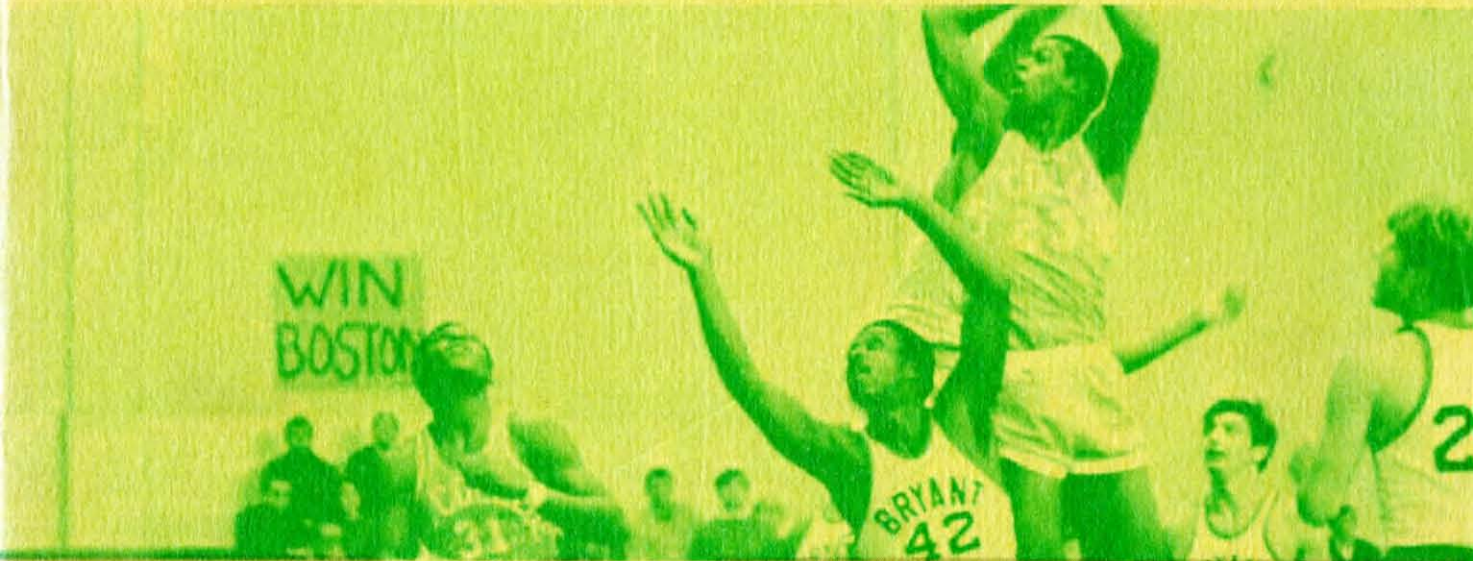




NEW HAMPSHIRE COLLEGE



CATALOG



New Hampshire College

A private, non-profit,
coeducational senior college
of business founded in 1932

88 Hanover Street
Manchester, New Hampshire
03101 (603) 669-2652

CATALOG

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Philosophy and Objectives

The College places emphasis upon the education of the person for his growing responsibility in business, education, government, and society as a whole. The curricula are continually reviewed and revised to maintain a realistic relationship between the academic program and the changes occurring in business, education, and government. The specific objective of the College is two-fold. It aims first to provide men and women with sufficient technical training to enable them to enter professional careers after they receive their degrees; and second, to effect an intellectual balance by a generous offering of liberal and appreciative courses.

The College now has an undergraduate enrollment of approximately 1,000 students, and 400 other students are enrolled in the evening and off-campus divisions. The College is accredited as a senior college of business by the Accrediting Commission of Business Schools and is approved by the New Hampshire Coordinating Board of Advanced Education and Accreditation. Majors are offered in Accounting, Business Management, Management Information Systems, and Secretarial Science. A new department of Business Teacher Education has been added; courses are now being offered to incoming students.



History

New Hampshire College is a private, non-profit, coeducational institution located in Manchester, New Hampshire. The college was founded by the late Mr. H. A. B. Shapiro in 1932 as the New Hampshire School of Accounting and Secretarial Science. During the years 1932 to 1952, the college remained relatively small.

In 1961, the College was incorporated, and the name was changed to *New Hampshire College of Accounting and Commerce*. The State of New Hampshire granted the College a charter in 1963, making it a degree granting institution of higher education. The first Associate's degrees were awarded the same year, and three years later the first Bachelor's degrees were conferred. On September 1, 1968, the College became a non-profit institution, and shortly thereafter selected its first Board of Trustees. The name was changed to *New Hampshire College* September 1, 1969.



Trustees of the College

Mrs. Harry A. B. Shapiro,
Chairman of the Board of Trustees
President of the College

Henry J. Everett
Financial Consultant, New York City

Ralph W. Farmer
Vice President, Merchants Savings Bank,
Manchester, N.H.

William S. Green
Attorney at Law
Manchester, N.H.

Kenneth J. Rowley
Secretary and Treasurer, New Hampshire
Insurance Company, Manchester, N.H.

Ann R. Shapiro
Admissions Counselor
New Hampshire College

Edward M. Shapiro
Vice President
New Hampshire College

Alfred L. Sicotte
President, P & S Leasing Corporation,
Manchester, N.H.

Kimion S. Zachos
Attorney at Law,
Manchester, N.H.

Administration

Officers of Administration

President of the College

MRS. HARRY A. B. SHAPIRO

Vice President

EDWARD M. SHAPIRO

B.S., University of New Hampshire

Assistant Vice President

WILLIAM E. BEANE

B. Ed., Keene State College; M.A., Middlebury College

Treasurer of the College

LILLIAN G. CROCKETT

Office of the Academic Dean

Academic Dean

DR. JAMES GRACE, JR.

B.Sc., St. Joseph College; Ed.M., Temple University;

Ed.D., University of Pennsylvania

Office of Continuing Education

Director of Continuing Education

EDWARD J. CONNORS

B.S., B.A., Marquette University; M.B.A.,

University of Massachusetts

Assistant Director of Continuing Education

for Off-Campus Programs

ERNEST M. GREENBERG

B.S., University of New Hampshire

Assistant to the Director of Continuing Education

DORIS M. BUCKLEY

Student Personnel Services

Dean of Student Personnel Services

GEORGE J. LARKIN, JR.

B.S., M.Ed., Boston College

Director of Counseling Services

CHARLES J. MITCHELL

B.Ed., Keene State College; M.A.,

University of Connecticut

Director of Placement and Career Information;

Director of Publications

EDITH V. ANTUNES

B.S., Simmons College; M.A., Siena College

Director of Athletics; Director of Publicity

LOUIS D'ALLESANDRO

B.A., University of New Hampshire

Director of Reading Services

LYMAN G. GILMORE

B.A., Middlebury College;

M.S., University of Bridgeport;

Doctoral Candidate, Boston University

Director of Student Activities

ALBERT G. JACOBBE

B.A., Boston College;

M.A., Marquette University;

Doctoral Candidate, Marquette University

Office of Admissions

Director of Admissions
VINCENT J. BANKOSKI
B.A., Russell Sage College

Associate Director of Admissions
FRANK C. MARINO, JR.
B.B.S., New Hampshire College

Assistant to the Director of Admissions
FAY E. BULCOCK
New Hampshire College

Admissions Counselor
J. DONOVAN MILLS

Admissions Counselor
ANN R. SHAPIRO
*B.A., Simmons College;
M.A., Columbia University*

Office of the Registrar

Registrar
WALTER ZIMMERMANN
B.S., M.Ed., Springfield College

Recorder
IDA SANSOM

Office of Financial Aids

Consultant for Financial Aids
JAMES M. REYNOLDS
A.B., St. Anselm's College

Assistant to the Consultant for Financial Aids
DENISE M. PILOTTE
A.B.S., New Hampshire College

Library

Librarian
BEATRICE C. JORDAN
B.A., Whitman College

Assistant Librarian
CHARLES E. WEYANT
*B. A., American University;
M. L. S., Simmons College*

Assistant Librarian
DIANE I. LUTZ
B.A., State University of New York

Health Services

Physician
GUILLERMO P. BRENA, M.D.

Nurse
RACHEL GOSSELIN
*R.N. St. Mary's General Hospital;
B.S.N.E., University of Ottawa*

Nurse
ANNETTE LAROCHELLE
*R. N., Notre Dame Hospital;
Post graduate studies, Providence Lying-In Hospital*



Faculty

ELEANOR BARNES

Instructor in Management Information Systems
Acting Chairman of the Department
B.S., Northeastern University

FRANK J. BARNES

Computer Center Director
B.S., Arizona State University

FREDERICK G. BRIGGS, JR.

Instructor in Accounting
B.C., St. Mary's University; M.B.A., Boston College; C.P.A.

BENSON R. BROWN

Instructor in Business Management
B.S., M. Ed., Boston University

MARY P. BROWN

Professor of English
Chairman, Department of Humanities
B.A., Smith College; M.Ed., Harvard University

ROBERT A. COBURN

Assistant Professor of Business Management
B.S., American International College; M.B.A., University of Massachusetts

GEORGE E. COMMENATOR

Instructor in Philosophy
A.B., Rockhurst College; M.A., Ph.D., Boston College

HOWARD CORSACK

Professor of Accounting
Chairman of the Department
B.S.B.A., M.B.A., Rutgers University; C.P.A.

GEORGE W. COUTRIS

Instructor in History
B.A., M.A., University of New Hampshire

HELEN R. CROSSIN

Instructor in Sociology
B.A., College Misericordia

CONSTANCE CUMMINGS

Instructor in Secretarial Science
B.L.I., Emerson College

MARY DIONNE

Associate Professor of Secretarial Science
Chairman of the Secretarial Department
B.S., Boston University

HELEN S. DONALDSON

Assistant Professor of Psychology
B.A., M.A., University of New Hampshire

H. COURTENAY FENN

Instructor in Accounting
B.S., University of Connecticut; C.P.A.

ROBERT H. FLEESON

Instructor in English
A.B. Yale University; M.A., University of New Hampshire

E. FRED FLINDELL

Lecturer in German; Lecturer in Music
A.B., Yale University; M.A., Ph.D., University of Pennsylvania

RICHARD F. HECHTL

Lecturer in Psychology
A.B., Bates College; M.A., University of New Hampshire

BEVERLY J. HILTZ

Instructor in Mathematics
M.S.T., University of New Hampshire

ERNEST HOLM

Instructor in Government
A.B., Dartmouth College; M.A., Boston University; M.A.T., University of New Hampshire

WILLIAM A. HUNZEKER

Instructor in Management Information Systems
B.S., University of Arizona; M.S., University of Southern California

ALBERT G. JACOBBE

Instructor in History
B.A., Boston College; M.A., Marquette University; Doctoral Candidate, Marquette University

JAMES H. KARR

Instructor in Accounting
B.B.A., Iona College; C.P.A.

WALLACE KARTSEN

Associate Professor of Accounting
B.S., M.B.A., New York University; C.P.A.

ANDRE LAVIGNE

Lecturer in Science
A.B., St. Anselm's College; M.S., University of New Hampshire; Ph.D., Lowell Technological Institute

NORMAN R. LISTER

Instructor in Business Management
A.B., M.Ed., Tufts University

JAMES C. MARTELL

Instructor in Business Management
B.B.A., Northeastern University; M.F.A., Columbus University; M.Ed., Bridgewater State College



GEORGE MATSON

Lecturer in Public Speaking
A.B., *Boston University*; M.A.,
Emerson College

GERALD D. McGONIGLE

Instructor in Business Law
A.B., L.L.B., *Boston College*

CLAIRA C. MONIER

Instructor in Geography
B.Ed., *Plymouth State College*;
M.A., *Clark University*; Doctoral
Candidate, *Boston University*

MICHAEL MORELLO

Lecturer in Psychology
A.B., M.A., Ph.D., *Temple University*

ROBERT F. NORMANDIN

Lecturer in Science
A.B., *St. Anselm's College*; M.S.,
University of New Hampshire;
Ph.D., *Ohio State University*

GERDA PETERICH

Lecturer in Art
B.F.A., *Ohio University*; M.A.,
University of Rochester

NORTON R. PHELPS, JR.

Instructor in Mathematics
B.S., *Springfield College*; M.S.,
University of Utah

ALAN D. ROGERS

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

DOROTHY S. ROGERS

Instructor in Business Management
B.S., *Simmons College*

EDWARD ROSENTHAL

Instructor in Economics
B.A., M.A., *Brooklyn College*

IRVING E. ROTHMAN

Professor of Business Management
Chairman of the Department
B.S., *Boston College*; M.A.,
Protestant Episcopal University

JEAN F. SILVER

Instructor in Secretarial Science
B.S., *University of New Hampshire*

DIANNE C. STEINBERG

Lecturer in Spanish
B.A., *Colby College*

ALFRED STENGER

Professor of Economics
Ph.D., *University of Ottawa*

ELIZABETH STIMPSON

Assistant Professor of Mathematics
Chairman of the Department
B.Ed., *Plymouth State College*;
M.A., *Boston College*

VINCENT RAY TAPPER

Instructor in Management Informa-
tion Systems
B.A., *University of Connecticut*

GEORGE TELOIAN

Associate Professor of Accounting
B.S., *Boston University*;
M.B.A., *Northeastern University*;
C.P.A.

VERNON T. TETLEY

Instructor in Mathematics
B.Ed., *Plymouth State College*;
M.S., *University of New
Hampshire*

JOANNE C. TILTON

Instructor in Secretarial Science
B.Ed., *Plymouth State College*

SAMUEL UMEN

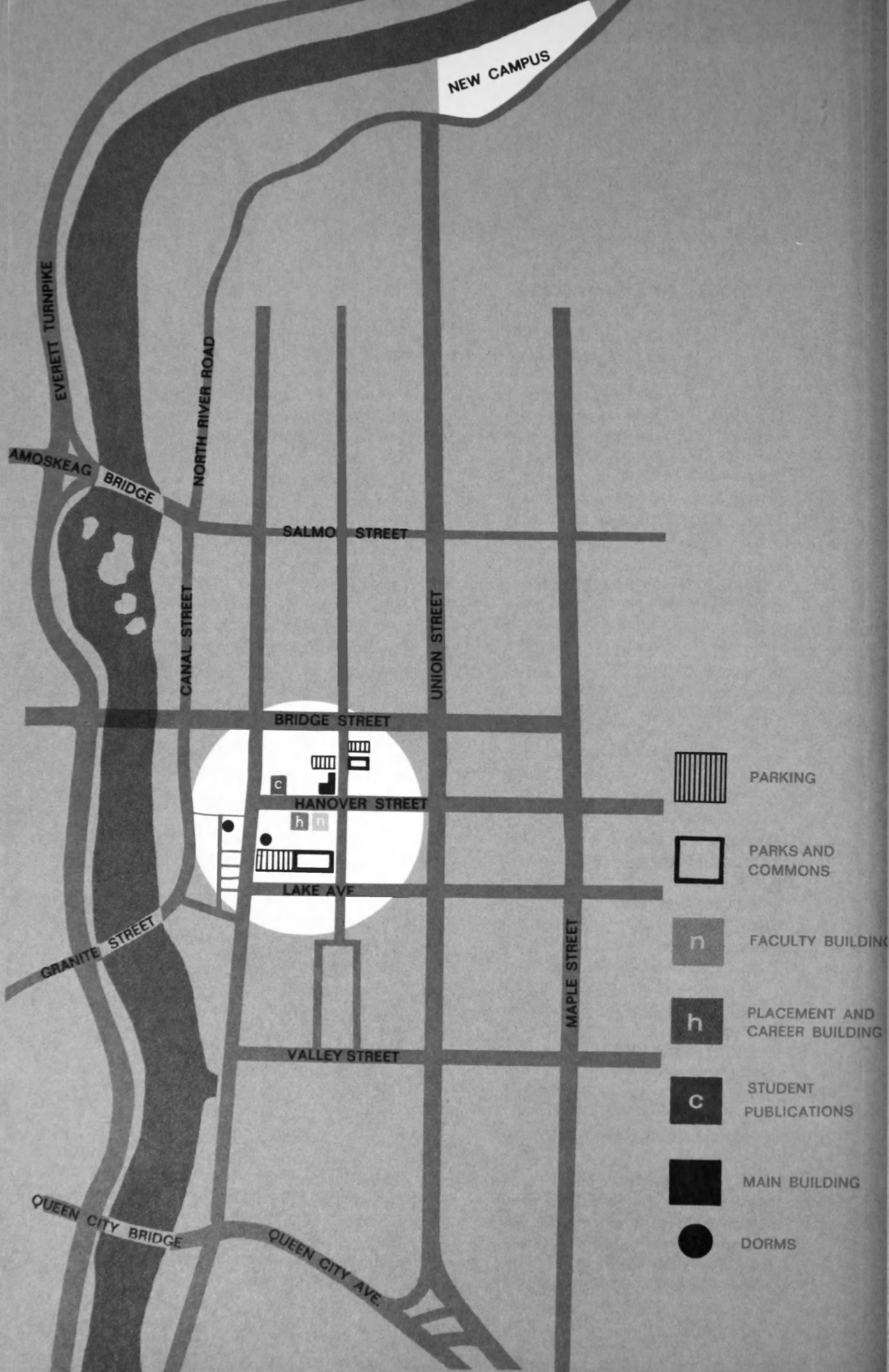
Lecturer in Philosophy
B.A., *St. John's University*; M.H.L.,
Hebrew Union College; Th.D.,
*Colorado Bible College and
Seminary*

