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NEW HAMPSHIRE

College

OF ACCOUNTING

AND COMMERCE

88 HANOVER STREET

MANCHESTER, N. H.

FOUNDED IN 1932

BY H. A. B. SHAPIRO, C.P.A.

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

Co-educational



Catalogue for
Thirty-first year

**"Accredited by
THE ACCREDITING COMMISSION FOR BUSINESS SCHOOLS"**

**New Hampshire College of Accounting and Commerce
88 Hanover Street 625-9013 Manchester, N. H.**

Incorporated in the State of New Hampshire

VOL. XII

NOVEMBER 1962



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

New Hampshire College of Accounting and Commerce, was founded in 1932 to provide Northern New England with a College that would fully meet the needs of the growing business communities. Located in Manchester, New Hampshire's largest industrial city, the College has been able to provide superior training in Accounting, Business Administration, and Secretarial Science for ambitious and intelligent young men and women.

In order to better meet the demand of industry and government, NHCAC has included in its curricula courses designed to broaden and enrich the educational and cultural background of its students.

It is the aim of the College not only to train students for a position, but also to teach them the importance of good citizenship, responsibility, co-operativeness, and reliability.

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE PLAN

NHCAC offers one-year and two-year courses in Secretarial Science, Accounting, Business Administration, and allied subjects. The course of study is mapped out according to the student's needs and aptitudes, with due consideration to the best opportunities for employment. The quiet atmosphere of the school, as well as the laboratory and lecture method of instruction, is conducive to individual attention and individual progress—the rate of progress depending upon the initiative, ability, and application of the student.

NHCAC instructors have college and university degrees plus years of teaching experience; but fully as important, is their training in the business world. They have had practical business backgrounds in all of the courses which they teach. A representative of the State Department of Education has stated that he was quite pleased that a business college would insist on such high scholastic attainment from its instructors.

NHCAC graduates have become Certified Public Accountants, Public Accountants, Senior and Junior Accountants, Internal Revenue Agents, Stenographers, Secretaries, Bookkeepers, and Executive Assistants. Also, many of our young men and women are employed in Civil Service.

NHCAC was the first business school in the state to be approved for veterans' education, and the college is also approved by the State Board of Education for the rehabilitation training of handicapped students.

NHCAC is a member of the United Business Schools Association and is also affiliated with the Speedwriting School of New York and the Nancy Taylor Institute of New York.

NHCAC was accredited in July 1960 by the Accrediting Commission for Business Schools as a two-year school of business. ACBS has been designated as a Nationally recognized accrediting agency by the United States Office of Education.

Without specialized training today, there is little opportunity for advancement. Business training enables one to get a better position with greater earning power in industry, government, and general business.

LOCATION

The College, centrally located at 88 Hanover Street, occupies the entire second floor of the Athens Building, and recently obtained additional classroom space at 83 Hanover Street, directly across from the main building. It is within walking distance of the Manchester City Library, the Currier Gallery of Art, the Institute of Arts and Sciences, the N. H. Historical Society, the Young Men's Christian Association, the Young Women's Christian Association, and the Hampshire House.

GUIDANCE

The New Hampshire College of Accounting and Commerce maintains a strong and efficient Personnel and Guidance Department under the direct supervision of Mr. George M. McElroy, who is head of the Manchester Probation Department. During the college year, each student is invited to call on the President of the College, Mrs. Harry Shapiro, or The Guidance Department at any time he needs advice or counseling.

PLACEMENT SERVICE

One of the most important questions in the minds of the prospective student is whether or not he will be able to secure a position after completing his course. Year after year we have been able to "boast" of nearly 100 percent placement records. Our placement department offers our students every assistance possible in finding and securing satisfactory positions in Manchester, in the student's own community, or anywhere he wishes to settle and obtain employment. This service is free to both old and new graduates.

Because of the outstanding record NHCAC students have made, the college is justly referred to as, "The College of Successful Graduates."

SOCIAL AND RECREATIONAL PROGRAM

Students are encouraged to participate in a healthy social life during their term of study. Supervised dances and other recreational facilities are available. The friends you make at college form an important part of your education and many of these friendships endure for a lifetime.

The social activities program is under the direction of the student body and many formal and informal parties are held throughout the school year. These include a Halloween party, parties at Thanksgiving and at Christmas, a Spring Prom, and a Banquet in conjunction with graduation exercises. Of interest to many are the co-ed bowling teams and the men's basketball and baseball teams.

Each year class officers are selected to represent the student body and committees are appointed to arrange the various functions. Class meetings are held monthly.

STUDENT GOVERNMENT

Student Government acts as a liaison group between the administration and the student body. It is a practical organization primarily concerned with promoting the general welfare and interests of all undergraduates. Student Government is the strongest and most influential organization in the College. It cooperates in planning, executing, and supervising the social programs of the College. At regular meetings, the members meet with representatives of the faculty to discuss policies, make suggestions, and consider student problems.

Student Government is composed of one member from the administration, one member from the faculty, the class officers, and two members from each class.

