. News media will be the major source of information.

Sociology 15—Criminology 3 Credits

This course is intended to introduce the student to the fundamental principles of criminology; namely, the nature, existence and causation of crime, the problems and procedures involved in the administration of justice, and rehabilitative and corrective treatment.

Sociology 20—Human Relations in Administration 3 Credits

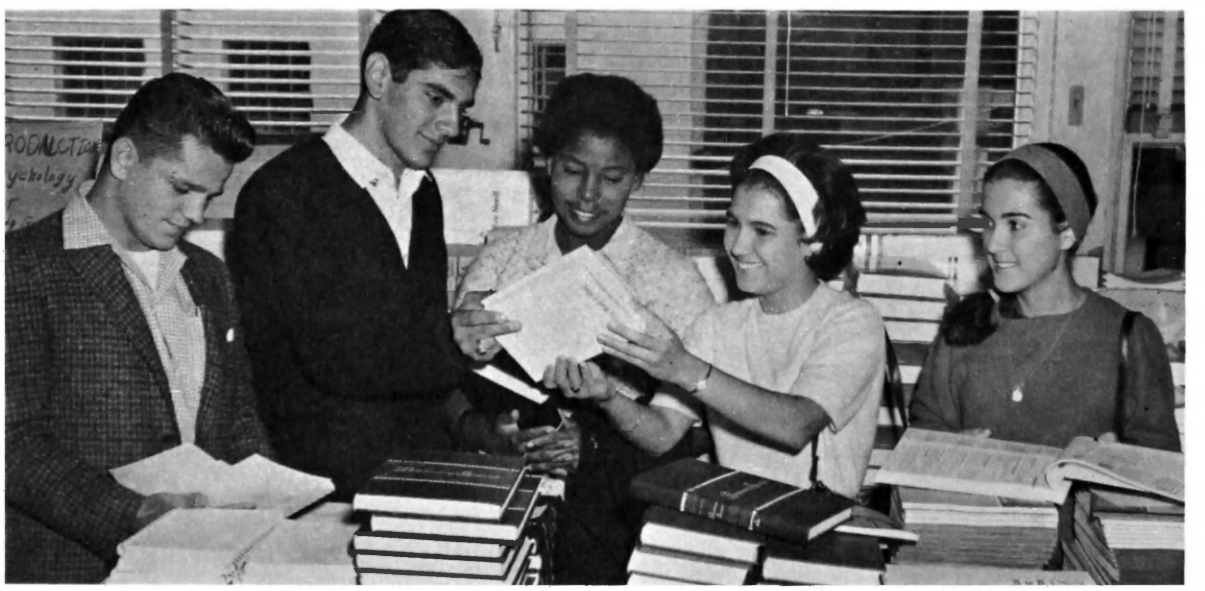
A study of the relationships between the administrator and his superior, employees under his supervision, associates at his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business needs.

Spanish 10 and 11—Elementary Spanish (2 semesters—both required for credit) 3 Credits each semester

The fundamentals of grammar, pronunciation, and conversation as well as dictation and elementary composition. Also reading to develop vocabulary.

Spanish 12 and 13—Intermediate Spanish (2 semesters—both required for credit) 3 Credits each semester

Continuation of Spanish 11. The fundamentals of grammar, pronunciation, and conversation continued along with dictation and elementary composition. Also reading to develop vocabulary. Prerequisite Spanish 10 and 11 or approval of instructor.



Special Courses

Speedwriting Shorthand

The primary purpose of Speedwriting is to teach a shorthand system, practically devoid of symbols, that can be more easily mastered than other shorthand methods, and that can, at the same time, fully meet the needs of business dictation.

Speedwriting is an abc system designed to give the student a knowledge of writing shorthand. Emphasis is placed on taking dictation at 80-100-120 words per minute. The course includes theory, dictation, and transcription.