CHARLES G. VAN AUSDALL

Lecturer in Philosophy
B.A., *Georgetown University*; B.D.,
Andover Newton Seminary

CHARLES WILBERT

Instructor in English
B.A., *University of Pennsylvania*;
M.A., *Ohio University*



NEW CAMPUS

EVERETT TURNPIKE

AMOSKEAG BRIDGE

NORTH RIVER ROAD

SALMO STREET

CANAL STREET

UNION STREET

BRIDGE STREET

HANOVER STREET

LAKE AVE

MAPLE STREET

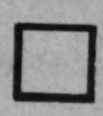
GRANITE STREET

QUEEN CITY BRIDGE

QUEEN CITY AVE



PARKING



PARKS AND COMMONS



FACULTY BUILDING



PLACEMENT AND CAREER BUILDING



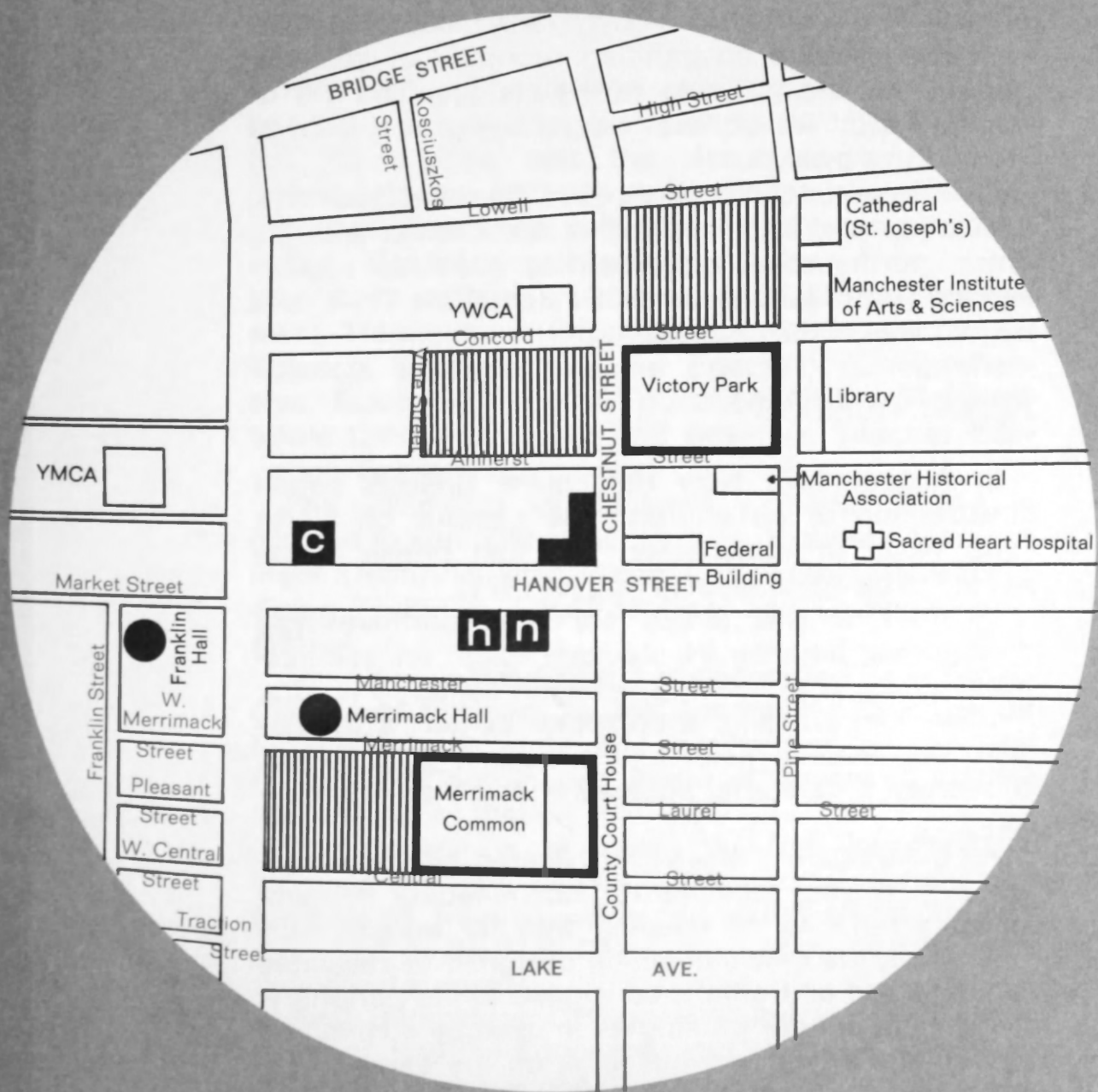
STUDENT PUBLICATIONS



MAIN BUILDING



DORMS



General Information

Location

New Hampshire College is located in Manchester, New Hampshire, the largest city in northern New England. The city, with a population of 93,000, provides an ideal situation of urban convenience amidst an atmosphere of suburban and rural spaciousness.

Manchester is a growing educational, industrial and cultural center. Four other colleges, and a branch of the State University, are located nearby. New Hampshire's outstanding recreational and historical sites are all close to the college. The city of Boston, with its cultural advantages, is just one hour's drive by auto.

New interstate highways, and frequent and convenient air and bus service link Manchester with the entire northeast. A major airline provides regular service from Manchester to Boston, New York, and major cities of the midwest.

New Facilities

In August 1970 New Hampshire College began construction of an entirely new campus on North River Road in Manchester. The first phase is expected to be completed by August 1971.

Included in this phase are two apartment-type dormitories, housing 91 students each; an administration-classroom building; a health center; a library; a classroom building; a computer center; a gymnasium and athletic field; and a student union which will house a cafeteria, bookstore, and message center.

All buildings are electrically heated and constructed with special facilities to accommodate non-ambulatory persons. In keeping with its wooded surroundings, the new campus is designed to resemble a village and all traffic is consigned to the periphery. A five hundred car parking lot is used by commuting students and staff. All buildings on the campus are constructed for future expansion.

The Student Body

New Hampshire College has evolved from a commuter school to a resident college. Less than half the students now commute from home and less than half are residents of New Hampshire. Students now come to the college from 13 states, and 5 foreign countries.

Degrees and Accreditation

New Hampshire College is authorized by the State of New Hampshire to grant the *Bachelor of Business Science* degree, and the *Associate in Business Science* degree to those students who have successfully completed the prescribed programs of study.

The *Bachelor of Business Science* degree is granted to students in Accounting, Business Management, Management Information Systems, Secretarial Science, Business Teacher Education/Comprehensive, Business Teacher Education/Accounting-Electronic Data Processing and Business Teacher Education/Secretarial Science.

The *Associate in Business Science* degree is granted to students in Accounting, Business Management Electronic Data Processing, Fashion Merchandising Executive, Legal, Medical and Technical Secretarial.

New Hampshire College is accredited as a *Senior College of Business* by the *Accrediting Commission for Business Schools*, and is approved by the *New Hampshire Coordinating Board of Advanced Education and Accreditation*.

The college is approved for the education of veterans and the children of veterans, for the rehabilitation training of handicapped students, and approved by the U.S. Department of Justice for non-immigrant students.

New Hampshire College is listed in the Department of Health, Education and Welfare *Education Directory*, Part 3: Higher Education.

Admissions

Admission Requirements

New Hampshire College admits students who can demonstrate that they 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. It is to the student's advantage to have a college preparatory background.

Applicants for admission must present the following credentials to the *Director of Admissions*:

1. A high school diploma from a recognized institution.
2. A recommendation from the applicant's high school principal or guidance counselor.
3. Scores from the *Scholastic Aptitude Test* of the College Entrance Examination Board or scores from the American College Testing Program. *Note: SAT or ACT scores are required of all applicants for the Bachelor's degree program; applicants for the Associate's degree programs need not present SAT or ACT scores. (The Scholastic Aptitude Test may be taken in December, January, March, May, or July preceding the anticipated date of entrance. Responsibility for arranging to take this test must be assumed by each applicant. Information concerning the test may be obtained from the high school guidance counselor or by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540. The American College Testing Examinations may be taken in October, December, February, April, or July preceding the anticipated date of entrance. Information concerning the test may be obtained from the high school guidance counselor or by writing to the Registration Department, American College Testing Program, P. O. Box 414, Iowa City, Iowa 52240.)*

In addition to the above credentials a personal interview with a member of the college admissions staff is strongly recommended.

Application Procedure

Application to the Freshman Class

Applicants for freshman class admission should complete the official college application form during the senior year of high school and return it to the *Director of Admissions* accompanied by a \$15.00 non-refundable application fee. (*The application forms are available from the college's Office of Admissions or from the high school guidance counselor*). Upon receipt of the application the college will request the applicant to visit the college for a personal interview. Following processing of his application the college will notify the applicant as to the decision of the Admissions Committee.

Upon receipt of notification of acceptance the applicant will be given thirty days in which to mail a tuition deposit. Resident students will also be required to make a room deposit at that time.

Transfer Student Applications

Application requirements for transfer students are the same as for freshman but the following additional steps must be taken by the applicant:

An official transcript of all previous college level work must be submitted for evaluation accompanied by a statement of recommendation by the proper official of the college from which the applicant wishes to transfer. All transfer credit is evaluated by the *Office of the Registrar*. Only those courses in which a grade of C or better has been earned will be considered for transfer credit.

Transfer students are not required to submit standardized examination scores (SAT or ACT), if they have not previously taken these exams.

International Students

Persons living outside the United States should file their application for admission, following the above procedure, several months in advance of the expected date of matriculation. The applicant must

present a high school diploma or an authorized certificate of equivalency. An official transcript of this schooling must accompany the application.

Since proficiency in the English language is required of all students at *New Hampshire College*, international students whose native language is not English are required to take the *Test of English as a Foreign Language* (T.O.E.F.L.) given by the Educational Testing Service. *Information regarding the test can be obtained from the Educational Testing Service, Princeton, New Jersey 08540.*

In addition to these procedures each student coming to the United States must satisfy the college and immigration officials that he has sufficient finances to pay for round trip passage, tuition and living expenses.

Foreign Students

Students from foreign countries may enter under visa. Authorization permitting such entrance, dated December 29, 1960, states that pursuant to the provision of *Title 8 Code of Federal Regulations*, approval as a school for non-immigrant students under the Immigration and Nationality Act has been granted *New Hampshire College*.

Expenses

Application Fee

A \$15.00 Application Fee must accompany every application to the college. This fee is not refundable and is in addition to all other charges.

Tuition

College tuition charges for the academic year 1971-1972 are \$1825.00; \$925.00 payable at the beginning of the fall semester, and \$900.00 payable at the beginning of spring semester. Students entering at the beginning of spring semester are required to pay \$925.00. Tuition charges include student activity fee, athletic fee, health center services, and student identification fee.

If a student is enrolled in courses totalling more than nineteen semester hours the tuition charges will be \$55.00 per semester hour in excess of nineteen.

If a student is enrolled in less than twelve semester hours tuition charges will be figured at the rate of \$55.00 per semester hour.

Other Fees

Computer Fee: A \$50.00 Computer Fee will be charged to students who enroll in a laboratory course in the Management Information Systems Department which involves use of the college's Computer Center.

Late Registration Fee: A Late Registration Fee of \$5.00 will be charged to students who enroll or register after the regular registration period has ended.

Transcript Fee: One copy of a student's transcript will be provided free by the Registrar. Additional copies will be charged at \$1.00 each.

Reapplication Fee: Any student who reapplies to the college for admission must submit his new application with a \$5.00 Reapplication Fee.

Make-Up Final Examination Fee: A student who takes a make-up final examination will be charged \$5.00 for each examination (See *Academic Standards and Regulations*).

Graduation Fee: Candidates for graduation must pay a \$20.00 Graduation Fee prior to March 30 of the year in which they will graduate. The fee covers all commencement expenses for the student.

Textbooks and Supplies

Each student is responsible for purchasing his own textbooks and supplies from the college bookstore. The estimated cost of all textbooks and supplies for the academic year 1971-1972 is \$100.00. This amount will vary according to each program of study courses in which he is enrolled.

Room and Board

Room and board charges for dormitory accommodations for the academic year 1971-1972 are \$1200.00. This charge includes regular weekly linen service and twenty meals per week (*three meals daily, two on Sunday*).

Students who reside in college dormitories will be levied a \$50.00 damage deposit at the beginning of the academic year. This damage deposit is refunded at the end of the year minus any charges for breakage.

Students who do not reside in college dormitories may elect to take their meals at the dining commons. Individual meals may be purchased on an *a la carte* basis by any student.

United Student Aid Fund:

This is a national corporation established to endorse loans to deserving students. More than 700 colleges and over six thousand lending institutions and branches across the nation cooperate to make loans to students under the United States of American Funds program, the largest private student loan program in America. Any student who can demonstrate financial need is eligible to apply 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 the student ceases to pursue full-time studies.

Funds for Education:

New Hampshire College has an arrangement with *Funds for Education* whereby financially responsible parents may meet their son's or daughter's expenses at college 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'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, New Hampshire, 03103.

College Aid Plan

The college offers a monthly program, College Aid Plan, Inc., which allows low-cost monthly payments of education expenses. All CAP agreements are completely covered by insurance to assure funds will be available for the continuance of the student's education in the event of death or total disability of a parent. This program may be used to finance all or part of college expenses. Interested parents should write to College Aid Plan, Inc., 1008 Elm Street, Manchester, New Hampshire, 03101.

Refund of Deposits

Refunds will be made to students who satisfy the following regulations.

September Applicants: Tuition and room and board deposits will be refunded to applicants to the September term if the request for a refund is received by the college in writing on or before May 1. Refunds will not be made to applicants whose application is received after May 1.

February Applicants: Tuition and room and board deposits will be refunded to applicants to the February term if the request for a refund is received by the college in writing on or before December 1. Refunds will not be made to applicants whose application is received after December 1.

Returning Students: Tuition and room and board deposits of returning students will be refunded if the college receives a written request for a refund on or before July 15.

Refund of Tuition

A student who withdraws from the college must notify the Registrar in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The date of the official notice of withdrawal received by the college is the date used in computing any refund of tuition charges. Refunds will be made by the Bursar on a percentage basis according to the following schedule.

Within the first two weeks	80%
Within the third week	60%
Within the fourth week	40%
Within the fifth week	20%
More than five weeks	no refund

No refunds will be made on room and board charges nor on any other fees.



Payment of College Bills

New Students: Upon receipt of acceptance by the college a new student will be required to submit a tuition deposit of \$100.00 and a room reservation deposit (*if applicable*) of \$50.00 within thirty days of the date of acceptance notice. These deposits will be credited to the student's account. The balance of all college charges will be payable at the time of registration for classes.