SCHOLARSHIP AND GRANTS

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

PART-TIME EMPLOYMENT

Every year many of the students have the opportunity to defray their expenses through part-time employment, which the placement department helps secure for those who need assistance. We strongly advise students not to do more outside work than is absolutely necessary.

HOUSING

Students may reside with relatives or friends; in private homes approved by the Registrar; or they may live at the dormitories of the Young Men's Christian Association, the Young Women's Christian Association, or the Hampshire House—all of which are located near the College. Many students elect our home-residence plan, under which they do light housework in exchange for their board, room and a small salary.

HOMEWORK

Home study is required. Two factors, the course and the student, determine the amount of time required for home study. Members of the faculty are available for extra help. Classrooms are open every afternoon until 4:30 p.m.

GRADING SYSTEM

Grades are recorded and submitted to students at the end of each semester. Students may obtain their grades at other times only at the discretion of the instructor.

Warnings of unsatisfactory progress are given before interrupting any student. These are mailed in November and April.

The following alphabetical grades and the percentages that each represents are:

A = 90-100 Excellent; B = 80-89 Good; C = 70-79 Fair; D = 60-69 Poor; F = Below 60 Failing Grade; Inc—Incomplete; WP = Withdrew Passing; WF = Withdrew Failing.

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

In order to arrive at a single scale value to assist in determining the general quality of a student's academic work, the system of grade points is employed. According to this method, letter grades are given the following numerical value:

A—4 B—3 C—2 D—1 F—0

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. For example, if a student in one semester earned 6 hours of A credits, 6 hours of B credits, 3 hours of C credits, and 2 hours of D credits, the grade-point average would be calculated as follows:

Grade Points	Hours	Quality Points
A	4 x 6	— 24
B	3 x 6	— 18
C	2 x 3	— 6
D	1 x 2	— 2
	<hr/>	<hr/>
	17	50

$$50 \div 17 = 2.94 \text{ Grade-point average}$$

Although "D" (1.0) is a passing grade, a student must maintain a "C" (2.0) average in order to receive a diploma or enter into the second year program. A student with a 1.8 or higher average at the end of the first year may enter the second year program on probation.

GRADUATION

Diplomas:

Diplomas are granted upon the satisfactory completion of the following programs; Senior Accounting and Business Administration, Business Management, Junior Accounting, Senior Book-keeping, Executive Secretarial, Legal Secretarial, Medical Secretarial, Secretarial, and Stenographic, for Day School Courses; Advanced Accounting and Shorthand-Accounting for Evening School Courses.

Honors:

New Hampshire College of Accounting and Commerce Gold Keys are awarded annually to those student(s) who have

completed the Senior Accounting and Business Administration, Business Management, Executive Secretarial, Legal Secretarial, or Medical Secretarial programs and have maintained a minimum of a 3.5 (A-) average throughout their course, and who have received the approval of the faculty.

FACILITIES

New Hampshire College of Accounting and Commerce has large, airy, well-lighted modern classrooms. Classrooms are provided for accounting, stenography, and business administration courses. There are office machine rooms, and two rooms are provided for instruction in typewriting. Manual and electric typewriters are used. The college is equipped with tape recorders for use in the teaching of stenography, public speaking, and rhythm typewriting courses. A Bell and Howell movie projector and screen are available for the visual aids program. NHCAC has a business and professional library for the use of the student body.

PROGRAM REVISION

The college reserves the right to withdraw a course or to substitute a subject.

Students are encouraged to visit with the President, Mrs. Harry Shapiro, for counseling and guidance.



DAY DIVISION

ACCOUNTING AND BUSINESS MANAGEMENT

Specialization consists in the development of one's abilities in a specific branch of a vocational field. Within the field of business, the largest of all vocational fields, accounting is the one in which a comprehensive knowledge of business can best be obtained. Accounting is often referred to as "the language of business."

Accounting is a growing field that offers excellent opportunities for ambitious young men and women to obtain executive positions in industry and in Civil Service. It trains the student for public and private accounting, for Government Accounting, for Income Tax and Internal Revenue problems, for Cost Accounting and for Auditing procedures.

Business Management prepares the student for positions in selling, in management, and as controllers, or bank executives.

The Accounting Program at NHCAC is the basis of a Certified Public Accounting Certificate.

SECRETARIAL SCIENCE

The two-year Executive, Legal, and Medical Secretarial Courses equip young women for the more responsible, as well as the more specialized types of positions which demand highly skilled training in our competitive modern business. She is the executive's most valued assistant, often taking care of his private as well as his business affairs. She makes appointments for her employer, interviews all callers, handles the personal financial records, and transcribes confidential reports. She is not only an expert Stenographer, but should be able to compose and dictate letters and to delegate responsibility. It is often her duty to take care of the employer's personal bookkeeping and the control of his private business ledger.

The one-year Secretarial Course offers an excellent opportunity to the earnest student to concentrate on the technical skills fundamental to an adequate knowledge of business. The work of this course emphasizes a study of the essentials of a good business training. It prepares rapidly and effectively a young woman who wants to work hard for secretarial and general office positions.