Nancy Taylor Finishing Course

This course teaches the student how to improve herself with an intelligent, realistic goal in mind; that of striving to be the most attractive version of what she is. A Nancy Taylor girl looks attractive, sounds attractive, and is poised and self-confident in all situations, both business and social.

Reading Improvement (PAR)

This course is a systematic reading improvement program designed to meet the needs of all those who want to increase their reading effectiveness.

Everyone, whether he be an average, poor, or superior reader can substantially improve the following basic reading skills: rate, comprehension, concentration and ability to work under pressure, word recognition, pronunciation, vocabulary, critical reading, enjoyment and appreciation of reading.

Weaver Real Estate

The Weaver Real Estate Course is taught nationally. NHCAC is the only school in New Hampshire authorized to teach this course.

This is a comprehensive real estate program dealing with most of the general aspects of real estate. In addition to real estate principles, real estate sales, law, appraisals, insurance, property management, mortgages and loans are also studied.

C.P.A. Review

This course is designed to aid the C.P.A. candidate to develop approaches to the solutions of problems and answers to the questions in the examination. The material covers the four major sections of the C.P.A. examination: auditing, accounting theory, accounting practice (problems) and commercial law, and a review of current Federal Income Tax applications.

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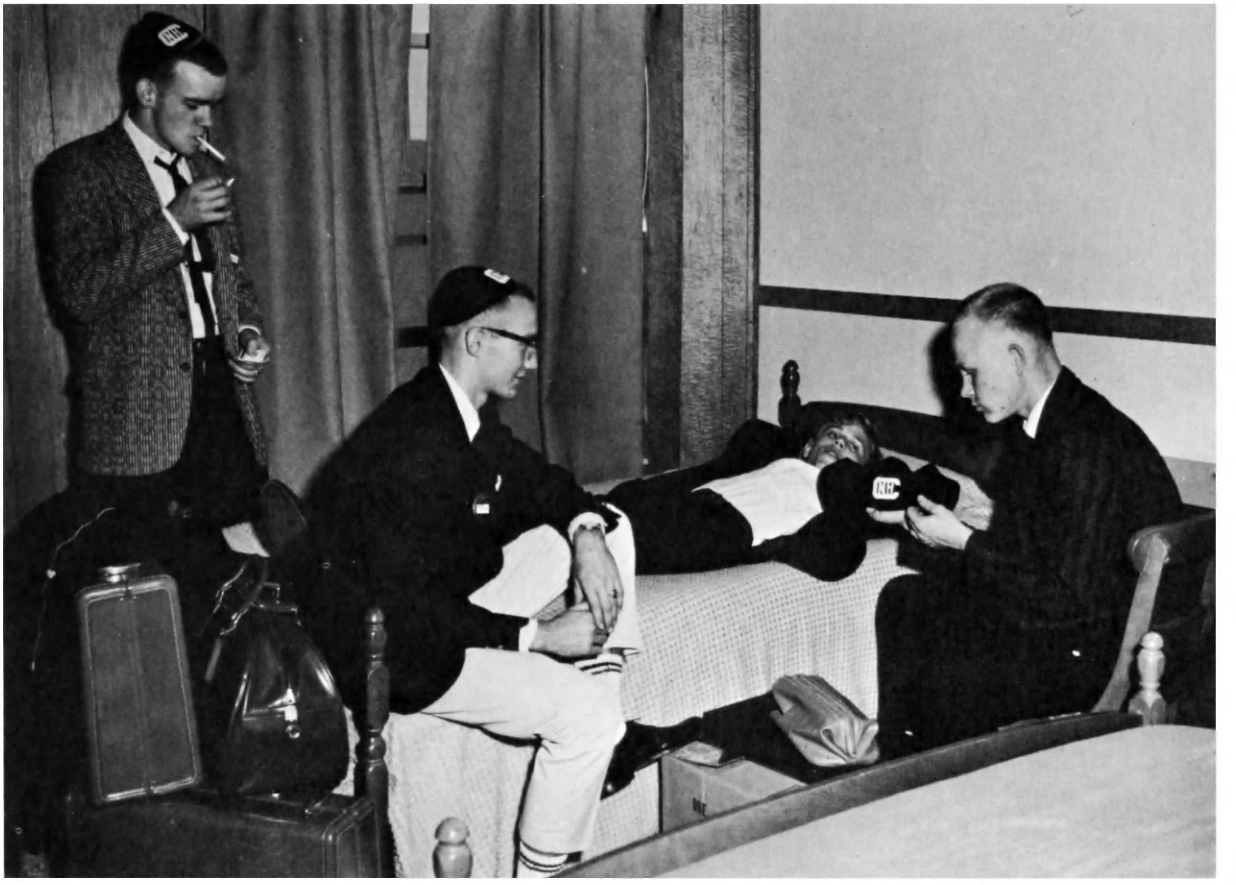