Returning Students: Students currently enrolled in the college who are returning for another academic year are required to submit a \$50.00 tuition deposit and a \$50.00 room reservation deposit (*if applicable*) prior to May 1 of the preceding academic year.

All charges are to be paid to the Treasurer according to college regulations.

Veteran's Payment Plan

The College has available a special installment payment plan for students receiving education assistance from the Veteran's Administration. Inquiries regarding the *Veteran's Payment Plan* should be directed to the *Office of Financial Aid*.

Scholarships and Financial Aid

Student Financial Assistance

The financial aid program at *New Hampshire College* is designed to assist promising students who without aid would be unable to attend the college. In selecting aid recipients the college places primary emphasis upon need, academic achievement, character and future promise. Financial assistance consists of scholarships, loans and employment which may be offered to students singly or in various combinations.

It must be recognized that the primary financial responsibility for the education of a student rests with the student and his family.

Therefore, in determining the amount of aid that a student may receive, it is assumed that the family and the student will make a maximum effort in this direction. Financial assistance from the college and other sources can be viewed only as supplementary to the efforts of the family. For further information applicants should contact the *Office of Financial Aid* at the college.

Application for Financial Aid

Incoming freshmen or students who are applying for financial assistance for the first time should do so by submitting a formal application to the college and a *Parents' Confidential Statement* to the College Scholarship Service. The *Application for Financial Assistance* should be submitted at the time of application for admission to the college. Both the college's Application for Financial Assistance and the Parents' Confidential Statement should be submitted prior to April 15.

The Application for Financial Assistance may be obtained by writing to the college's Director of Financial Aid. The Parents' Confidential Statement may be obtained from the high school or by writing to the

College Scholarship Service, Box 176, Princeton, New Jersey 08540; or Box 881, Evanston, Illinois 60204; or Box 1025, Berkeley, California 94701.

Upperclassmen must reapply annually for financial aid by submitting a *Renewal Parents' Confidential Statement* which may be obtained from the college's Office of Financial Aid. In addition to the Parents' Confidential Statement or the Renewal Parents' Confidential Statement, all students applying for any type of financial aid must complete the college's own Application for Financial Assistance available from the Office of Financial Aid.

Scholarships

Scholarships are awarded on the basis of demonstrated need, scholastic potential and/or performance and character. In addition to scholarships from the general fund there are special scholarships, described below, for which the individual may apply.

H.A.B. Shapiro Memorial Scholarship: A tuition scholarship for a full academic year in honor of the late founder of *New Hampshire College*. All high school seniors entering the college from any high school in the State of New Hampshire are eligible to apply.

Robert E. Plourde Scholarship: A tuition scholarship for a full academic year in honor of Robert E. Plourde, an alumnus of the college, in recognition of his outstanding contributions to the college. This scholarship is open to any high school graduate of the Suncook, New Hampshire area.

Additional scholarships are available to qualified applicants in varied amounts ranging from \$100.00 to \$3,025.00 per academic year. They include:

National Merit Scholarships: Two full tuition scholarships are offered each year to the finalists and semi-finalists on the NMSQT who have indicated an interest in *New Hampshire College*. Applicants for any of the above scholarships must present a Parents' Confidential Statement.

International Student Scholarships: An award of one-half tuition is offered each academic year to two academically qualified students.

THE ROBERT S. WILLIAMS MEMORIAL SCHOLARSHIP: Tuition and room and board, for a full academic year, in honor of Robert S. Williams, former

basketball coach and Admissions Counselor at New Hampshire College. This scholarship is open to any basketball player entering the College as a freshman.

Education Opportunity Grants

Educational Opportunity Grants, established under Title IV, Part A, of the Higher Education Act of 1965 (*Public Law 89-329*), may be awarded to students of exceptional financial need. Grant recipients must be nationals of the United States or residents for other than temporary purposes, have been accepted for enrollment as full-time undergraduate students or be in good standing and in full-time attendance as undergraduate students, and of exceptional financial need and unable to pursue a course of study at *New Hampshire College* except for the Educational Opportunity Grant.

Loans

National Student Defense Loans, established under Title II of the National Defense Education Act of 1958 (*Public Law 85-864*), as amended, provides long term, low interest loans to students in need of funds with which to pursue the benefits of a higher education. Loans of up to \$1,000.00 based on need and the availability of funds may be authorized to students in any given academic year. Interest is not charged until the student ceases to pursue full-time studies. Deferments of repayment are available for up to three years for service in the military, the Peace Corps, and VISTA. Cancellation provisions for teaching service is also one of the features of the program.

New Hampshire College Loan Program

New Hampshire College participates in the Government insured Loan Program as a direct lender and will make a limited number of loans each year to worthy students in need of special assistance with which to complete their educational programs.

These loans will bear interest at the rate of 7% and will require repayment at the rate of \$30.00 per month or over a five year period, whichever is less.

College Work Study Program

The College Work Study Program, established under Title I, Part C, of the Economic Opportunity Act of 1964 (Public Law 88-452, as amended), provides part-time employment for students in need of the earnings of such employment in order to pursue their programs of study. Students may work up to fifteen hours per week during the periods when college is regularly in session, and up to forty hours per week during vacation periods or irregular enrollment periods. Employment may be for the college or with approved off-campus agencies.

Outside Assistance

Students in need of help with the costs of their educational programs should seek assistance from sources outside the college as well as by making application directly to the college.

Graduating high school seniors should discuss alternate sources of financial support with their guidance counselors.

State Scholarship and Loan Programs should be thoroughly investigated. Local banks, trust officers and service clubs should be contacted concerning special educational programs under their jurisdiction.

The award of outside assistance, loans or scholarships, must immediately be reported to the College.

Any student who can demonstrate financial need is eligible to apply 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 pursue full-time studies.





Academic Standards and Regulations

Attendance

Classes are in session Monday through Friday from 8:00 a.m. to 5:00 p.m. Attendance is required of students during their scheduled class hours which vary from twelve to twenty hours per week.

The college expects students to make full use of their educational opportunities by regular class attendance, and to assume the academic risks incurred by absences. Therefore, students are expected to attend all classes in which they are enrolled and should not schedule conflicting employment or personal activities. Excessive absences can result in dismissal from a course. The regulation concerning absence is fully outlined in the *Student Handbook*.

Grading System and Records

Grades are recorded by the Registrar and submitted to students and their parents or guardians at the end of each semester. A permanent academic record of each student is maintained by the Registrar and used to determine his eligibility for graduation.

In addition to semester grades, warnings of unsatisfactory progress are mailed to students' parents in November (*Thanksgiving Recess*) and in April (*Spring Vacation*).

In determining grades at the college the following grade system is used:

- A (90-100) Excellent
- B (80-89) Good
- C (70-79) Fair
- D (60-69) Poor
- F (below 60) Failing

These letters have the following numerical equivalents in calculating grade point averages: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. 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 calculation is as follows:

Accounting 1:	3 credits \times A (4) = 12
English 10:	3 credits \times B (3) = 9
BM 10:	3 credits \times C (2) = 6
Math 10:	3 credits \times D (1) = 3
History 9:	3 credits \times F (0) = 0
	<hr/>
	15 credits 30 points

30 divided by 15 = 2

Grade point average is 2.0

Unit of Instruction

A unit of instruction is one hour per week for one semester. This unit is called a *credit hour* and is the official measure of college work. A two or three hour period of laboratory work is usually considered equivalent to one hour of instruction. Students may receive credits only for the number of hours published for the course.

Transfer of Credits

Students who wish to transfer credits to *New Hampshire College* for work completed at other collegiate institutions will have these credits validated by the Registrar only after a probationary period of one year during which a 2.0 grade point average must be maintained.

All transfer students must complete a minimum of 33 credits at *New Hampshire College* to be eligible for the degree of Bachelor of Business Science, or the degree of Associate in Business Science.

President's List and Dean's List

At the close of each semester at *New Hampshire College* the Registrar publishes two lists of students who have achieved a certain standard of academic excellence during the semester's work.

Students who have earned a minimum grade point average of 3.5 for the semester are named to the *President's List*, the highest academic honor at the college.

Students who have earned a minimum grade point average of 3.0 but less than 3.5 for the semester are named to the *Dean's List*.

Make-Up Final Examinations

If a student has been prevented from attending a regularly scheduled final examination for reasons beyond his control he may be allowed to take a make-up examination. Permission to take a make-up final examination must be obtained from the Academic Dean and a \$5.00 fee must be paid to the Treasurer.

Incomplete Grades

If a student has not completed all the required work for a course the instructor may indicate an *Incomplete* grade pending completion of the work. The student must complete the required work within one month after the end of the course to receive a final grade. Otherwise the Incomplete grade will be changed to a failure (*F*) and recorded on his transcript.

Failures

If a student receives a failing grade in a required course he may not repeat the course more than once

without permission from the *Committee on Scholastic Standing*. If a student receives a failing grade in an elective course he will not be allowed to repeat that course more than once.

Withdrawal From Class

A student may withdraw from a class without penalty at any time during the first two weeks of class meetings by receiving permission from the *instructor* and the *chairman of the department*. This withdrawal will not be recorded on his transcript. If a student receives permission to withdraw from a class after the first two weeks his attendance and performance in class will be noted and recorded on his transcript with one of the following grades:

WP: *Withdrew from class while passing*

WF: *Withdrew from class while failing*

A student may withdraw from a class at any time during the first six weeks of class meetings with permission from the instructor and the chairman of the department. Requests for withdrawal after six weeks must be approved by the *Office of the Dean of Student Personnel Services*. If withdrawal is permitted beyond the six week period because of an unusual circumstance, the grade of *WF*, *WP* or *failure* will depend on the instructor and the chairman of the department with further approval of the *Academic Dean*.

Dismissal

New Hampshire College reserves the right to dismiss any student whose presence is determined to be detrimental to the best interests of the college.

Awarding of Degrees

Although a D (1.0) grade is considered passing in a course a student must have an accumulative grade point average of C (2.0) for all work completed at *New Hampshire College* and must satisfy the requirements of his specific program of study in order to receive a degree.

Graduation with Distinction

Degree of Bachelor of Business Science

The degree of Bachelor of Business Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum two year residency requirement, including completion of 63 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

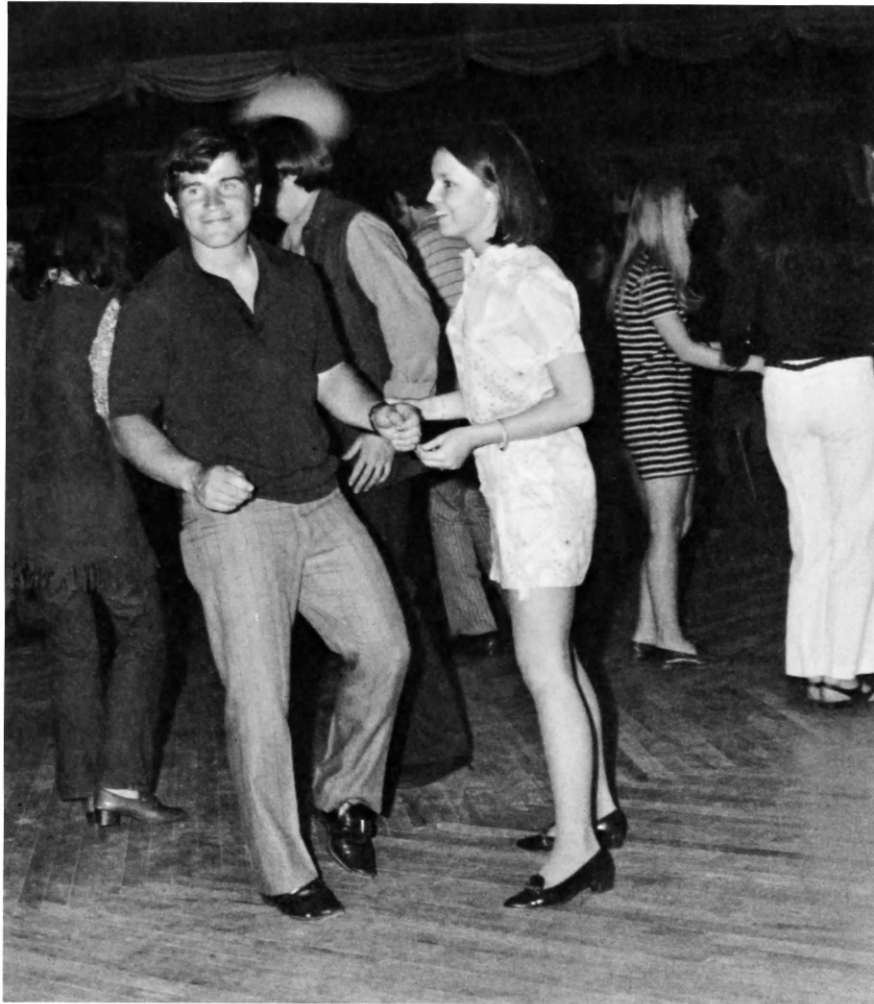
- 3.8: Bachelor of Business Science
summa cum laude.
- 3.5: Bachelor of Business Science
magna cum laude.
- 3.0: Bachelor of Business Science
cum laude.

Degree of Associate in Business Science

The degree of Associate in Business Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum one year residency requirement, including completion of 33 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

- 3.8: Associate in Business Science
with highest honors.
- 3.5: Associate in Business Science
with high honors.
- 3.0: Associate in Business Science
with honors.



Gold Key Honor Society

Students who are candidates for the Bachelor of Business Science degree may be elected to the *Gold Key Honor Society* which is the highest honor that may be conferred. Students may be elected to the Society at the completion of the junior year if they have a minimum accumulative grade point average of 3.8. Students may be elected to the Society at the completion of the senior year with the minimum 3.5 accumulative grade point average.

Election to the Society is based primarily upon scholarship. However, before the student is privileged to receive a Gold Key there must be evidence of character and an interest in the life of the college.



Continuing Education



The Office of Continuing Education is responsible for the activities and programs of the Summer School, the Evening Division, and all Off-Campus Education Centers. Special non-degree certificate programs may also be offered from time to time at any of these facilities. Inquiries regarding any of these programs should be directed to the Office of Continuing Education.

Off-campus programs in the evening leading to the Bachelor's or Associate's degree in Business Management are currently offered at three centers; these are: Brunswick (Maine) Center for military personnel, the Portsmouth and Grenier Field (New Hampshire) Centers, for both civilian and military personnel. These Centers operate as integral parts of the college, using the same accreditation criteria and the same academic control as the day division. Faculty are chosen from the college staff or from outside by the department chairman in their specialty. Courses, syllabi, and texts are identical with those of the college, and whenever possible, the same final examinations are administered. All records for the Off-Campus programs are maintained by the staff at the main campus.



Weaver Real Estate Program

Under the administration of the Office of Continuing Education, the Weaver Real Estate program is offered as a special certificate course in the evening and summer schools. This is a comprehensive real estate course dealing with all the aspects of real estate necessary to operate as a real estate salesman or broker. This course is accredited by the New Hampshire Association of Realtors.

Student Housing



All students except those who live with their parents or immediate relatives are required to live in college housing and eat on campus as long as accommodations are available. Upperclass students, veterans, and married students can receive approval to live off-campus. However, approval to live off campus is to be considered *temporary* pending availability of space in the dormitories. Students granted this approval may be recalled to campus rooms at the beginning of the next semester. Recall will be based upon relative seniority standing on alphabetical class lists in the following order: freshmen, sophomores, juniors, seniors. Because of this recall system, *students are warned not to make long term commitments for off campus accommodations*. The college reserves the right to use students' dormitory rooms during their absence from campus for other persons attending conventions and meetings provided proper arrangements are made with the students. Male and female dormitories provide the most modern accommodations for students. Rooms are generally doubles and are comfortably furnished with bureaus, wardrobes, desks and chairs. Every room is carpeted and dormitories are usually divided into living modules of approximately 12 students. Each module has its own bathroom facilities and relaxation area.



Dining Facilities

The dining commons provide wholesome well-balanced meals for all dormitory students served in a relaxed, informal atmosphere amid comfortable surroundings. Students not residing in dormitories are invited to take their meals in the dining commons at any time on an individual basis.