NHCAC's two-year secretarial programs are the bases of a Certified Professional Secretary Certificate.

DAY DIVISION PROGRAM

SENIOR ACCOUNTING AND
BUSINESS ADMINISTRATION
(maximum time 23 months)

JUNIOR ACCOUNTING
(maximum 18 months)

SENIOR BOOKKEEPING
(10 months)

EXECUTIVE SECRETARIAL
(Medical Option)
(21½ months)

BUSINESS MANAGEMENT
(maximum time 23 months)

LEGAL SECRETARIAL
(21½ months)

SECRETARIAL
(11½ months)

STENOGRAPHIC
(10 months)

IBM CLERICAL
(10 months)

SENIOR ACCOUNTING AND BUSINESS ADMINISTRATION

Junior Accounting*

First Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VI (Bus. Law I)	60	3	B.A. VII (Bus. Law II)	60	3
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Electives (2)**	120	6
Typewriting I	140	2			
Electives (1)**	60	3			
Total hours	630	18	Total hours	490	16

Second Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. V (Intermediate)	210	4	Acct. VI (Advanced)	210	4
Acct. VII (Systems)	170	4	Acct. IX (Taxes)	90	4
Acct. VIII (Cost)	160	4	Acct. X (Auditing)	90	4
Electives (1)**	60	3	Business Machines	125	1
			Electives (1)**	60	3
Total hours	600	15	Total hours	575	16

* 20 semester credits in Accounting are required.

** Electives: Page 12. 4 electives must be selected from Group I.

20 clock hours equals one credit hour in a lecture course.

60 clock hours equals one credit hour in a laboratory course.

BUSINESS MANAGEMENT

First Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VI (Bus. Law I)	60	3	B.A. VII (Bus. Law II)	60	3
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Electives (2)**	120	6
Typewriting I	140	2			
Electives (1)**	60	3			
Total hours	630	18	Total hours	490	16

Second Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. VIII (Cost)	160	4	B.A. X (Industrial Management)	200	3
Acct. IX (Taxes)	90	4	B.A. IX (Sales Management)	60	3
B.A. III (Salesmanship)	60	3	B.A. II (Retailing)	60	3
B.A. V (Credit and Collections)	60	3	Elective (1)*	170	3 or 4
Business Machines	195	1	Electives (1)**	60	3
Electives (1)**	60	3			
Total hours	625	18	Total hours	550	15 or 16

* Elective may be taken from Group II or Accounting VII (Systems)

** Electives: Page 12. 4 electives must be selected from Group I

EXECUTIVE SECRETARIAL

Medical Secretarial Option

First Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Shorthand II	90	3
Shorthand I	120	2	Typewriting II	92	2
Typewriting I	100	1	Electives (1)*	60	3
Electives (1)*	60	3			
Total hours	650	16	Total hours	552	15

Second Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. V (Intermediate)	210	4	Acct. IX (Taxes)**	90	4
B.A. VII (Bus. Law I)	60	3	Business Machines	65	1
Shorthand III	90	3	Secretarial Duties or		
Typewriting III	60	1	Medical Office Practice	60	3
Electives (2)*	120	6	Shorthand IV	90	3
			Shorthand V or VII	90	3
			Electives (1)*	60	3
Total hours	540	17	Total hours	455	17

* Electives: See page 12. 4 electives must be selected from Group I.

** Acct. IX may be substituted for B.A. VII upon approval.

LEGAL SECRETARIAL

First Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VI (Bus. Law I)	60	3	B.A. VII (Bus. Law II)	60	3
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Shorthand II	90	3
Shorthand I	120	2	Typewriting II	92	2
Typewriting I	100	1	Electives (1)*	60	3
Total hours	650	16	Total hours	612	18

Second Year

First Semester			Second Semester		
	Clock Hrs.	Cr.		Clock Hrs.	Cr.
Business Machines	65	1	Acct. IX (Taxes)	90	4
Legal Office Practice	40	1	Secretarial Duties	60	3
Shorthand III	90	3	Shorthand V or VI	90	3
Shorthand IV	90	3	Typewriting V (Legal)	90	1
Typewriting III	60	1	Electives (2)*	120	6
Electives (2)*	120	6			
Total hours	465	15	Total hours	450	17

* Electives: See page 12. 4 electives must be selected from Group I.

In the Office Machine Course, students are given individual instruction.