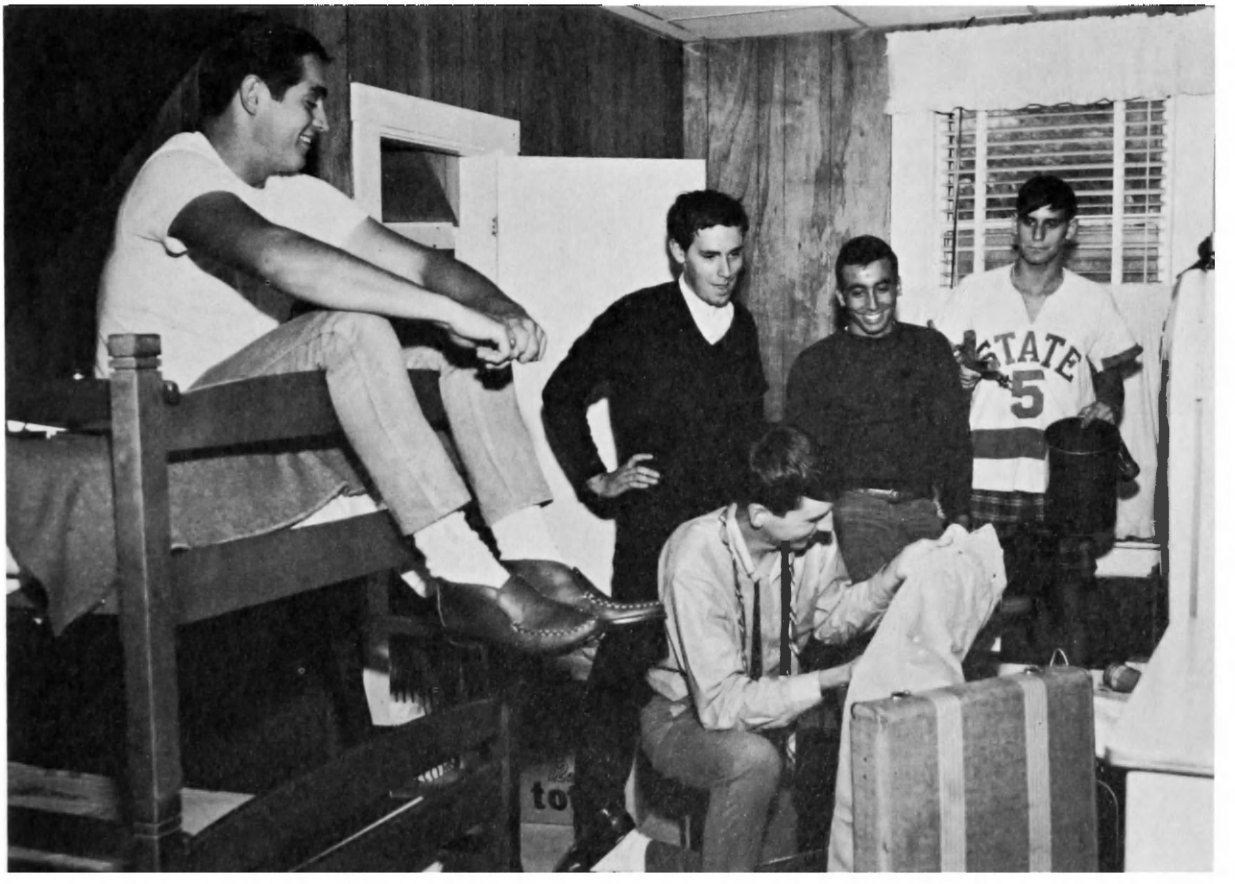
STATE
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NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H. 03101