A snack bar is also operated for the convenience of non-dormitory students and for all commuting students.

Student Personnel Services



Student Personnel Services

The Student Personnel Services Department seeks to assist all students at New Hampshire College in solving both academic and non-academic problems. In addition to providing assistance to students who realize their need for help, the Department attempts to maintain sensitivity to incipience so that those who do not readily seek help may be reached and aided.

It is impossible to predict what problems current students will be facing ten years from now, so the chief task of the Department is not only to teach what is known, but also to prepare students for the unknown future by giving them command of themselves.

The services include library, housing, admission, counseling, registration, financial aids, reading services, athletics, orientation, health services, placement and career information, and student activities.

Library

Library facilities at New Hampshire College now include a collection of 18,000 volumes, 186 periodicals and ten newspapers. Additions to the library's resources are continually being made with every addition chosen for its direct relationship to student needs and use. They include reference works, monographs and all the important professional publications. In addition, the library is constantly expanding its collection of volumes for general education.

In keeping with the spirit of the curriculum which places strong emphasis on individual examination of printed materials, the library is open sixty-one hours a week to allow students sufficient time to use its facilities.

The college also has an inter-library loan arrangement with the *State Library* in Concord and the *Manchester Public Library* which allows students to borrow books in related fields in which the college's collection may be limited.

Orientation

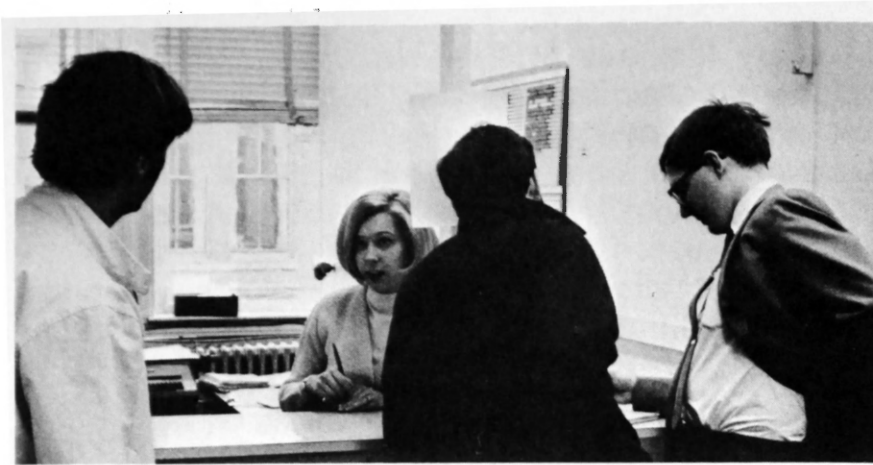
During the summer prior to admission all freshmen are required to attend a two-day orientation program to introduce them to the academic and social life of the college.

During this period new students have the assistance of the Student Personnel Services Department, members of the faculty and the administration, and upperclassmen to guide them through registration, course selection, placement examinations and social activities.

Students transferring from other institutions participate in a separate orientation program prior to the beginning of classes.

Counseling

The primary aim of counseling is to assist each individual who asks for help to resolve his difficulty and improve his ability to help himself. The Office of Counseling Services provides the services of a trained counselor. Testing services are available. Students are encouraged to discuss their personal concerns with the counselor.



Advisor Program

Each freshman and sophomore is assigned a faculty advisor who assists him in program and course selection. Each student is required to have at least one mandatory personal conference with his advisor each semester. Advisors can offer assistance to students in various ways, therefore, students are encouraged to consult with their advisors as frequently as they wish. Any change in advisors must be approved by the Director of Counseling Services.

Placement and Career Information

The Office of Placement and Career Information has two primary objectives: to act as liaison between graduating seniors and prospective employers, and to assist undergraduates in securing part-time and summer employment. Alumni of the college are also invited to use the services offered by this office. There is no charge made for any of these services.

During the fall semester, seniors are requested to register with the office for career counseling, and to schedule interviews with representatives from business and industry and government agencies. A full recruiting schedule is conducted during the months November through April to assist seniors in arranging for future full-time employment.

The college strongly recommends that freshmen avoid part-time employment, if possible, until they are fully adjusted to their studies.

Health Center

The Health Center is open daily during the academic year. Registered nurses are on duty to assist students, and they are equipped to handle in-patients as well as out-patients.

On an out-patient basis, the nurses administer first-aid and handle minor health problems. Whenever deemed necessary, the student will be referred to the College Physician. Upon his recommendation, the student will be admitted as an in-patient, and will be provided with 24 hour nursing care.

Accident and Illness Insurance

The College makes available to its students a group medical insurance. Since unexpected accident or illness can result in financial hardship, those students who have no medical coverage are urged to take advantage of this voluntary insurance program. A complete description of the policy provisions is contained in the brochure mailed to parents each year.

Reading and Study Skills Center

The College maintains a full time, modern reading and learning skills center under the supervision of the Director of Reading Services. Programs are available to all students in improving reading and study skills, such as reading understanding and retention, critical reading, study note-taking, speed reading, and vocabulary improvement. Students who experience study difficulty with any textbook or outside reading may obtain individual help in his own assignment materials.

Freshmen whose high school records or preliminary testing indicate a severe need are required to enroll in a reading, study-skill program at the Center.



Athletics

New Hampshire College supports an active athletic program as an important part of the education process. Intercollegiate competition is provided in basketball, baseball, soccer, skiing, golf, and tennis on the varsity level, and a hockey club program is also sponsored jointly by the College and the Student Senate.

The Director of Athletics is responsible for the coordination of the entire athletic program.

Officer Candidate Program

New Hampshire College has been chosen by the Adjutant General of the State of New Hampshire to participate in the *Non-ROTC College Student Officer Candidate Program*. This is a national program offered throughout the United States.

The program is designed to provide military training required by federal law without interfering with a student's progress in college. Therefore, all training is conducted on weekends and during the summer months culminating at the end of the senior year with a commission as a *second lieutenant* in the Army National Guard.

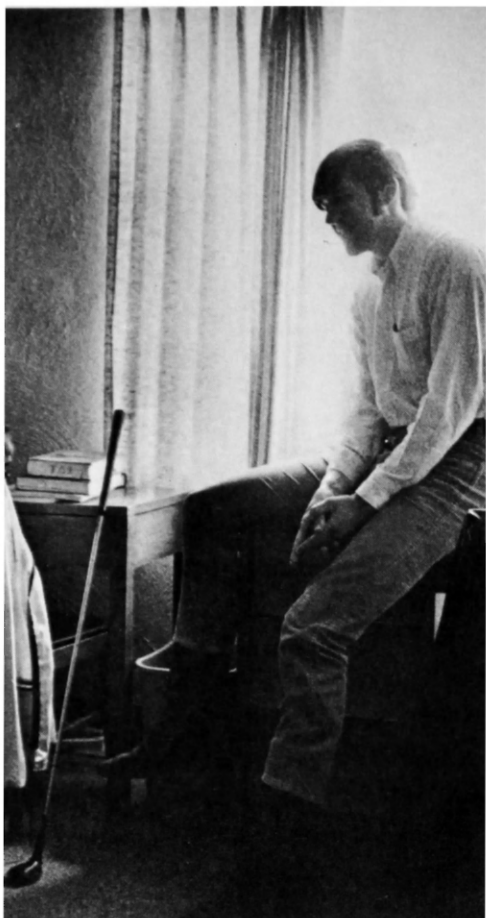
Admission to the program is by competitive examination during the student's sophomore year in college. If accepted, the student participates in seven training phases described as follows:

1. Pre-basic training assemblies at the New Hampshire Military Academy, Concord, N.H. *(Three weekends in March, April and May of the end of the sophomore year.)*
2. Eight weeks of basic combat training plus two weeks of processing at an active Army Base training center. *(Ten weeks during the summer between the sophomore and junior years.)*
3. Pre-OCS training assemblies at the Concord, N.H. armory. *(Ten weekends during the junior year.)*
4. Annual field training at the N.H. Military Academy, Concord. *(Fifteen days during July of the summer between the junior and senior years.)*
5. OCS weekend training assemblies at the N.H. Military Academy, Concord. *(Twelve weekends during the senior year.)*
6. Annual field training at the N.H. Military Academy, Concord. *(Fifteen days during July after graduation.)*
7. Resident branch basic officer course at an Army service school. *(Nine weeks of training.)*

All training phases are in a pay status with all pay and allowances based on the current pay scales for the regular army. At current rates students in this program will earn approximately between \$2,000.00 and \$2,500.00 (depending on marital status) from the time they enter the program until commissioning.

Veteran's Affairs

All *veteran's affairs* are handled by the Office of the Registrar with the exception of the Veteran's Payment Plan which should be conducted with the Treasurer.



Student Activities

The Student Senate

Student government at the college is the responsibility of the *Student Senate* which is comprised of elected representatives from every class, all student organizations and residence halls. The Senate is charged with the responsibility of administering the Student Activities Fund, supervising intramural athletics, sponsoring the special social weekends (Fall, Winter and Spring Weekends) and other dances, and generally looking after the interests of all students at the college.

The *Student Senate* also gives every student a voice in college affairs through its elected representatives. The Senate appoints one of its members to sit on the *College Council*, the official college policy-making body, two representatives to *Student Personnel Services Department* meetings, and additional representatives to participate in the *Student-Faculty Judiciary Committee*.

The Campus Mayor

The Campus Mayor and his Council are responsible for promoting college spirit and good will both on and off campus. The *Campus Mayor* is the official student ambassador to the community. He publishes the student social calendar and coordinates all campus social activities, is in charge of the planning for *Parent's Weekend* and arranges for transportation of students to intercollegiate athletic events.

The Mayor is elected at large by the student body. His council is comprised of representatives from student organizations.

Student Publications

The Collegiate Revolution is the official college newspaper. It is published twice a month and is the prime medium in which students can express their views on a variety of topics.

The Torch is the college yearbook. It is published annually after commencement and is distributed to all undergraduates.

The Student Handbook is published annually by the *Student Senate* and the Student Personnel Services Department and distributed to all students at the beginning of each academic year. It is the official guide for all college rules and regulations and should be retained by each student for reference throughout the year.

Fraternities and Sororities

Fraternal affiliation is encouraged by the college. Through membership in social fraternities and sororities students often make life-long friendships based upon mutuality of interest and experience. Chartered and listed in the order of their establishment at New Hampshire College are *Phi Delta Psi* fraternity, *Kappa Delta Phi* fraternity, Chi Chapter, *Beta Gamma Phi* sorority and *Kappa Sigma Beta* fraternity.

Entering students are given ample time to make judicious and unhurried decisions as to fraternal affiliation. Under a plan of deferred rushing freshmen may not be pledged by a fraternity or sorority until their second semester. Students who contemplate joining a fraternity should anticipate additional expenses for initiation fees, dues and occasional accessories.

Inter Fraternal Council

The *Inter Fraternal Council* is comprised of representatives of each fraternal organization. It is responsible for devising and enforcing by democratic process all rules and regulations governing inter-fraternity affairs.

Humanities Program

The Humanities Program is jointly sponsored by the College and the Student Senate. The purpose of this program is to introduce to the student body and to the community of Manchester, New Hampshire, films, drama, and political and cultural speakers.

Little Theatre

The college's *Little Theatre* affords those students who are interested in acting or stagecraft an opportunity to devote their spare time to a worthwhile enterprise. Two major theatrical productions are staged each year, one in the fall and one in the spring. Membership is open to the entire student body.

College Radio Station

WCAC is an entirely student operated, closed circuit radio station linking the student center and residence halls. Its operation is designed to foster interest in college affairs by involving as many students as possible in a varied program log that includes music, news, athletic events and other programs of special interest to students. The regulations of the F.C.C. are adhered to in the operation of the station.

Religious Organizations

Although non-denominational in nature, the college recognizes the need for religion in the life of the individual student by encouraging the activities of various religious organizations on campus. These organizations include the *Newman Club* for Catholic students, the *Hillel Foundation* for Jewish students and the *Student Christian Association* for Protestant students. Each organization sponsors both social and religious programs for its members and for the entire student body.

Political Organizations

Membership in the *Young Republicans* and the *Young Democrats* enables students to work actively for the political party of their choice and to become better acquainted with current political issues on all levels of government. Members of these clubs take an active part in local, statewide and national political campaigns and also sponsor on-campus appearances of political speakers. Both organizations are chartered by their state parties.

Intramural Athletics

The Student Senate sponsors intramural athletic competition in *touch football, basketball, softball and bowling*. Any student group is eligible to enter teams in these competitions and to vie for championship trophies at the end of the season.

Hockey Club

The hockey club is jointly sponsored by the College and the Student Senate. This club gives those interested in playing hockey an opportunity to compete with other clubs in the New England area. Hockey as sponsored by the College is not an inter-collegiate sport.

Cheerleaders

In September tryouts for the *Cheerleading Squad* are open to all female undergraduates of the college. The Cheerleaders provide vocal support for varsity athletic teams at both home and away contests.

The Executive Club

The function of the *Executive Club* is to increase student knowledge in the complexities of management decision-making and the role of the individual businessman in today's economy. Included in the program is the opportunity to meet with leaders of industry and take field trips for first-hand investigation of business operations.

Future Secretaries of America

For students enrolled in one of the secretarial programs, membership in the *Future Secretaries of America* enables them to communicate with professional secretaries and future secretaries at other colleges to share their ideas and suggestions which will make them more successful in their profession.

The Chess Club

The Chess Club is for students who play chess competitively and for those who are interested in learning this exciting and challenging game.



The Couples Club

Married students have an opportunity to meet socially and participate in activities of mutual interest through the *Couples Club*. The club's program includes outings and other recreational pursuits of an informal nature.

The Commuters Club

Students who commute daily to the college are encouraged to participate in the activities of the *Commuters Club*. Membership enables them to take an active part in college life and gain representation in student government.

programs of study



The Accounting Profession Today

Accounting is the fastest growing and second largest profession for men in the United States. In recent years many women have also taken advantage of the opportunities offered in accounting. Professional accountants are growing not only in numbers but also in influence. The professional accountants' responsibilities, duties, and prestige have grown tremendously during the past 50 years. Demand has never been so critical for qualified people at high levels of responsibility in accounting, and rapid advancement in the field is limited only by individual ability.

Successful professional accountants have great personal satisfaction because their work is demanding and challenging. The earnings of successful accountants compare most favorably with those of practitioners in the other leading professions. Partners of large national certified public accounting firms have approximately the same income as presidents of large corporations.

The accounting profession offers a great variety of choices in employment. In addition to a wide range of alternatives within an individual firm, one may associate himself with a large, medium, or small organization, or operate his own. The accountant may go into industry or government, and still maintain professional status.

New Hampshire College's accounting program will prepare the qualified student for entrance into this most challenging and rewarding profession. During this four year program an internship experience is included in the middle three months of the student's senior year. The primary objective of the accounting internship program is to improve the student's depth of understanding of the nature of American business and the role of its accounting function. Further objectives are to contribute to the development of maturity and confidence in accounting students, and to assist them in determining in which areas of accounting they should seek their careers.

Accounting Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 3 Intermediate Accounting 1	3	Acct 4 Intermediate Accounting 2	3
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MIS 21 Introduction to Systems & Procedures	3	BM 7 Business Law 2	3
BM 6 Business Law 1	3	Eng 20 Written Communication	3
BM 13 Introduction to Marketing	3	Liberal Arts Elective	3
	<u>18</u>		<u>18</u>

Junior Year

first semester	credits	second semester	credits
Acct 5 Advanced Accounting 1	3	Acct 6 Advanced Accounting 2	3
BM 27 Production Management	3	BM 16 Money and Banking	3
Math 18 Statistics	3	BM 20 Management Decision Making or BM 22, Managerial Economics	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>18</u>		

Senior Year

first semester	credits	second semester	credits
Acct 9 Federal Taxes	3	Acct 12 Advanced Auditing or Internship	3
Acct 11 Auditing Principles	3	Acct 20 Management Services	3
BM 15 Corporate Finance	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Summary

Accounting and Business

	credits
Accounting	36
Business Management	24
Management Information Systems	6
	<u>66</u>

Liberal Arts

Humanities	credits
English	9
Literature	3
Philosophy	3
	<u>15</u>

Mathematics and Science	credits
Mathematics	6
Statistics	3
Science	3
	<u>12</u>

Social Sciences	credits
Economics	6
History or Government	9
Sociology or Psychology	9
	<u>24</u>

	credits
Liberal Arts Electives	12
Total credits required for degree	<u>129</u>

Business Management

The Business Management program introduces the student to the complexities and challenges of management decision-making. Business management involves marketing, banking, personnel administration, sales, retailing, production, wholesaling, manufacturing, real estate and many other related areas.