SENIOR BOOKKEEPING

First Semester			Second Semester		
	Clock			Clock	
	Hrs.	Cr.		Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VI (Bus. Law I)	60	3	B.A. VII (Bus. Law II)	60	3
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Typewriting II	92	2
Typewriting I	100	1	Electives (1)*	60	3
Electives (1)*	60	3			
Total hours	590	17	Total hours	522	15

SECRETARIAL

First Semester			Second Semester		
	Clock			Clock	
	Hrs.	Cr.		Hrs.	Cr.
Acct. I (Elementary)	210	4	Acct. IV (Principles)	210	4
B.A. VIII (Bus. Math)	60	3	Gen. Ed. 21 (English II)		
Gen. Ed. 20 (English I)			(English II)	100	3
(English I)	100	3	Secretarial Duties	60	3
Shorthand I	120	2	Shorthand II	90	3
Typewriting I	100	1	Shorthand III	90	3
Electives (1)*	60	3	Typewriting II	92	2
			Business Machines	30	½
Total hours	650	16	Total hours	672	18½

ELECTIVES

Group I		Group II	
	Cr.		Cr.
Gen. Ed. 10 Economics	3	B.A. I Business Organization	
Gen. Ed. 11 Economics Geography	3	Management	3
Gen. Ed. 22 Public Speaking	3	B.A. II Retailing	3
Gen. Ed. 30 Introduction to		B.A. III Salesmanship	3
Psychology	3	B.A. IV Investments	3
Gen. Ed. 32 Growth and		B.A. V Credit and Collections	3
Development	3		
Gen. Ed. 40 Introduction to			
Social Sciences	3		

* Electives: May choose from Groups I and II upon approval.

STENOGRAPHIC

First Semester			Second Semester		
	Clock			Clock	
	Hrs.	Cr.		Hrs.	Cr.
B.A. VIII (Bus. Math)	60	3	Business Machines	65	1
Business Machines	65	1	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Secretarial Duties	60	3
Shorthand I	120	2	Shorthand III	90	3
Shorthand II	90	3	Typewriting II	92	2
Typewriting I	100	1	Electives (I)*	60	3
Electives (I)*	60	3			
Total hours	595	16	Total hours	467	15

IBM CLERICAL

First Semester			Second Semester		
	Clock			Clock	
	Hrs.	Cr.		Hrs.	Cr.
B.A. VIII (Bus. Math)	60	3	Business Machines (adv)	125	3
Business Machines	120	2	Gen. Ed. 21 (English II)	100	3
Gen. Ed. 20 (English I)	100	3	Secretarial Duties	60	3
IBM Key Punch Machine	60	1	Typewriting II	92	2
Typewriting I	100	1	Typewriting III	60	2
Electives (I)*	60	3	Electives (I)*	60	3
Total hours	500	13	Total hours	497	16

* Electives: Page 12.



EVENING DIVISION

Our Evening School provides an opportunity for men and women to get professional and vocational training for the business office, or for Federal, State, or Municipal Government employment. Business Training helps you manage your own business and personal affairs.

Students who enter our Evening Division will not only enjoy association with capable teachers and interesting fellow-students, but will find their investment in spare time very profitable.

Managers are constantly calling for trained office workers, and those who prepare for these openings will be ready for advancement when changes occur.

Young people cannot afford to stop studying to acquire a working knowledge of the new professional accounting concepts. They must know government requirements for computing and recording payrolls, and for making the required State and Federal Tax returns, if they hope to compete with trained workers.

Graduates are finding satisfactory careers in banks; in insurance companies; in private industries; and in state and Federal government employment, both locally and in Washington.

The evening courses in shorthand, accounting, payroll and taxes, and allied subjects have the same content as our Day Courses. Students enjoy the same college or university-trained instructors who teach in the Day School.

Business Training gives an excellent background for good positions. It provides the training that enables you to answer the employer's question, "What can you DO?"

More than half—some sixty per cent—of the nation's educated men and women in this country today are in business. That, in itself, is one justification for calling Business today's foremost profession. We recommend it to you as an interesting and worthwhile profession.

EVENING DIVISION PROGRAM

COURSES OFFERED

ADVANCED ACCOUNTING—Maximum 5 years;
 SHORTHAND ACCOUNTING—Maximum 4 years;
 SHORTHAND—Maximum 2½ years;
 CLERICAL MACHINES—Maximum 1 year;
 SPEEDWRITING SHORTHAND—Approximately 14–16 weeks.

ADVANCED ACCOUNTING

		Clock Hours	Credit
1st Year			
Typing		52½	1
Accounting 1	Elementary	157½	4
Total		210	5
2nd Year			
Business Law		52½	3
Accounting 4	Principles	157½	4
Total		210	7
3rd Year			
Business Machines		26¼	1
Accounting 4	Principles	78¾	
Accounting 3	Payroll	26¼	1½
Accounting 5	Intermediate	78¾	4
Total		212	6½
4th Year			
Accounting 6	Advanced	105	4
Accounting 8	Cost	52½	4
Accounting 9	Taxes	52½	4
Total		210	12
5th Year			
English		52½	3
Accounting 10	Auditing	52½	4
Accounting 7	Systems	105	4
Total		210	11

The Advanced Accounting Diploma is awarded for completion of course. Accounting, Advanced Bookkeeping, or a Bookkeeping certificate is granted for recognition of work completed.