603 669-2652 625-9013

FOR ADMISSIONS OFFICE ONLY

Action	Date	Initial
F. A. R.A. P.A. Re. N/S		
Fee: Rec'd $	Date	By

APPLICATION FOR ADMISSION
Day Division

To be filled out by the applicant and returned to the Director of Admissions Date .....

Name ..... Social Security .....
(Last) (First) (Middle)

Home Address ..... Tel. No. .....
(Street) (City) (State) (Zip)

Date of Birth ..... Sex: ( )M ( )F Marital Status .....

Name of Father (or guardian) .....

Address of Father (or guardian) .....
(Zip)

Place of Employment ..... Occupation .....

Name of Mother .....

Address of Mother .....
(Zip)

Place of Employment ..... Occupation .....

If retired, previous occuptation(s) .....

Please indicate with whom you live .....
(Name) (Relationship)

Parents' bank or credit reference .....

Address .....
(Zip)

Have you made application to N. H. C. A. C. before? ..... Year .....

When do you plan to enter College? .....
(Date)

What class do you plan to enter? Freshman ( ) Sophomore ( ) Junior ( ) Senior ( )

Course taken in High School .....

Name of High School Guidance Director ..... Principal .....

High Schools and Preparatory Schools attended. List in order of attendance.

School ..... Dates Attended .....

Address ..... Year Graduated .....

School ..... Dates Attended .....

Address ..... Year Graduated .....

Have you attended other colleges or universities? ..... Give names and dates of attendance

.....

.....

Name | Address | Dates of Attendance

Do you intend to apply for transfer of credits earned there? .....

If you have attended another college or university an official transcript covering all academic work must be submitted before this application can be processed.

If you have left school or are not applying directly from school, indicate how you have been occupied since leaving.

.....

.....

.....

Are you a veteran? Yes ( ) No ( ) Number of Years in the service.....

Will your college training be authorized by the Veterans Administration? Yes ( ) No ( )

Have you made application to any other college? ..... (Yes or No)

State names of any relatives or friends who attend or have attended NHCAC and relationship .....

.....

How did you first learn of NHCAC? .....

.....

State here any information you would like to add which will help the Committee on Admissions evaluate your application: (Include Honors, Activities, Employment)

.....

.....

.....

Have you any physical handicaps? If so, please explain .....

.....

CHECK COURSE DESIRED: You will not be obligated to pursue the course you indicate as a preference.

BACHELOR OF BUSINESS SCIENCE DEGREE

( ) Accounting
( ) Business Management
( ) Management Information Science
( ) Secretarial Science

ASSOCIATE IN BUSINESS SCIENCE DEGREE

( ) Accounting
( ) Business Management
( ) Administrative Secretarial
( ) Executive Secretarial
( ) Legal Secretarial
( ) Medical Secretarial
( ) Technical Secretarial

CHECK: ( ) RESIDENT STUDENT

( ) College to provide housing.
( ) Wish Home-Study Plan for Females.

( ) COMMUTING STUDENT

College housing not required.

Signature .....

Address .....

City ..... State ..... Zip .....

(An application fee of $10 must accompany the application)

NEW HAMPSHIRE COLLEGE
OF ACCOUNTING AND COMMERCE
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