Business Management Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits	second semester	credits
BM 6 Business Law 1	3	BM 7 Business Law 2	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
BM 22 Managerial Economics	3	Acct 2 Principles of Accounting	3
BM 25 Human Relations in Admin.	3	BM 11 Personnel Management	3
Eng 20 Written Communication	3	Eco 11 Introduction to Economics 2	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>	BM, Acct, or MIS Elective	3
			<u>18</u>

Junior Year

first semester	credits	second semester	credits
Acct 14 Accounting for Management	3	BM 16 Money and Banking	3
Acct 1 Elementary Accounting	3	Math 18 Statistics	3
BM 13 Introduction to Marketing	3	BM, Acct, or MIS Elective	3
Eco 10 Introduction to Economics 1	3	BM, Acct, or MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>	Liberal Arts Elective	3
			<u>18</u>

Senior Year

first semester	credits	second semester	credits
BM 15 Corporate Finance	3	BM 21 Central Management & Policy Making	3
BM 20 Management Decision Making	3	BM 28 Social Environment of Business	3
BM, Acct, or MIS Elective	3	BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3	BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3	BM, Acct, MIS, or Liberal Arts Elective	3
	<u>15</u>	Liberal Arts Elective	3
			<u>18</u>

Summary

Accounting and Business

	credits
Accounting	9
Business Management	36
Management Information Systems	3
Accounting, Business Management, or Management Information Systems Electives	<u>6</u>
	54

Liberal Arts

Humanities	credits
English	9
Literature	3
Philosophy	<u>3</u>
	15
Social Sciences	credits
Economics	6
History or Government	9
Sociology or Psychology	<u>9</u>
	24

Mathematics & Science	credits
Mathematics	6
Statistics	3
Science	<u>3</u>
	12
Liberal Arts Electives	12
Free Electives	<u>12</u>
Total credits required for degree	129



Fashion Merchandising

One of the most dynamic areas in business today is the field of fashion merchandising. The art of selecting, pricing, promoting, and selling fashion is "big business," and for the executive involved in these functions the opportunities are unlimited.

In every major city in the world, there is a variety of jobs that require fashion training, and New Hampshire College is now ready to prepare students for these challenging careers with its Fashion Merchandising Curriculum. Our program is geared to the needs of various phases of the fashion field, and our objective is to help students enter the field in organizations where they may progress well.

Retailing, with its constant need for capable trainees for executive positions, will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved.

Students will participate in an internship program during their second year, adding practical experience to theory, thus making the Fashion Merchandising graduate a complete candidate for success.

Fashion Merchandising Curriculum

Degree of Associate in Business Science

First Year

first semester	credits	second semester	credits
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
BM 10 Principles of Management	3	BM 13 Introduction to Marketing	3
Math 8 Business Mathematics	3	BM 2 Principles of Retailing	3
Psych 10 Introduction to Psychology	3	MIS 20 Introduction to Data Processing	3
Liberal Arts Elective	3	Liberal Arts Elective	3
*FM 7 Personal Appearance Clinic	1		
	<u>16</u>		<u>15</u>

Second Year

first semester	credits	second semester	credits
*FM 1 Communications in Business	3	BM 25 Human Relations in Administration	3
*FM 2 Retail Salesmanship	3	*FM 5 Retail Sales Promotion	3
BM 11 Personnel Management	3	*FM 6 Fabric Design & Analysis	3
*FM 3 Fashion Merchandising	3	Eng 12 Public Speaking	3
*FM 4 Field Work	2	Liberal Arts Elective	3
	<u>14</u>		<u>15</u>

*New Courses (refer page 89)

Fashion Merchandising and Business Management

	credits
Fashion Merchandising	15
Business Management	18
Management Information Science	3
	<u>36</u>

Liberal Arts

	credits	Mathematics	credits
English	12	Electives	9
Economics	3		
Sociology or Psychology	3	Total credits required for degree	63
	<u>18</u>		

Management Information Systems

With the advent of the technological revolution has come the phenomenon of the information explosion. Business leaders have been hard pressed to cope with this rapidly expanding supply of data. Management's realization that effective and efficient information is the key to decision making in business has led to the development of *Management Information Systems*.

Management Information Systems are the vehicles used by successful businesses in their prime task: that of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and this can best be accomplished by using integrated, state of the art, highly automated information processing.

It is the objective of the Management Information Systems curriculum to provide the student with the tools and techniques for the design, development, integration, and management of the information systems which will tie together the major functional areas (research and development, finance, production, marketing, personnel) so that the organizational goals of top management can be met adequately.

The NCR Century 100

The Century 100 is the base member of a complete, upward compatible family of computers, the result of years of intensive research and planning. The college's particular model has been expanded in both memory and peripherals to insure maximum efficiency in the academic atmosphere. The system includes: a thin film, short-rod memory, 32,768 character storage capacity, integrated input/output devices to include a 450 lines-per-minute printer, a dual spindle disc drive, and input/output writer, and a card reader/card punch unit.

The Century 100 allows the student the capability for learning the two most widely used programming languages, COBOL and FORTRAN as well as the simple, easy-to-learn, easy-to-use programming language—NEAT/3.

Management Information Systems

Degree of Bachelor of Business Science

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
MIS 21 Introduction to Systems	3	MIS 22 COBOL Programming	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
BM 6 Business Law 1	3	BM 7 Business Law 2	3
Math 12 Advanced Mathematics 2	3	Eng 20 Written Communication	3
	<u>15</u>	Liberal Arts Elective	3
			<u>18</u>

Junior Year

first semester	credits	second semester	credits
MIS 23 Systems Tools 1	3	MIS 25 Systems Tools 2	3
MIS 24 FORTRAN IV Programming	3	MIS 27 Laboratory	3
BM 13 Introduction to Marketing	3	Math 18 Statistics	3
BM 27 Production Management	3	Liberal Arts Elective	3
BM, or MIS Elective	3	Liberal Arts Elective	3
	<u>18</u>	Liberal Arts Elective	3
			<u>18</u>

Senior Year

first semester	credits	second semester	credits
MIS 28 Systems Programming	3	MIS 29 Seminar	3
Acct 20 Management Services	3	Liberal Arts Elective	3
BM or MIS Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Summary

Accounting and Business

	credits
Accounting	15
Business Management	15
Management Information Systems	27
Business Management or Management Information Systems	6
	<u>63</u>

Liberal Arts

Humanities	credits	Mathematics and Science	credits
English	9	Mathematics	9
Literature	3	Statistics	3
Philosophy	3	Science	3
	<u>15</u>		<u>15</u>
Social Sciences	credits	Liberal Arts Electives	12
Economics	6	Total credits required for degree	<u>129</u>
History or Government	9		
Sociology or Psychology	9		
	<u>24</u>		

Department of Business Teacher Education

The Department of Business Teacher Education is dedicated to educating men and women who intend to enter the field of business education. The programs of study are designed to prepare the prospective teacher to meet the needs and objectives of sound and relevant business education on the secondary school level. It is the purpose of the Department to offer the kind of professional undergraduate education that will prepare New Hampshire College students to become effective, qualified teachers.

The underlying philosophy of the Department is that men and women who elect to major in business education ought to be exposed to a balanced program of study which contains a happy blending of both professional and liberal education. It is also the goal of the College to instill in its students a desire to work toward the improvement of secondary business education by their contributions to the teaching profession and American society as a whole.

Bachelor of Business Science Teacher Education Secretarial Science

Freshman Year

first semester	credits	second semester	credits
BM 6 Business Law 1	3	BM 7 Business Law 2	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
SS 8 Typing 1	3	SS 10 Typing 2	3
Eng 10 English Composition 1	3	Math 11 Advanced Mathematics 1	3
Math 10 Modern Mathematics or Math 5 Introduction to Elementary Mathematical Concepts	3 2	or Math 6 Fundamental Mathematics	 2
	14 or 15		14 or 15

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 13 Introduction to Marketing	3	SS 2 Shorthand 2	3
SS 1 Shorthand 1	3	Eco 11 Introduction to Economics 2	3
SS 11 Typing 3	3	Eng 12 Public Speaking	3
Eco 10 Introduction to Economics 1	3	Psych 9 Introduction to Psychology	3
Liberal Arts Elective or Math 7 Introduction to Advanced Mathematics	 2		18
	17 or 18		

Junior Year

first semester	credits	second semester	credits
Psych 11 Human Growth and Development	3	Ed 2 Educational Psychology: Principles of Learning	3
Ed 1 Principles, Methods and Techniques of Teaching Business Subjects	3	SS, BM, MIS, or Acct Elective	3
SS 3 Shorthand 3	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
*Liberal Arts Elective	3	Liberal Arts Elective	3
	15 or 18		18

Senior Year

first semester	credits	second semester	credits
Ed 3 Student Teaching (8 Weeks Full-time practice Teaching)	9	SS, BM, MIS, or Acct Elective	3
Ed 4 History and Philosophy of Education (7 weeks, 45 hours)	3	Liberal Arts Elective	3
Ed 5 Evaluation, Measurement and Testing (7 weeks, 45 hours)	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
			15

* This additional 3 credits is needed if student followed Math 5, 6, 7.

Summary

	credits		
Accounting and Business	45		
Education	21		
Liberal Arts			
Humanities	credits	Mathematics & Science	credits
English	9	Mathematics	6
Philosophy	3	Science	3
Literature	3		<u>9</u>
	15		
Social Sciences	credits	Liberal Arts Electives	15
History or Government	9		
Sociology or Psychology	9		
Economics	6	Total credits required for degree	129
	<u>24</u>		

Bachelor of Business Science Teacher Education Comprehensive Major

Freshman Year

first semester	credits	second semester	credits
BM 6 Business Law 1	3	BM 7 Business Law 2	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
SS 8 Typing 1	3	SS 10 Typing 2	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics or Math 5 Introduction to Elementary Mathematical Concepts	3 2	Math 11 Advanced Mathematics 1 or Math 6 Fundamental Mathematics	3 2
	14 or 15		14 or 15

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 13 Introduction to Marketing	3	SS 1 Shorthand 1	3
MIS 21 Introduction to Systems	3	Eco 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	Eng 12 Public Speaking	3
Eng 20 Written Communication	3	Psych 9 Introduction to Psychology	3
Liberal Arts Elective or Math 7 Introduction to Advanced Mathematics	3 2	Liberal Arts Elective	3
	17 or 18		18

Junior Year

first semester	credits	second semester	credits
Psych 11 Human Growth and Development	3	Ed 2 Educational Psychology: Principles of Learning	3
Ed 1 Principles, Methods and Techniques of Teaching Business Subjects	3	SS, BM, MIS, or Acct Elective	3
SS, BM, MIS, or Acct Elective	3	SS, BM, MIS, or Acct Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
*Liberal Arts Elective	3	Liberal Arts Elective	3
	15 or 18		18

Senior Year

first semester	credits	second semester	credits
Ed 3 Student Teaching (8 weeks Full-time Practice Teaching)	9	SS, BM, MIS, or Acct Elective	3
Ed 4 History and Philosophy of Education (7 weeks, 45 hours)	3	Liberal Arts Elective	3
Ed 5 Evaluation, Measurement and Testing (7 weeks, 45 hours)	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
			15

* This additional 3 credits is needed if student followed Math 5, 6, 7.

Summary

	credits		
Accounting and Business	45		
Education	21		
Liberal Arts			
Humanities	credits	Mathematics & Science	credits
English	12	Mathematics	6
Philosophy	3	Science	3
Literature	3		<u>9</u>
	<u>18</u>		
Social Sciences	credits	Liberal Arts Electives	<u>15</u>
History or Government	9	Total credits required for degree	129
Sociology of Psychology	9		
Economics	6		
	<u>24</u>		

Bachelor of Business Science Teacher Education Accounting- Electronic Data Processing Major

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
or Math 5 Introduction to Elementary Mathematical Concepts	2	or Math 6 Fundamental Mathematics	2
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>14 or 17</u>		<u>14 or 15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 3 Intermediate Accounting	3	BM 7 Business Law 2	3
Acct 7 Cost Accounting	3	Eco 11 Introduction to Economics 2	3
BM 6 Business Law 1	3	Eng 12 Public Speaking	3
BM 13 Introduction to Marketing	3	Eng 20 Written Communication	3
MIS 21 Introduction to Systems	3	Psych 9 Introduction to Psychology	3
Eco 10 Introduction to Economics 1	3	**SS, BM, MIS, or Acct Elective	3
*Math 7 Introduction to Advanced Mathematics	2		<u>18</u>
	<u>17 or 18</u>		

Junior Year

first semester	credits	second semester	credits
Psych 11 Human Growth and Development	3	Ed 2 Educational Psychology: Principles of Learning	3
Ed 1 Principles, Methods and Techniques of Teaching Business Subjects	3	Acct, MIS, or BM Elective	3
Acct or MIS Elective	3	Acct, MIS, or BM Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
***Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>17 or 18</u>		<u>18</u>

Senior Year

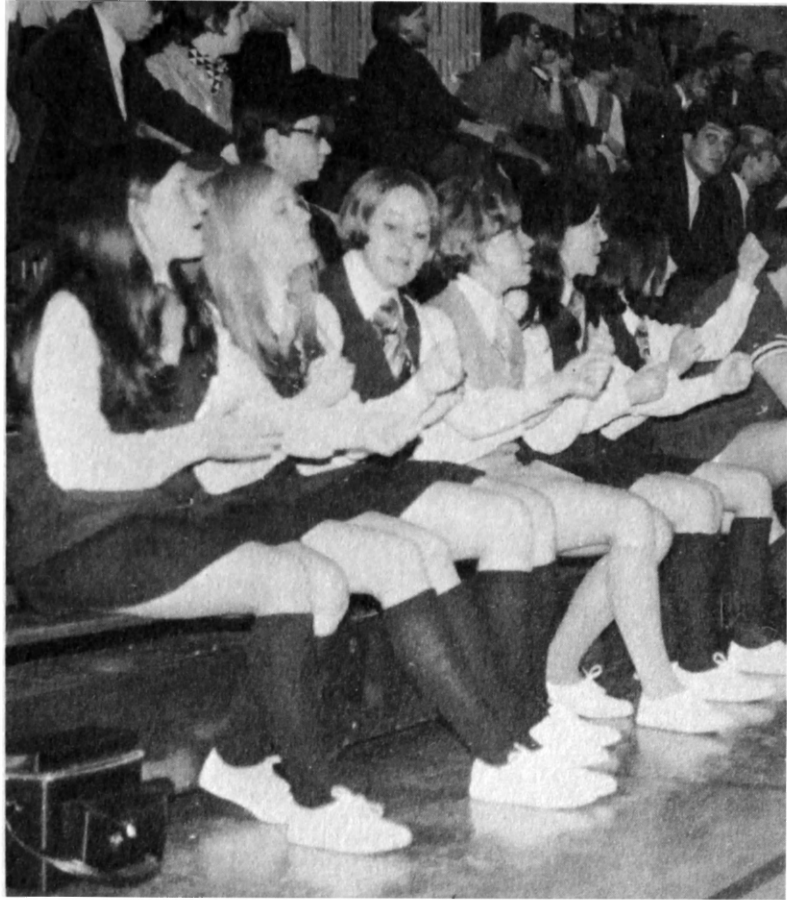
first semester	credits	second semester	credits
Ed 3 Student Teaching (8 weeks Full-time Practice Teaching)	9	Acct, MIS, or Ed Elective	3
Ed 4 History and Philosophy of Education (7 weeks, 45 hours)	3	Liberal Arts Elective	3
Ed 5 Evaluation, Measurement and Testing (7 weeks, 45 hours)	3	Liberal Arts Elective	3
	<u>15</u>	Liberal Arts Elective	3
			<u>15</u>

* Continuation as part of Math 5 and 6. ** If Math 5, 6, 7 is taken BM 13 required here.