SHORTHAND-ACCOUNTING

		Clock Hours	Credit
1st Year			
Shorthand I	(Gregg or Speedwriting)	52½	2
Typewriting I		105	1
Business English I		52½	3
Totals		210	6
2nd Year			
Shorthand Ia	Review and Dictation	52½	1
Accounting I	Elementary	157½	4
Totals		210	5
3rd Year			
Shorthand II	Dictation and Transcription	52½	2
Accounting IV	Principles	157½	4
Totals		210	6
4th Year			
Shorthand IIa	Dictation and Transcription	26¼	2
Accounting IV	Principles	78¾	4
Shorthand III	Dictation and Transcription	78¾	3
Secretarial Duties	and Functions	26¼	2
Totals		210	11

Shorthand-Accounting Diploma awarded for completion of course. Certificates and Gregg awards granted at various levels of proficiency.



Awards are presented annually by College President at Commencement Exercises.

SHORTHAND

1st Year	Clock Hours	Credit
Shorthand 1a (Greeg or Speedwriting)	52½	2
Shorthand 1b	52½	1
Business English	52½	3
Typewriting I	52½	1
	<hr/>	<hr/>
Totals	210	7
 2nd Year		
Shorthand 2a	52½	2
Shorthand 2b	26¼	1
Shorthand 3a	26¼	1
Typewriting II	105	2
	<hr/>	<hr/>
Totals	210	6
 3rd Year		
Shorthand 3b	52½	2
Typewriting III	26¼	2
Dictaphone Practice and Transcription	26¼	3
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Totals	210	6

CLERICAL MACHINES

The primary purpose of this course is to offer the minimum essentials for a business career in general clerical procedures and business machines; and to help fill the local demand for general office assistants and business machine operators. A Clerical Certificate is issued at the end of this course.

One Year	Clock Hours	Credit
Business English I	52½	3
Typewriting I	52½	1
Machines	105	1
	<hr/>	<hr/>
Totals	210	5

SUMMER SCHOOL

The summer school program is under the direct supervision of the regular teaching staff. The classes are small and accelerated, therefore, six or eight weeks of summer school training will give you a head start in the Fall if you plan to further your EDUCATION in Business subjects, or if you just want a working knowledge of typing, accounting, or shorthand.

One of the most popular courses offered at the college in the summer program is the teen-age typing course. This program is open to all students. Typewriting is scientifically taught with Voice-O-Matic Tapes. Special classes in accounting, shorthand, typewriting, and office machines will be arranged to meet your needs. All subjects taken can be applied toward credit for a NHCAC diploma.

A request for a personal interview or for an application blank should be addressed to Summer School, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

A Reading Improvement course for 7th to 12th grade students, designed to meet the needs of those students who want to increase their reading effectiveness. Included is training in word recognition and pronunciation, vocabulary growth, critical reading, effective and rapid study methods, ability to work under pressure, and increased reading rate and comprehension. A comprehensive diagnostic and evaluative testing program is an integral part of this course.



Our Basketball Team maintains an active schedule with other colleges in New England.

SPECIAL COURSES

Reading Improvement (PAR)

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

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

Weaver Real Estate

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

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

IBM Key Punch

1 Credit

A course in the use of a keypunch in the creation of punched cards for use as permanent records of business transactions.

SECRETARIAL

Legal Office Procedure

1 Credit

On-the-job training for both office law and formal court procedures, the set-up of a law office, the books, the finding of cases and references so that the student learns to be a legal assistant, as well as a competent secretary.

Medical Office Procedure

3 Credits

On-the-job training so that the Medical Secretary will be as familiar with medical facts and terminology as the business secretary is with the language of business. To become adept at performing her special duties and to become familiar with the terminology.

Office Machines

1 Credit

A course of instruction on such office machines as adding machines, calculating machines (including comptometer), bookkeeping, dictaphone, ten-key adding, automatic calculators, mimeograph machines.

Secretarial Duties

3 Credits

The student is trained for those duties which distinguish the secretary from the stenographer. An analysis is made of the broad scope of the work and the student is given a thorough training in the many details in which a secretary must qualify.

Shorthand I (Theory, and dictation to 60 words per minute) 2 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 a basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute.

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

Designed to increase the student's shorthand vocabulary with emphasis on developing speed and accuracy in making neat transcripts. 80 words per minute required.

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

Emphasis is placed upon mastery of the technical vocabularies of the more important lines of business; law, banking, insurance, real estate, manufacturing, merchandising, transportation, etc. 100 words per minute required. Daily transcription practice.

Shorthand IV (Dictation: 100-120 words per minute, and transcription) 3 Credits

The material used for dictation in longer and more difficult business letters from technical fields, editorials, reports, etc. Transcription drills are continued to increase speed and accuracy.

Shorthand V (Dictation: 120-140 words per minute, and transcription) 3 Credits

Emphasis on attaining ability to write unfamiliar matter, including difficult and technical words at above average rates of speed.

Shorthand VI (Legal Terminology and transcription) 3 Credits

Legal dictation and Congressional Record matter are typical of the material used. The shorthand forms of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases which are commonly used in law are studied in conjunction with the review of the fundamental law that is taken during the first year; the law of property, contracts, and sales.