*** Need to earn required credits if Math 5, 6, 7 followed.

Summary

	credits		
Accounting and Business Education	45		
	21		
Liberal Arts			
Humanities	credits	Mathematics & Science	credits
English	12	Mathematics	6
Philosophy	3	Science	3
Literature	3		<u>9</u>
	<u>18</u>		
Social Sciences	credits	Liberal Arts Electives	15
History or Government	9		
Sociology or Psychology	9		
Economics	6	Total credits required for degree	132
	<u>24</u>		



Secretarial Science

The Secretarial Science program is designed to equip young women for responsible, specialized positions which demand highly skilled training.

The secretary is an important business aide, handling private as well as business affairs. She makes appointments for her employer, interviews callers, and handles personal and confidential records and information. She is often the first person representing her firm. She should possess poise, charm, and an understanding of human relations.

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

Secretarial Science Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
SS 8 Typewriting 1	3	SS 10 Typewriting 2	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
BM 6 Business Law 1	3	BM 7 Business Law 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
SS 1 Shorthand 1	3	SS 2 Shorthand 2	3
SS 11 Typewriting 3	3	Liberal Arts Elective	3
BM, Acct, MIS, or Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>18</u>		

Junior Year

first semester	credits	second semester	credits
BM 13 Introduction to Marketing	3	Math 18 Statistics	3
Eng 20 Written Communication	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	Liberal Arts Elective	3
BM, Acct, MIS, or Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>18</u>		

Senior Year

first semester	credits	second semester	credits
BM 25 Human Relations in Administration	3	SS 5, 6, 7, or 7A Shorthand	3
SS 12 Office Administration	3	SS 14 Executive Office Administration	3
BM, Acct, MIS, or Liberal Arts Elective	3	BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>18</u>

Summary

Accounting and Business

	credits
Accounting	6
Business Management	15
Management Information Systems	3
Secretarial Science	30
	54

Liberal Arts

Humanities	credits	Mathematics and Science	credits
English	9	Mathematics	6
Literature	3	Statistics	3
Philosophy	3	Science	3
	15		12
Social Science	credits	Liberal Arts Electives	12
Economics	6	Free Electives	12
History or Government	9	Total credit required for degree	129
Sociology or Psychology	9		
	24		

Accounting Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Math 1	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 3 Intermediate Accounting 1	3	Acct 4 Intermediate Accounting 2	3
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
Acct 9 Federal Taxes 1	3	Acct 25 Auditing	3
BM 6 Business Law 1	3	BM 7 Business Law 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
Liberal Arts Elective	3		
	<u>18</u>		<u>15</u>

Summary

Accounting and Business

	credits
Accounting	24
Business Management	9
Management Information Systems	3
	<u>36</u>

Liberal Arts

Humanities	credits
English	6
Social Sciences	credits
Economics	6
History or Government	6
Sociology or Psychology	3
	<u>15</u>

Mathematics	6
Total credits required for degree	<u>63</u>

Business Management Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
BM 6 Business Law 1	3	BM 7 Business Law 2	3
BM 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
BM 11 Personnel Management	3	Acct 2 Principles of Accounting	3
BM 2 Principles of Retailing	3	BM 28 Social Environment of Business	3
Acct 1 Elementary Accounting	3	Eng 20 Written Communication	3
BM 13 Introduction to Marketing	3	Eco 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	Liberal Arts Elective	3
	<u>15</u>	Liberal Arts Elective	3
			<u>18</u>

Summary

Accounting and Business

	credits
Accounting	9
Business Management	18
Management Information Systems	3
	<u>30</u>

Liberal Arts

Humanities	credits
English	9
Social Science	credits
Economics	6
History	6
Sociology or Psychology	6
	<u>18</u>
Mathematics	6
Total credits required for degree	<u>63</u>

Electronic Data Processing

Electronic Data Processing is considered the most exciting and dynamic field in the world of business today. The great demand for personnel skilled in automation has exhausted the present available labor force and will continue to grow in this century. It is with this need in mind that *New Hampshire College* has developed a curriculum that will fulfill industry's requirements for programmers, data analysts, and procedure specialists.

Electronic Data Processing Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
BM 10 Principles of Management	3	MIS 21 Introduction to Systems	3
MIS 20 Introduction to Data Processing	3	MIS 22 COBOL Programming	3
Math 10 Modern Mathematics	3	Math 11 Advanced Mathematics 1	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
	<u>15</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 7 Cost Accounting 1	3	BM 7 Business Law 2	3
BM 6 Business Law 1	3	MIS 27 Laboratory	3
BM 13 Introduction to Marketing	3	Eng 20 Written Communication	3
BM 27 Production Management	3	MIS Elective	3
MIS 24 FORTRAN IV Programming	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>18</u>		

Summary

Accounting and Business

	credits
Accounting	9
Business Management	15
Management Information Systems	18
	<u>42</u>

Liberal Arts

Humanities	credits
English	9
Mathematics	6
Liberal Arts Electives	6
Total credits required for degree	<u>63</u>



Executive Secretarial

The Executive Secretarial program is designed to prepare young women for respected and responsible secretarial positions in many different fields including industry, finance, and government. In addition to teaching her superior secretarial skills, the program educates her to the greater responsibilities of decision-making, handling confidential data, and supervising personnel.

Executive Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Math 8 Business Math	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
SS 1 Shorthand 1 (or BM or Liberal Arts Elective)	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1	3	SS 10 Typewriting 2	3
SS 20 Career Development	1	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>16</u>		

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	BM 7 Business Law 2	3
BM 6 Business Law 1	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	SS 14 Executive Office Administration	3
SS 11 Typewriting 3	3	BM, Acct., MIS, or Liberal Arts Elective	3
SS 12 Office Administration	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>18</u>		

Summary

Accounting and Business

	credits
Accounting	3
Business Management	6
Management Information Science	3
Secretarial Science	28
	<u>40</u>

Liberal Arts

Humanities	credits	Mathematics	3
English	6	Liberal Arts Elective	9
Social Science	credits	Total credits required for degree	<u>64</u>
History or Government	3		
Sociology or Psychology	3		
	<u>6</u>		

All secretarial majors must complete nine credits in shorthand in order to graduate.

Legal Secretarial

The Legal Secretarial program prepares young women for careers as secretaries in law firms, governmental agencies, investment companies, real estate offices, and legal departments of business corporations. The program concentrates on building secretarial skills with special emphasis on legal shorthand, business law, and legal office administration. A general background in business subjects and the liberal arts is included to develop the student's independent thinking.

Legal Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Math 8 Business Math	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
SS 1 Shorthand 1 (or BM or Liberal Arts Elective)	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1	3	SS 10 Typewriting 2	3
SS 20 Career Development	1	Liberal Arts Elective	3
Liberal Arts Elective	3		<u>15</u>
	<u>16</u>		

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	BM 7 Business Law 2	3
BM 6 Business Law 1	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	SS 6 Legal Shorthand	3
SS 11 Typewriting 3	3	SS 15 Legal Office Administration	3
SS 12 Office Administration	3	BM, Acct., MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3		<u>3</u>
	<u>18</u>		<u>15</u>

Summary

Accounting and Business

	credits
Accounting	3
Business Management	6
Management Information Systems	3
Secretarial Science	<u>31</u>
	43

Liberal Arts

Humanities		Mathematics	3
English	6	Liberal Arts Electives	<u>6</u>
Social Science	credits	Total credits required for degree	64
History or Government	3		
Sociology or Psychology	<u>3</u>		
	6		

All secretarial majors must complete nine credits in shorthand in order to graduate.

Medical Secretarial

For young women who want secretarial careers within the medical profession, this program prepares them for positions in the offices of physicians or dentists, in hospitals, clinics, medical laboratories, research centers, corporate medical departments, and governmental medical and mental health agencies. Emphasis is placed on the whole range of medical office administration, procedures and shorthand, plus the development of outstanding secretarial skills.

Medical Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Math 8 Business Math	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Sci 12 Introduction to Anatomy and Physiology	3	Sci 13 Anatomy and Physiology	3
SS 1 Shorthand Theory (or BM or Liberal Arts Elective)	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1	3	SS 10 Typewriting 2	3
SS 20 Career Development	1	Liberal Arts Elective	3
	<u>16</u>		<u>18</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	SS 7 & 17 Medical Shorthand and Terminology	3
SS 7 & 17 Medical Shorthand and Terminology	3	SS 16 Medical Office Administration	3
SS 11 Typewriting 3	3	SS 18 Medical Procedures	3
SS 12 Office Administration	3	Liberal Arts Elective	3
	<u>15</u>		<u>15</u>

Summary

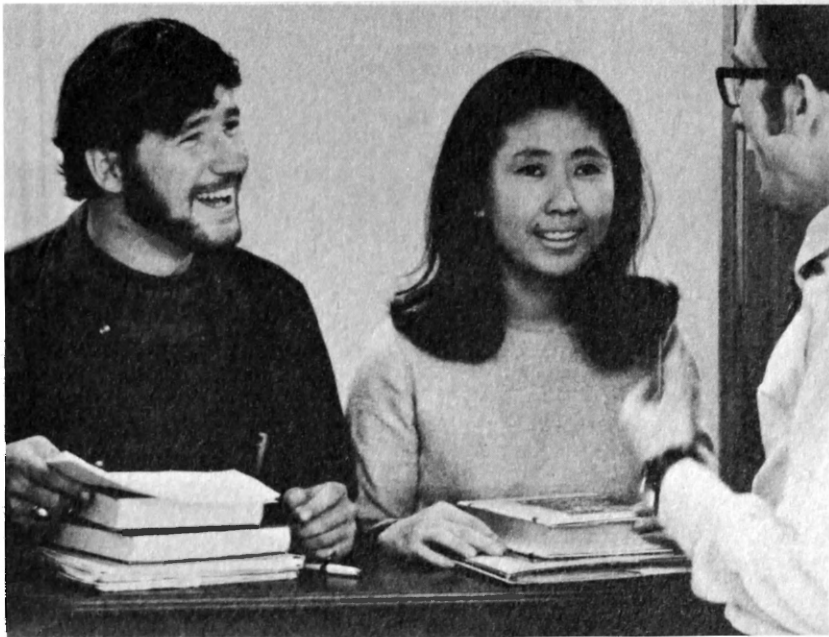
Accounting and Business

	credits
Accounting	3
Management Information Systems	3
Secretarial Science	<u>37</u>
	<u>43</u>

Liberal Arts

Humanities		Mathematics and Science	
English	6	Mathematics	3
		Science	<u>6</u>
			<u>9</u>
Social Science	credits	Total credits required for degree	64
History or Government	3		
Sociology or Psychology	<u>3</u>		
	<u>6</u>		

All secretarial majors must complete nine credits in shorthand in order to graduate.



Technical Secretarial

The Technical Secretarial program prepares students to fill important secretarial positions in the electronic, aeronautical, and engineering fields. Students learn the languages and procedures of these professions, obtain a background in the basic sciences and develop their secretarial skills. Graduates of this program qualify for positions in governmental agencies, research institutions, universities, as well as in industry.

Technical Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits	second semester	credits
Math 8 Business Math	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
SS 1 Shorthand 1 (or BM or Liberal Arts Elective)	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1	3	SS 10 Typewriting 2	3
SS 20 Career Development	1	Liberal Arts Elective	3
Liberal Arts Elective	3		
	<u>16</u>		<u>15</u>

Sophomore Year

first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Sci 11 Survey of the Biological Sciences	3
Sci 10 Survey of the Physical Sciences	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	SS 7A Technical Shorthand	3
SS 11 Typewriting 3	3	SS 14 Executive Office Administration	3
SS 12 Office Administration	3	BM, Acct., MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3		
	<u>18</u>		<u>15</u>

Summary

Accounting and Business

	credits
Accounting	3
Management Information Science	3
Secretarial Science	31
	<u>37</u>

Liberal Arts

Humanities		Mathematics and Science	
English	6	Mathematics	3
		Science	6
			<u>9</u>
Social Science	credits		
History or Government	3	Liberal Arts Electives	6
Sociology or Psychology	3		
	<u>6</u>	Total credits required for degree	<u>64</u>

All secretarial majors must complete nine credits in shorthand in order to graduate.

description of courses



Accounting
Business Management
Management Information Systems
Secretarial Science
Business Teacher Education
The Liberal Arts
 The Humanities
 English
 Foreign Languages
 Philosophy
 Art and Music
 The Social Sciences
 Economics
 Geography
 Government
 History
 Psychology
 Sociology
Mathematics and Science
 Mathematics
 Science

Accounting

Acct. 1 Elementary Accounting 3 Credits

A presentation of the basic structure of accounting with emphasis on methods used to record, classify, and summarize accounting data. Fundamental principles of accounting are introduced, as are the concepts of accounting systems and internal control.

Acct. 2 Principles of Accounting 3 Credits

Examines the accounting problems of partnerships and corporations, including capital stock transactions, bond issues, extraordinary gains and losses, and retained earnings. Introduces students to the measurement and control of costs and to methods of analysis and interpretation of operating results such as budgeting, financial and fund flow statements. *Prerequisite: Accounting 1*

Acct. 3 & 4 Intermediate Accounting (2 Semesters) 3 Credits each semester

Covers the principles, procedures and methods that are applied in the preparation of financial statements. Problems relating to income determination, valuation, reporting, and analysis are studied in depth. Attention is given to the official pronouncements of the *American Institute of Certified Public Accountants* and the *American Accounting Association*. *Prerequisites: Accounting 1 & 2*

Acct. 5 & 6 Advanced Accounting (2 Semesters) 3 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. *Prerequisite: Accounting 4*

Acct. 7 & 8 Cost Accounting

(2 Semesters)

3 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. Particular emphasis is placed on problem analysis. *Prerequisites: Accounting 1 & 2*

Acct. 9 Federal Taxes—Concepts and Implications

3 Credits

This course develops the underlying concepts of federal taxation and has three primary objectives. First, the course provides the student with a basic understanding of the structure of federal tax laws and their administration. Next, the importance of tax awareness is demonstrated through examining the tax consequences of economically oriented decisions. The student is encouraged to become aware of and to utilize the techniques of quantitative economic analysis and decision theory. The techniques of tax research are developed through cases and the student becomes familiar with the many primary and secondary sources of tax research materials. *Prerequisites: Accounting 1 & 2*

Acct. 11 Auditing Principles

3 Credits

An intensive study of current auditing standards associated with the examination of financial statements by Certified Public Accountants. *Prerequisite: Accounting 4*

Acct. 12 Advanced Auditing

3 Credits

An analysis of auditing procedures that apply to electronic data processing systems, a review of statistical sampling techniques, and special audit case studies. *Prerequisite: Accounting 11*

Acct. 14 Accounting for Management

3 Credits

This one semester course is designed for Business Management students. The aims and objectives are:
1. to acquaint student with the ways in which accounting can help managers operate effectively;
2. to inform future managers what to expect and

demand of the accounting profession. Areas which are covered include funds flow and cash flow, the master budget for control, control of fixed costs, responsibility accounting, long range planning. *Prerequisites: Accounting 1 & 2*

Acct. 20 Management Services 3 Credits

This one semester course attempts to expose the advanced accounting student to the relatively new field of management services or management consulting by accountants. The manner in which a review of management controls becomes a logical and continuous extension of the accountant's regular work is shown. The use of case studies and classroom discussions assists the student to acquire the management state of mind so necessary to his development in this area. *Prerequisites: Accounting 7 & 8*

Acct. 25 Auditing 3 Credits

This one semester course in auditing is designed for the Associate's degree candidate. Coverage is limited to those areas which the student is most likely to encounter in his work upon graduation. *Prerequisites: Accounting 1 & 2*

Acct. 30 Internship 3 Credits

During the accounting majors' senior year in Internship Program is offered for those who are qualified and have the desire to participate. The primary objective of this program is to improve the students' depth of understanding of the nature of American business and the role of its accounting function. Further objectives are to contribute to the development of maturity and confidence in accounting students, and to assist them in determining in which areas of accounting they should seek their careers.