Shorthand VII (Medical Terminology and transcription) 3 Credits
Medical shorthand dictation and medical terminology.

Shorthand I, II, III may overlap between semesters depending upon the students background.

Speedwriting Shorthand**3 Credits**

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

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

Nancy Taylor Finishing Course

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

Typewriting I (Theory, and speed up to 35 words a minute)**1 Credit**

Correct posture at the machine, parts of the typewriter and their use, and development of touch technique with emphasis on the formation of correct habits as a foundation for speed and accuracy. 35 words a minute with five or fewer errors.

Typewriting II (35-50 words a minute)**2 Credits**

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. 50 words a minute with five or fewer errors.

Typewriting III (50-60 words a minute)**2 Credits**

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. 60 words a minute with five or fewer errors.

Typewriting IV**2 Credits**

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

Typewriting V**2 Credits**

Legal typing: Stress on documents such as leases, complaints, bills of sale, mortgages, wills and general legal forms.

COLLEGE EXPENSES

Students may choose to pay tuition monthly, by the semester, or by the year. Depending on your payment plan, tuition is due on the first day of the school year, semester or month. A tuition loan plan is available and should be discussed during your interview.

In the event that a student does not enter the course, or withdraws, or is discontinued therefrom, the unused portion of tuition is refunded on a pro-rata basis.

Day School

Tuition

\$500 per school year or
\$261.25 each semester or
\$ 55.00 a month (10 months)

Fees

Registration

\$ 10.00 (first year)

Activity

\$ 10.00 per year

Graduation

\$ 10.00

Books and supplies

\$ 70.00—\$100.00 for the year*

Evening School

Tuition

By the course**

Fees

Graduation

\$ 10.00

Books and supplies

\$ 3.00—\$20.00 per semester*

For less than a full time program, special rates will be given by arrangement at the office.

*Approximately—depending upon course pursued.

**Ask for Evening School Bulletin.



Group discussions are encouraged, particularly in the Accounting Courses.

COLLEGE POLICY

ADMISSION REQUIREMENTS

Students may enroll for September, February, or Summer classes. All applications and requests for personal interviews should be addressed to the Registrar, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

A high school diploma or equivalent, or approval by letter of recommendation from the high school principal, is required for entrance into any diploma course of study offered by the College. Special students are also admitted. Fundamental business subjects are not required for admission. NHCAC courses are designed on a collegiate level, and in many cases it is to the student's advantage to have a college preparatory background.

Students who request credit for previous education and training are requested to submit, with their application, transcripts from former institutions of study. Credit for previous work will be given whenever advisable.

ADMISSION PROCEDURE

An applicant, during his senior year of high school, is advised to file an application with the registrar of the college. To receive such an application form, merely send your request to: Registrar, N. H. College of Accounting and Commerce, 88 Hanover Street, Manchester, N. H. Each applicant should, if possible, have a personal interview with the Registrar or a designated representative of the College. Whenever possible, it is desirable that this interview be held at the College, and an appointment should be made in advance. After the personal interview and upon receipt of the application, the Committee on Admissions will assume the responsibility of securing the applicant's secondary school record. Within a short period of time, the applicant will be notified of the committee's decision. However, no action will be taken unless the registration fee of \$10.00 accompanies the application. The registration fee will be refunded if the student is not accepted.

SPECIAL STUDENTS

Students are admitted on the strength of their background, or by testing, and a student must show satisfactory progress within the first semester to qualify as a regular student.

Students who want brush-up courses in Shorthand, Accounting, or Typewriting may enroll for less than a school year and may register as special students.

ATTENDANCE

Regular attendance every day is expected of all students. A student is allowed one absence for each course credit. For example, Accounting I is a 4 credit course. Therefore, the student will be allowed 4 absences in Accounting I, 3 absences in a 3 credit course, etc. Allowed absences account for one week's attendance in class in any one course.

Each instructor will use his discretion in dealing with students who have excessive absences. He may choose to lower the grade, or ask the student to withdraw from class. If the student is asked to withdraw from class, he must repeat the course. This will be indicated on the transcript of grades.

WITHDRAWAL AND DISMISSAL

To withdraw from the college, a student must present written consent from his parents, if under 21 years of age.

Students are treated as young ladies and gentlemen and are expected to conduct themselves as such. The College reserves the right to dismiss any student whose presence seems detrimental to the best interests of the institution.

VETERANS INFORMATION

New Hampshire College of Accounting and Commerce was the first Business College to be approved for the training of Veterans in the State of New Hampshire. The college is presently approved for the training of Korean War Veterans, Disabled veterans, and for children of Veterans under P. L. 634.

APPROVED FOR ENTRANCE OF FOREIGN STUDENTS

Students from foreign countries may enter under visa. Authorization permitting such entrance, dated December 29, 1960, states that pursuant to the provisions 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 of Accounting and Commerce.

FACULTY AND ADMINISTRATION

Mrs. Harry A. B. Shapiro
Boston University

College President

Marjorie H. Benz

Instructor in PAR Reading

B.S. Mt. Saint Mary College; graduate work University of New Hampshire, candidate for Master of Arts in Reading, Boston University.