Business Management

BM 2 Principles of Retailing 3 Credits

A study of the principles of retailing with special emphasis on the practices of buying, selling, and advertising. Instruction in store layouts, organization, personnel, and customer relations. *Prerequisite: BM 10*

BM 3 Sales**3 Credits**

An analysis of the sales function in modern business including the techniques necessary for the successful selling of both tangibles and intangibles. Problems and methods of sales and their relationships to the other functional divisions of business are studied. *Prerequisite: BM 10*

BM 6 & 7 Business Law 1 & 2*(2 Semesters)***6 Credits**

The primary aims of the course are to: help the student acquire a use value, as well as understand those principles which apply to ordinary business situations; insure an understanding of the nature of business law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered. *Prerequisite: BM 10*

BM 9 Sales Management**3 Credits**

A study of the management of a field sales force with special emphasis on structural planning as well as an operational control over recruiting, retention, supervision, motivation, compensation of sales personnel. *Prerequisite: BM 10*

BM 10 Principles of Management**3 Credits**

A study of management processes in a business organization. Consideration is given to 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.

BM 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. *Prerequisite: BM 10*

BM 12 Risk and Insurance 3 Credits

A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs, and to acquaint the student with the use of insurance as a technique for risk treatment. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire, and allied fields as well as the area of social insurance. Use of the case study method is an integral part of the course. *Prerequisite: BM 10*

BM 13 Introduction to Marketing 3 Credits

Introduction to marketing functions through the study of its nature, scope, and importance. Topics considered are analysis of markets, product development, distribution structures, pricing systems, and promotional activities. *Prerequisite: BM 10*

BM 14 Consumer Behavior 3 Credits

This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm, for today's consumer orientation by the business firm requires a solid basis of factual information. *Prerequisites: BM 10 & 13*

BM 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, re-capitalization and retained earnings. Case studies are emphasized. *Prerequisites: BM 10, Economics 10 & 11*

BM 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 the national debt are considered. *Prerequisites: BM 10, Economics 10 & 11*

BM 17 Small Business Management 3 Credits

Study of problems involved in starting and operating a successful small business—selecting the location, determining how and when to borrow money, budgeting, credit, controlling inventory and turnover, purchasing, and advertising. *Prerequisite: BM 10*

BM 20 Management Decision Making 3 Credits

A quantitative approach to business decision-making. Topics covered include linear programming, queing theory, transportation problems, optimization procedures, game theory, and economic lot and order size problems. *Prerequisites: Math 10, 11, & 18 & MIS 20*

BM 21 Central Management and Policy Making 3 Credits

An interdisciplinary approach to the problems of running a business, studies from the position of top management. Case studies. *Prerequisites: BM 10, 11, 13, & 20*

BM 22 Managerial Economics 3 Credits

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decisions, and investment evaluation. *Prerequisites: Economics 10 & 11, Math 18*

BM 25 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.

BM 26 Social Environment of Business 3 Credits

This course will introduce the student to the study of economics, culture, government, technology, international relations, and labor as it affects business decisions and conduct. It gives a perspective of business in today's complex society, emphasizing the social responsibility of the manager in formulating operational policies. *Prerequisites: BM 10, Sociology 20*

BM 27 Production Management 3 Credits

This course is designed to familiarize the student with the nature of production, both job order and continuous process, and to introduce him to the problems and some of the quantitative approaches to their solution in production planning and scheduling. It introduces him to production terminology and to production processes in a non-technical way.

Prerequisite: BM 10

BM 29 Principles of Advertising 3 Credits

This course is designed to give students a thorough understanding of advertising—its planning, creation, and use. By approaching advertising from the viewpoint of management, it considers the subject as part of the total marketing function and relates it to the profit-making goals of industry. Special emphasis is placed on the creative aspects as a means of problem-solving. *Prerequisites: BM 10 & 13*

Fashion Merchandising

FM 1 Communications in Business 3 Credits

Skill in presenting material clearly in writing is a business asset. Through practice in various forms of business communications, students gain facility in organizing material and presenting ideas.

FM 2 Retail Salesmanship 3 Credits

The aim of all activity in the fashion field is the sale of merchandise. Through analysis of fashions, students learn to find points of customer appeal and, by role playing, practice presenting them to customers.

FM 3 Fashion Merchandising 3 Credits

A study of fashion principles and procedures used in selection, promotion and selling of ready-to-wear in retail stores. Students learn to recognize the fashion factors that characterize each category of merchandise.

FM 4 Field Work 3 Credits

Each student must participate in field work in leading retail stores, such as Jordan Marsh Co., during the pre-Christmas period. This work is reviewed and analyzed through reports and conferences.

FM 5 Retail Sales Promotion**3 Credits**

The preparation of advertising, including the principles of layout, headlines, copy and illustrations. Students have practice in writing copy and preparing advertisements. In addition, the general principles governing the design and execution of window and department displays are covered.

FM 6 Fabric Design and Analysis**3 Credits**

A study of textile information necessary for merchandising, including analysis of yarns and weaves. Fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Also, the current concepts of color and design are emphasized.

FM 7 Personal Appearance Clinic**1 Credit**

The fashion industry gives preference to those who look the part. Individual and group guidance in posture, grooming and make-up helps the student to achieve and maintain a fashion-wise appearance.

Management Information Systems

MIS 20 Introduction to Data Processing 3 Credits

An introductory survey of the principles of automatic data processing and its interface with the major fields of a business enterprise. Includes the basic concepts and terminology of Management Information Systems in a manual, unit-record equipment, and electronic data processing environment. Basic principles, machines and applications are emphasized.

MIS 21 Introduction to Systems**3 Credits**

The objective of this course is to provide the student with a basic understanding of the systems concept and the systems analysis technique. It provides an understanding of what a total system is, how each part of the system is interrelated, and a complete analysis of each component (input, output, processing, feedback and control). *Prerequisite: MIS 20*

MIS 22 COBOL Programming 3 Credits

The objective of this course is to introduce the basic rules of COBOL. The introduction includes program divisions, formats, COBOL words and coding. The student will write, debug, and document several programs. *Prerequisite: MIS 21*

MIS 23 Systems Tools 1 3 Credits

The objective of this course is to provide the student with a basic understanding of the tools and techniques available, and how to exercise them. Topics include work simplification, work sampling, forms control, records management, management audits, and feasibility studies. *Prerequisite: MIS 21*

MIS 24 FORTRAN IV Programming 3 Credits

The MIS analyst must be able to understand a problem-solving language as well as a business data processing language. This course includes the nature of FORTRAN data, reading and writing in FORTRAN, transfer of control, statements, functions, and subroutines. The student will write, debug, and document several programs. *Prerequisite: MIS 21*

MIS 25 Systems Tools 2 3 Credits

This course introduces the student to the new systems concepts and tools being employed in industry today. Topics include Program Evaluation Review Technique, and P.E.R.T. costs, contracts, and an introduction to operations research. *Prerequisite: MIS 23*

MIS 27 Laboratory 3 Credits

A series of three hour sessions devoted to the designing of forms for computer as well as manual operations, interviewing techniques, P.E.R.T. network design, and work simplification projects. *Prerequisite: MIS 25*

MIS 28 Systems Programming 3 Credits

A critical analysis of the data processing operation in a business is studied. The approach known as the Total System Concept is explored with the object of producing an efficient computer system. Topics include file maintenance, other general run types, item design, blocking, filemaking, documents, and testing. *Prerequisite: MIS 24*

MIS 29 Seminar**3 Credits**

This course is designed to expose the student to a two-fold experience. The first is the familiarization, through actual practical experience, with as many of the stumbling blocks, problems, achievements, and situations involved in the study, analysis, documentation, presentation, and implementation of an actual system in local industry. The student selects a management information system in local industry, and defines, documents, solves, presents, defends, and implements, as applicable, the results. The second aim of the course is to acquaint the student with simulated management information systems situations where he will work as a team member in the analysis and decisionmaking requirements of business. There will be lectures as required; however, class periods will be devoted as much as possible to the mutual exchange of ideas among projects and teams.

Secretarial Science

SS 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.

SS 2 Shorthand 2 (*Dictation: 60-80 words per minute, and transcription*)**3 Credits**

Designed to increase the student's shorthand vocabulary, the emphasis is on developing speed and accuracy in making neat transcripts. Eighty words per minute are required to receive credit for the course. *Prerequisite: SS 1 or permission of department chairman*

SS 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 are required to receive credit for the course. *Prerequisite: SS 2 or permission of department chairman*

SS 4 Shorthand (*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 are required to receive credit for the course. *Prerequisite: SS 3 or permission of department chairman*

SS 5 Shorthand 5 (*Government Dictation: 120-140 words a minute and transcription*) **3 Credits**

Emphasis is placed on vocabulary in government and politics. Congressional Record matter is typical of the material used. Short cuts are drilled daily to help the student attain the ability to write unfamiliar matter at above average rates of speed; 140 words a minute required to receive credit for the course. *Prerequisite: SS 4 or permission of department chairman.*

SS 6 Shorthand 6 (*Legal Terminology and Transcription*) **3 Credits**

The dictation 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. *Prerequisite: SS 3*

SS 7 Shorthand 7 (*Medical Shorthand and Transcription*) **3 Credits**

Application of shorthand principles to writing of medical words. Short cuts and use of prefixes and suffixes applying to medical terms are stressed. Dictation includes case studies and articles from medical reports and medical journals. *Prerequisites: SS 17 & 3*

SS 7A Technical Shorthand and Transcription

3 Credits

The student acquires a thorough training in vocabulary in electronics, engineering, aerospace, science, and communications and acquires the facility for taking technical dictation at a rate of 100-120 words a minute. *Prerequisite: SS 3*

SS 8 Typewriting 1 (*Theory and speed up to 35 words a minute*)

3 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

SS 9 Personal Typing

2 Credits

Non-secretarial course designed to teach the student 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. No speed requirement.

SS 10 Typewriting 2 (*35-50 words a minute*)

3 Credits

Arrangements 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. *Prerequisite: SS 8 or permission of department chairman*

SS 11 Typewriting 3 (*50-60 words a minute*)

3 Credits

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. Sixty words a minute. *Prerequisite: SS 10 or permission of department chairman*

SS 12 Office Administration

3 Credits

Emphasis is placed on business ethics, duties of receptionist, itineraries, transportation of goods, use of reference books, telephone usage, filing and review of business vocabulary, and letter writing. Fundamental knowledge of office machines such as

stencil and fluid duplicators, thermo-fax, and business machines is included. The student is required to perform all tasks with efficiency and intelligence.
Prerequisite: SS 20

SS 13 Typewriting 4 3 Credits

This course will not only broaden the student's knowledge of typewriting, but will also develop the student's ability to use judgment, to be creative, to be responsible for complete projects, to be able to work under normal office conditions, and to be able to produce professional work. Independent study will be done under the supervision of the instructor. *Prerequisite: SS 11 or permission of department chairman*

SS 14 Executive Office Administration 3 Credits

This course is designed to give the student 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.
Prerequisites: SS 3, 10, & 12

SS 15 Legal Office Administration 3 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. *Prerequisites: SS 3, 10, & 12*

SS 16 Medical Office Administration 3 Credits

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. *Prerequisites: SS 3, 10, & 12*

SS 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, and case studies. The course includes medical abbreviations, homonyms, eponyms. This course is a prerequisite for SS 7.

SS 18 Medical Laboratory 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 physical examinations and treatments, principles of medications, first aid rules, routine laboratory techniques. Field trips to clinics and local hospitals arranged. *Prerequisite: SS 17*

SS 20 Career Development 1 Credit

The purpose of this course is to introduce the student to the qualities necessary for a successful secretary in an executive position. Thorough training is given in proper dress and makeup, speech, and telephone conduct. Students are taught to self-evaluate, and to develop their personality to the fullest. This course is a prerequisite for SS 13

Business Education

Ed 1 Principles, Methods and Techniques of Teaching Business Subjects 3 Credits

This course traces the major developments of American Secondary education. The function and objective of business education will be discussed. Other topics to be covered are teaching methodology, current ideas and practices in curriculum construction, lesson planning, discipline, classroom management, diagnosis of learning problems and motivational devices. The course is designed to familiarize the student with the most effective methods, techniques and materials for the teacher of business subjects. Methods and materials of instruction will be analyzed and tested by teaching demonstrations.

Ed 2 Educational Psychology 3 Credits

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement in relation to the learning process. Consideration of the concepts of

psychological principles of testing learning technology are also emphasized. There will be explanations of the psychological problems of learning and a study of various ideas and theories that have been used to explain the learning process. The greatest emphasis in this course is on the nature of and conditions for effective human learning, and its evaluation in the areas of intellectual, emotional and social growth. *Prerequisite: Psych 9*

Ed 3 Student Teaching 9 Credits

All business education majors will, in the first semester of their senior year, have the opportunity to participate in eight weeks of full time practice teaching at nearby public schools. During this eight week period, the student teacher will receive close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty. Student teachers will confer regularly with the coordinator of the program who will evaluate their performance and progress.

Ed 4 History and Philosophy of Education 3 Credits

This is an eight week intensive course which surveys the major educational ideas and programs of leading educators in Europe and America. Historical and philosophical foundations of American education will be emphasized as well as contemporary issues and problems confronting educators. Open only to first semester seniors.

Ed 5 Evaluation, Measurement and Testing 3 Credits

This is an eight week intensive course which concerns itself with the basic principles of measurement and evaluation in the secondary school. The determination, meaning and use of basic statistical concepts will be discussed as they apply to problems of evaluation and measurement. The construction, interpretation and use of standardized and teacher made tests will also be examined. *Prerequisites: Psych 9 and Ed 2*

The Liberal Arts

A solid program in the liberal arts is an integral part of the curricula offered by the College. The social sciences, the humanities, and the sciences, which are studied in conjunction with more technical courses, enable the student to gain a fuller understanding of his world. Such perspective and awareness can only be achieved by a broadly based educational experience that emphasizes historical, comparative, and analytical methods of learning.

All candidates for the degree of Bachelor of Business Science must present a total of sixty-three credits in the liberal arts, distributed as follows: Twenty-four credits in the Social Sciences (nine credits in history or government, nine credits in sociology or psychology, six credits in economics). Fifteen credits in the Humanities (nine credits in English, three credits in literature, three credits in philosophy). Twelve credits in Mathematics and Science (nine credits in mathematics, three credits in science). The remaining twelve credits may be earned among any of the liberal arts courses that are offered.

The Humanities

English

English 9 College English Preparation 3 Credits

This course is a review of basic composition for college freshman English. Most of the course content is review material and is only for students who need such additional work. The course is taken on a pass or fail basis and the three credits earned are in addition to those required for graduation.

English 10 & 11 Composition (2 Semesters)

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 student's 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 3 Credits

A study of nineteenth century American writing through the romantic and early realistic periods. The theme of the course is the conflict between the individual and his society.

English 14 American Literature 3 Credits

This course covers American writing of the twentieth century through the realistic, naturalistic and contemporary periods. The theme of the course is the problems of the individual in an industrial society.

English 15 Survey of the Theatre 3 Credits

A study of drama as literature beginning with the Greeks and continuing to the present. Included are Sophocles, Shakespeare, Sheridan, Ibsen, Chekhov, O'Neill and Brecht.

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 19 Shakespeare 3 Credits

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

English 20 Written Communication 3 Credits

This course will be a practical study of the preparation, organization and production of all types of business reports. It will cover all the basic kinds of business reports from the formula daily activity report through to the major business research report. The emphasis will be on the student's own writing, in which he will be expected to apply the basic principles covered in prerequisites English 10 & 11 to the specialized form of the business report. *Prerequisites: English 10 & 11*

English 23 English Literature 3 Credits

The course is a survey of English literature from Beowulf through Chaucer, Shakespeare and Milton to Pope. Emphasis is on the development of poetry and particular representative poets.

English 24 English Literature 3 Credits

This course covers the Romantic, Victorian and Modern periods. Again the emphasis is on poetry but there is a section devoted to the development of the novel. English 23 is not a prerequisite for English 24.

English 29 Introduction to The Humanities 3 Credits

This course will serve as an introduction to the Humanities: the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged.

English 30 Advanced Writing 3 Credits

A course offered to those students who seek experience in writing beyond the normal offerings of Freshman Composition. The various forms of the written art are studied and practiced. Open only to those who attain at least a B in Freshman Composition and limited to 12 students. *Prerequisite: B grade in English 10 & 11 or permission of department chairman.*

English 34 Modern American Authors 3 Credits

Contemporary American readings including selections from Agee, Hemingway, Steinbeck, Baldwin, Mailer, Ginsberg, and others.

English 35 Journalism 3 Credits

Study of newspaper and periodical writing through contemporary essayists.

English 36 Thoreau and His Contemporaries
3 Credits

The work of Henry David Thoreau is studied. This course considers the works of Henry David Thoreau as Transcendentalist, essayist, poet, naturalist, and teacher. Members of the Concord School are also discussed.

Foreign Languages

German

German 10 & 11 Conversational German (*2 Semesters—both required for credit*)

3 Credits each semester

A conversational course in German accenting the spoken language and a knowledge of Germany—its history, culture and philosophy.

Spanish

Spanish 10 & 11 Elementary Spanish (*2 Semesters—both required for credit*)

3 Credits each semester

Introduction to Spanish through the audio-lingual method with emphasis on speaking, understanding and reading.

Spanish 12 & 13 Intermediate Spanish (*2 Semester—both required for credit*)

3 Credits each semester

Continued practice with comprehension and speaking. A review of grammar plus readings for discussion, vocabulary growth, and cultural information. *Prerequisite: Spanish 10 & 11 or approval of the instructor.*

Philosophy

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.

Philosophy 16 Ethics

3 Credits

The basic objective of this course is to introduce the student to the theory and practice of ethical decision-making. The course will approach the subject through a critical examination of existing ethical systems, and by the development of a methodology for evaluating each system—including the student's own code of ethics. In this way the student will better prepare himself to answer the basic question of his life. *What ought I to do or What is the right thing for me to do?*

Philosophy 19 World Religion

3 Credits

A comparative study of the active beliefs and worship patterns of four great Eastern religions of man: Islam, traditional Buddhism, Hinduism, and Zen Buddhism.

Philosophy 25 Contemporary European Thought

3 Credits

Survey of German and French Existentialism. Discussion of contemporary thinkers who are shaping the course of European and American attitudes about the world and society.



Art and Music

Art 10 Experiences in Art

3 Credits

A course in enjoyment, understanding and appreciation of various art periods, styles and media, including photography. Slides will be used to illustrate the course material.

Music 10 Explorations in Music

3 Credits

This is basically an appreciation of music course with no previous knowledge of music required. A survey of styles, forms and aesthetic theories of music history through study of a selected number of composers.

The Social Sciences

Economics

Economics 10 Introduction to Economics 1

3 Credits

A survey of the principles of economics. This first course covers macroeconomics—national wealth, income, the components of spending (*consumption, investment, government*), theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Economics 11 Introduction to Economics 2

3 Credits

This second course covers microeconomics—the market system, demand and supply, prices, distribution of income, economics of the firm, diminishing returns and returns to scale, monopoly and oligopoly, and international trade including foreign exchange, balance of international payments, the problem of monetary standards and tariffs. *Prerequisite: Economics 10*

Economics 14 Labor Problems

3 Credits

Introduces students to the history and purposes of trade unionism, what labor tries to obtain through collective bargaining, how contracts are negotiated, economics of the labor market, wages, productivity, inflation, unemployment, government regulation of labor relations (*discussion of the main laws that have been passed to control union activities and collective bargaining*), problems of mediation and arbitration, and civil rights. *Prerequisites: Economics 10 & 11*

Economics 20 Comparative Economic Systems

3 Credits

Analysis of the main economic systems in existence today—the advanced capitalist country of the U.S.A., the *socialist* centrally planned economies of the U.S.S.R. and Communist China, the mixed economies (*e.g., France, Great Britain, and India*), economic growth in capitalist and socialist economies, planning and control in the market economy. *Prerequisites: Economics 10 & 11*

Geography

Geography 21 Urban Geography 3 Credits

This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market towns to megalopolis. Concentration will be on the American city as it exists in the twentieth century.

Geography 22 World Urbanization Patterns 3 Credits

This course deals with the preindustrial city and the "world city". The social and ecological structure of the preindustrial or non-industrial city will be described and analyzed. In their structure, or form, preindustrial cities resemble one another closely and in turn differ markedly from modern industrial-urban centers. Comparisons of typical preindustrial cities will be made with typical industrial cities. World cities, such as London, Paris, and Moscow will be studied. World cities are those cities whose tributary service areas for some functions may be intercontinental.

Geography 25 Economic Geography 3 Credits

This introductory course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods. The topical fields of urban manufacturing, transportation, marketing and recreational geography are considered. The emphasis is on measurement, theory and planning.

Geography 28 Cultural Geography 3 Credits

This introductory course in cultural geography is concerned with the ecology of man: that is, the relationship between man and his environment. The course begins with a discussion of the physical elements of the earth's surface—earth-sun relationships, atmosphere, landforms, soils, and climates. Man is placed in this physical setting and the rest of the course is focused on the relationship between man and his environment. Topics such as technology, race, religion, ideology, economy, urban development, and environmental pollution are considered.

Geography 27 Marketing Geography 3 Credits

This course is concerned with store location research and emphasizes the supermarket industry. The course begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy. Principles of site selection, location strategy, and competition evaluation are considered. An emphasis in the course will be on source material for store location, research and techniques for marketing mapping, customer spotting, and the analog method for estimating potential store sales.

Government

Government 9 & 10 American Government (2 Semesters) 3 Credits each semester

The purpose of the course is to study the organization and operation of federal, state, and local governments in the United States. The first half of the course will be devoted to an analysis of the organization of the federal government and the formal and informal powers of each branch. Emphasis will be placed upon the relationships between the President, Congress and the judiciary—an attempt will be made to explain how all three are involved in the decision-making process. The second half of the course will be devoted to the study of the federal system and the organization and functions of state and local governments. In this part of the course, major emphasis will be given to the changes in the federal relationship in response to the changing needs of the people.

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 13 Comparative Government

3 Credits

A descriptive and analytical survey of the national governments and political practices of the United States, England, France, and the Soviet Union. The course will explore the differences and similarities of each system and attempt to familiarize the student with the philosophical and institutional underpinnings of the governments discussed.

Government 14 Political Theory

3 Credits

An analytical survey of the major political and social theorists in western culture from Plato to Marx, emphasizing the historical evolution of fundamental concepts of freedom and justice in the modern state.

Government 16 Constitutional Freedoms

3 Credits

The course is intended to give the student a basic understanding of the fundamental freedoms or rights protected by the United States Constitution and of the structure and operations of the judiciary within the American political process. *Prerequisites: Government 9 or 10*

History

History 9 Ancient and Medieval History

3 Credits

This course is designed to emphasize and understand an appreciation of those movements in ancient and medieval history that contribute significantly to the world and western culture.

History 10 Modern History

3 Credits

This course is designed to emphasize an understanding and appreciation of those movements in modern and contemporary history which have shaped contemporary civilization. *Prerequisite: History 9*

History 13 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 14 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 13 is not a prerequisite.

History 17 & 18 American Diplomatic History (2 semesters) 3 Credits each semester

This course traces the development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the second world war. The conflict between ideals and national self-interest is a point of departure for an analysis of basic American policies. The underlying purpose of the course is to acquaint the student with the process by which the President and the Congress formulate policy and how public opinion can influence and shape major policy decisions. *Prerequisites: History 13 & 14*

History 20 Europe in the Twentieth Century 3 Credits

European history in the twentieth century will be treated from the point of view of a civilization in a constant state of crisis. World War I, the inter-war period, World War II, and the attempts to solve the conflicts of modern society after that war in terms of new economic, political and cultural patterns will represent the core of the study. *Prerequisite: History 10*

History 23 The Far East in Modern Times 3 Credits

This course traces the history of China and Japan from the 1840's to the present. The political, economic and social impact which the western nations had upon Chinese and Japanese developments will be analyzed. Topics to be covered include the Opium War, the opening of Japan, western imperialism in China, the origin and nature of the Chinese Revolution, the rise of militarism in Japan, the emergence of Communist China as a world power and the Sino-Soviet split.

Psychology

Psychology 9 & 10 Introduction to Psychology (2 Semesters) 3 credits each semester

A two semester course which introduces the student to various areas of psychology including scientific investigation, motivation, personality, intelligence, psychometrics, behavioral deviation, perception, learning, and human development. Thus, the course serves as a basis for further study in related areas.

Psychology 11 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. *Prerequisite: Psychology 10*

Psychology 13 Psychology of Individual Adjustment

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. *Prerequisite: Psychology 9*

Psychology 16 Psychology of Personality 3 Credits

An intensive investigation and review is made of the development and dynamics of personality. Various methods and approaches to the study of and analysis of personality are examined and there is a general review of learning, biological, perceptual, emotional factors of personality development. *Prerequisite: Psychology 9*

Sociology

Sociology 9 & 10 Introduction to Sociology (2 Semesters) 3 Credits each semester

The course aims to impart the basic concepts and tools of sociological inquiry, to convey a comprehensive picture of society by examining the workings of the major forms of social organization, and to pursue both the causes and consequences of social change and social order.

Sociology 13 Contemporary Social Problems of the United States 3 Credits

A study of contemporary human problems in their historical context. Such problems as crime and delinquency, poverty, racial and religious prejudice and alcoholism are considered. *Prerequisite: Sociology 9*

Sociology 17 The Family in Social Context 3 Credits

Through a comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world, the student will be given a greater understanding of the family as a universal social institution. *Prerequisites: Sociology 9 & 10*

Sociology 18 Social Change 3 Credits

The systematic analysis of the processes of social change, the theories of how social change is generated and the varied functional consequences of such change. *Prerequisites: Sociology 10 or History 9 or 10*

Mathematics

The Mathematics Department offers the student an opportunity to acquire the mathematical background necessary to pursue successfully higher level business courses.

As is indicated by the curricula, most students will accomplish this goal by satisfying the six credit math requirement—Math 10 and Math 11.

Every entering student is given a diagnostic test in mathematics. The student with a weak background in mathematics, as a result of this test, may be urged to obtain this background in three semesters—Math 5, 6, and 7—rather than two as indicated in the curricula. This will allow the department more time to offer this student supervised study as well as the presentation of necessary mathematical concepts.

Students who feel this may be necessary should keep this in mind when reading the catalog descriptions and plan for the additional semester of math study.

Math 5 Introduction to Elementary Mathematical Concepts 2 Credits

This course will introduce the student to terminology and help him to develop competence in basic mathematics. It will include a review of arithmetic and will introduce the student to elementary algebra. The course will meet three periods a week, thus providing one period for supervised study.

Math 6 Fundamental Mathematics 2 Credits

This course will continue to fulfill the objective of Math 5—utilization of algebra as a tool for the student. It will include the analysis of business functions which are linearly related and thus introduce the student to linear programming. The course will meet three periods a week thus continuing to provide a period for supervised study. *Prerequisite: Math 5*

Math 7 Introduction to Advanced Mathematics**2 Credits**

This course will continue to introduce the student to concepts of higher mathematics. Such topics as probability and mathematics of finance are included to build additional skills. This course will meet three periods a week, thus providing one period for supervised study. Completion of this course in the sequence of Math 5, 6, and 7 will provide the student with a background essentially the same as that of Math 10 and 11. *Prerequisites: Math 5 and 6*

Math 8 Business Mathematics**3 Credits**

This course in business mathematics is designed for a student preparing for a career in the secretarial areas or fashion merchandising. It offers elementary mathematical techniques to enable the student to understand thoroughly basic topics in business.

Math 10 Modern Mathematics**3 Credits**

This course has been developed to present a more sophisticated mathematical tool, algebra, to the student. It should enable him to utilize mathematics in business operations to a greater degree.

Math 11 Advanced Mathematics: First Course**3 Credits**

This course has been designed as an introduction to higher mathematics for the student. It includes an analysis of business functions which are linearly related thus introducing the student to linear programming. This course presents an opportunity to learn the methods and terminology of automated systems analysis as a tool of mathematics. Such topics as probability and mathematics of finance are included to build additional skills. *Prerequisite: Math 10 or an equivalent background in high school*



Math 12 Advanced Mathematics: Second Course
3 Credits

This course will continue to expose the student to additional tools of higher mathematics. It will extend his knowledge to business functions which are non-linearly related. The content is problem-oriented, and enough applications are included to make it clear mathematical tools, as differential and integral calculus, and probability, can and do make contact with real life problems in business. *Prerequisite: Math 11 or Math 7 by permission of one instructor*

Math 13 Applied Mathematics 1 3 Credits

This course emphasizes the application of quantitative techniques to business problem solving. It will utilize the previous math topics in the student's background, as well as introduce new topics as logical relations to problem solving. *Prerequisites: Math 10 and 11 by permission of one instructor, or Math 12*

Math 14 Applied Mathematics 2 3 Credits

This course is designed to help students in developing models of business situations, a key to business problem solving with computers. The course will integrate computer work with class work. *Prerequisites: Math 10 and 11 by permission of one instructor, MIS 20; or Math 12, MIS 20*

Math 18 Statistics

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting, and promoting statistical data. The application of statistical techniques in hypothesis testing, cancellation and regression analysis, time service analysis, and index numbers. *Prerequisites: Math 10 and 11, MIS 20; or Math 5, 6, and 7, MIS 20*

Science

Science 10 Survey of the Physical Sciences

3 Credits

Consists of a study of selected topics in the areas of chemistry, physics, geology, and astronomy. A qualitative approach is employed whenever possible in order that an appreciation is obtained of how scientific data is evolved and how this data is used by man to further his knowledge of the universe. A discussion of historical developments within various sciences is integrated where practical, thereby enabling the student to understand how the science evolved and its resulting impact on society. Basic knowledge of algebra is recommended but not required.

Science 11 Survey of the Biological Sciences

3 Credits

Consists of a study of selected topics within the various biological sciences. Emphasis is placed on areas in basic biology and related fields. A discussion of historical developments within the science is integrated when possible. In addition, the student is exposed to the relationships between modern society and the resulting physiological impact on the ecology of our biological environment.

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 system. *Open only to Medical Secretarial students.*

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: Science 12; open only to Medical Secretarial students.*

Academic Calendar 1971-1972

Orientation Week, Registration	September 6-12
Fall semester classes begin	September 13
Thanksgiving Recess	November 25-26
Winter Vacation begins	December 17
Classes resume	January 3
Fall semester classes end	January 12
Fall semester final examinations	January 14-21
Spring semester begins	January 29
Spring vacation begins	March 31
Classes resume	April 10
Spring semester classes end	May 18
Spring semester final examinations	May 20-26 <i>May 20-26</i>
Commencement	<u>June 4</u> <i>June 10 & 11</i>

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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)

Place of Employment..... Occupation..... (Zip)

Name of Mother

Address of Mother

Place of Employment Occupation..... (Zip)

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

Please indicate with whom you live

(Name) (Relationship)

Parents' bank or credit reference

Address (Zip)

Have you made application to New Hampshire College before? Year.....

When do you plan to enter College?

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

Course taken in High School

Name of High School Guidance DirectorPrincipal.....

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

School Dates Attended.....

Address Year Graduated.....

School Dates Attended.....

Address Year Graduated.....



FOR ADMISSIONS OFFICE ONLY				
Action		Date	Initial	
F.A.	R.A.	P.A.	Re.	N/S
Fee: Rec'd \$		Date	By	

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 are 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 New Hampshire College and relationship

How did you first learn of New Hampshire College?

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 Systems
- () Secretarial Science
- () Business Teacher Education

ASSOCIATE IN BUSINESS SCIENCE DEGREE

- () Accounting
- () Business Management
- () Data Processing
- () 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.....

To expedite processing of your application please have the high school or college you are now attending submit a transcript of your grades when application is made. An application fee of \$15 must accompany this application.