Rita Brack

Instructor in Secretarial Science

B.S. in Ed. Boston Teachers College; candidate for Master of Ed., Rivier College.

Mary P. Brown

Instructor in PAR Reading

B.A. Smith College; graduate work University of New Hampshire, candidate for Master of Arts in Teaching, Harvard University.

Victor W. Dahar

Instructor in Business Law

B.S., L.L.B., Boston College Law School

Mary C. Dionne

Instructor in English and Secretarial Science

B.S. Boston University; graduate work B. U.

Bernard L. Ekman

Instructor in Accounting and Business Administration Subjects

B.S., M.B.A., C.P.A., University of New Hampshire, New York University Graduate School of Business Administration. Certified Public Accountant in New York and New Hampshire

Walter Mahan

Instructor in PAR Reading and Theme Writing

A.B., M.Ed., St. Anselm's College, Boston University

George McElroy

Instructor in Psychology

B.A., M.A. St. Anselm's College, University of New Hampshire, Georgetown University, Washington University, University of California

Donald Peterson

Instructor in Typewriting

B.S., M.Ed., Boston University

Dorothy Rogers

Instructor in Retailing and Nancy Taylor Finishing Course

B.S. Simmons College; Prince School of Retailing.

Irving E. Rothman

Instructor in Business Law

B.S. Boston College; candidate for Master of Business Administration, Northeastern University

Robert A. St. Pierre

Instructor in Real Estate

A.B., L.L.B., Assumption College; Boston University School of Law

FACULTY AND ADMINISTRATION (Continued)

Ernest N. Seavey

B.B.A. Boston University

Instructor in Accounting and Business Administration

Ann R. Shapiro

B.S., M.A. Simmons College, Columbia University

*Instructor in Speedwriting Shorthand and Social Science
Director of Student Personnel Services*

Edward M. Shapiro

B.S. University of New Hampshire; graduate work Boston University

*Administrative Dean, Student Advisor
Instructor in Typewriting and Office Machines*

Jean F. Silver

B.S. University of New Hampshire, Trenton State Teachers College, New Jersey.

Instructor in Secretarial Science

Frank Silver

B.S. Ithaca College, Ithaca, N. Y. Graduate work Worcester Polytechnical Institute

Instructor in English

George Teloian

B.S., C.P.A. Boston University, Certified Public Accountant

Instructor in Accounting and Business Administration

Fay R. Bulcock

New Hampshire College of Accounting and Commerce

College Secretary

William Pappas

B.A. University of New Hampshire

Athletic Director



Bowling Trophy winners at the Awards Banquet.

ALUMNAE ASSOCIATION

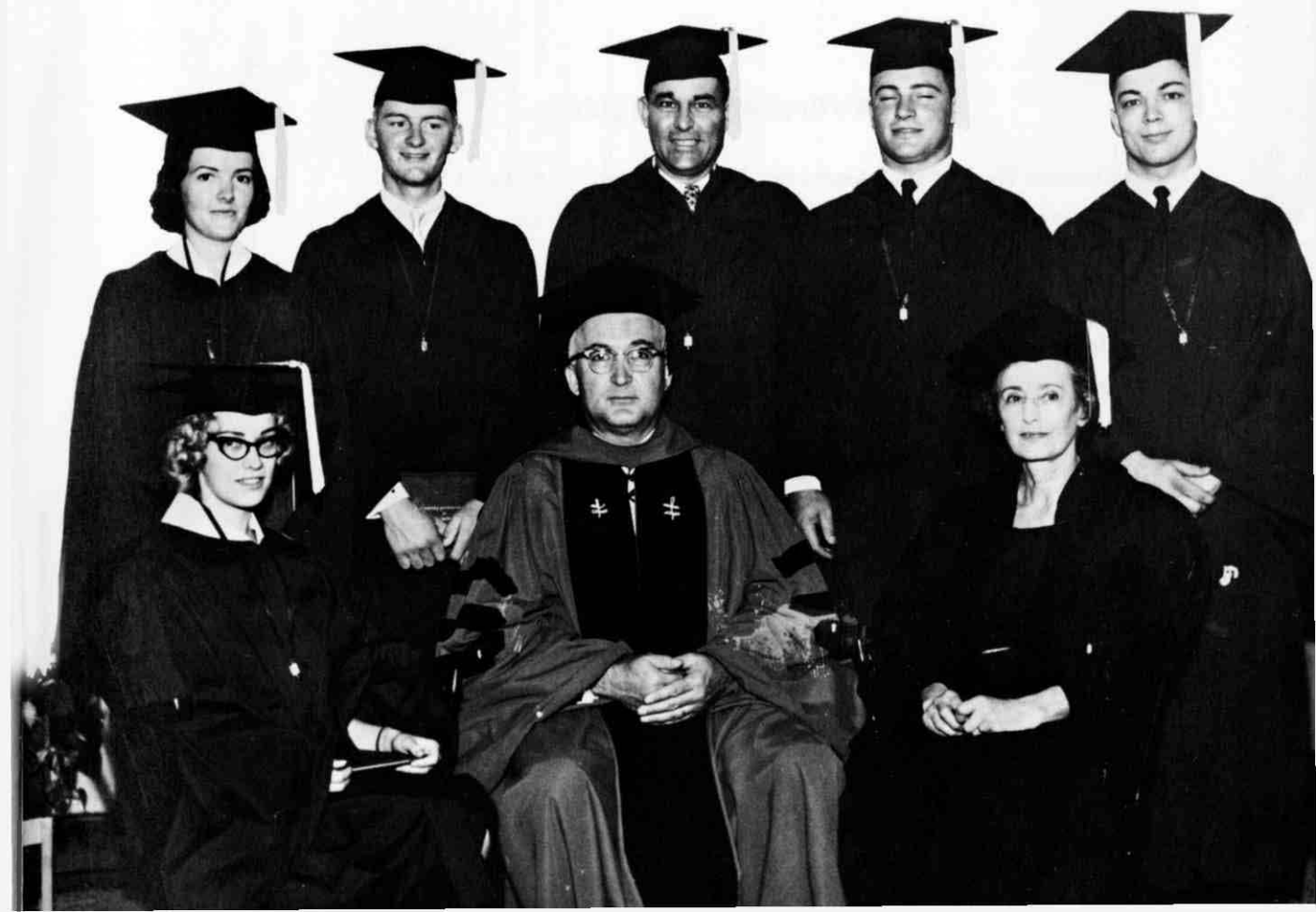
New Hampshire College of Accounting and Commerce has a loyal Alumnae Association. There are now more than two thousand graduates who are active in this program. The association meets regularly to serve its purpose of furthering the best interests of the college. Each year NHCAC graduates are invited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

EVERYDAY IS VISITORS DAY

Visit NHCAC if you can, and see for yourself the modern facilities, the fine type of students, and the friendly, capable instructors.

The main office is open daily—Monday through Friday—8:00 A.M. to 5:00 P.M. During the evening school session, September through May, the offices are open Monday and Wednesday evenings from 6:30 P.M. to 9:30 P.M.; and at any other time by appointment.

Dr. Charles Ritch, Commissioner of Education, State of N. H. and Mrs. Harry Shapiro, President with Gold Key Honor Students, at graduation.



COLLEGE CALENDAR

DAY DIVISION

	1963-64	1964-65
First Semester begins	September 9	September 9
Thanksgiving Recess	November 28 & 29	November 26 & 27
Christmas Vacation Classes resume	December 23-January 3 Monday, January 6	December 23-January 1 Monday, January 4
First Semester ends	January 31	January 29
Second Semester begins	February 3	February 1
Spring Vacation Classes resume	April 6-10 Monday, April 13	April 5-9 Monday, April 12
Second Semester ends	June 19	June 18
Graduation	June 21	June 20
Summer School begins	June 22	June 21
Independence Day	Saturday	July 5 (no classes)
Summer School ends	August 14	August 13

EVENING DIVISION

Registration Week	September 9-13	September 9-11
First Semester begins	September 16	September 14
Thanksgiving Recess	Wednesday, November 27 (no classes)	Wednesday, November 25 (no classes)
Christmas Vacation Classes resume	December 23-January 3 January 6	December 23-January 1 January 4
First Semester ends	January 22	January 20
Second Semester begins	January 27	January 25
Spring Vacation	April 6-10	April 5-9
Second Semester ends	May 27	May 26

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H.

Tel. 625-9013



APPLICATION FOR ADMISSION

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

Name _____
(Last) (First) (Middle)

Home Address _____
(Street)

(City) (State)

Date of Birth _____ Tel. No. _____

Name of parent(s) or guardian _____

Address of parent(s) or guardian _____

Business Address _____

Occupation of the person named above (please be specific) _____

If retired, previous occupation _____

Please indicate with whom you live _____
Name Relationship

SCHOOLS ATTENDED (Starting with high school)

SCHOOL	ADDRESS	DATES OF ATTENDANCE	GRADES COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Veteran _____ Number of years in Service _____
(yes or no)

Have you made application to any other College? _____
(yes or no)

State names of any relatives or friends who attend or have attended NHCAC: _____

How did you first learn of NHCAC? _____

State here any information you would like to add which will help the Committee on Admissions evaluate your application:

Have you any physical handicap? If so, please explain _____

Parents' bank or credit reference _____

Address _____

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

☐ Senior Accounting and
Business Administration

☐ Business Management

☐ Medical Secretarial

☐ Executive Secretarial

☐ Legal Secretarial

☐ Junior Accounting

☐ Secretarial

☐ Senior Bookkeeping

☐ Stenographic

☐ I. B. M. Clerical

CHECK: ☐ RESIDENT STUDENT

☐ COMMUTING STUDENT

Signature _____

Address _____

Date _____

A registration fee of \$10 must accompany the application. This fee is returnable only if the applicant is not accepted.

