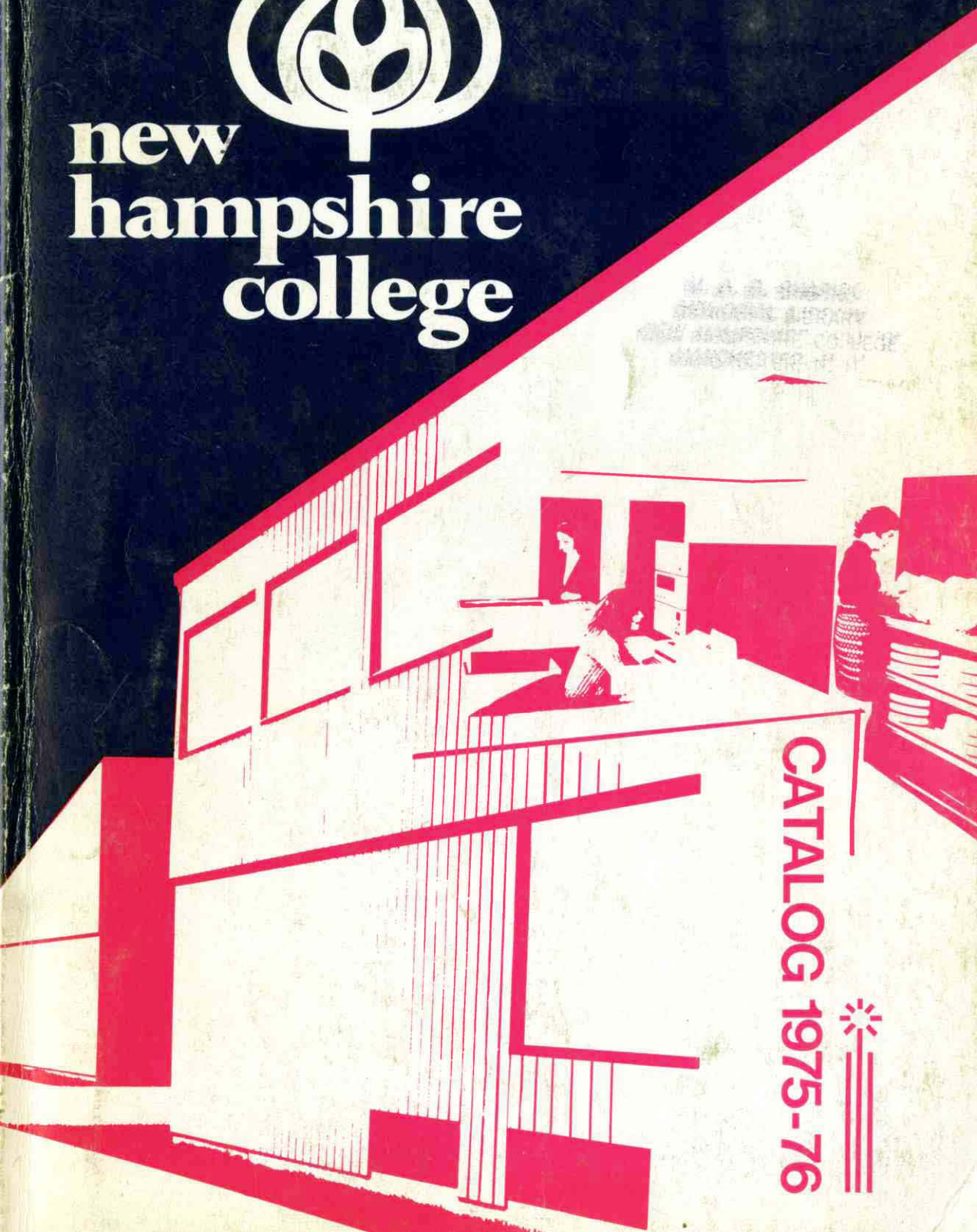




**new
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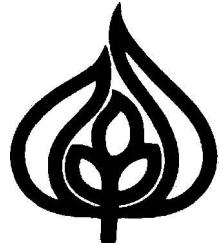
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Teacher Education

H. A. E. SHAPIRO
MEMORIAL LIBRARY
NEW HAMPSHIRE COLLEGE
MANCHESTER, N. H.

**new hampshire college
catalog 1975-1976**



**2500 River Road
Manchester, New Hampshire 03104
(603) 668-2211**

CALENDARS

Academic Calendar 1974-1975

Classes Begin	September 5
Thanksgiving Recess	November 28-29
Last Class Day	December 13
Exam Period	December 16-20
Classes Begin	January 13
Spring Recess	March 10-14
Classes Resume	March 17
Last Class Day	May 2
Exam Period	May 5-9
Graduation	May 17-18 (Tentative)

Academic Calendar 1975-1976

Classes Begin	September 3
Thanksgiving Recess	November 27-28
Last Class Day	December 12
Exam Period	December 15-19
Classes Begin	January 12
Spring Recess	March 8-12
Classes Resume	March 15
Last Class Day	April 30
Exam Period	May 3-7
Graduation	May 15-16 (Tentative)

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GENERAL INFORMATION

Philosophy and Objectives

New Hampshire College serves the community by educating professional men and women to be able to do more than merely fill a function. By combining professional preparation in business, education and related areas with a background in the liberal arts we hope to instill in our graduates those moral and social attitudes necessary for meaningful service to the community. The Bachelor of Science degree should signify a commitment to making a maximum contribution to solving the increasingly complex economic and social problems of our technological era. In this regard, New Hampshire College has the following specific objectives:

- To blend courses in the humanities and social sciences with specialization in business and business-related areas, giving the student an awareness of the greater social, economic and political forces at work in our world;
- To maintain those compensatory and counseling services necessary for the student accepted by New Hampshire College to complete a successful college career;
- To encourage innovative teaching and responsive relationships among students and staff;
- To provide an open communal atmosphere which allows as much student participation in decision-making as practicable;
- To allow student autonomy in determining the government and activities of the student body.

In this way, New Hampshire College seeks to graduate professional people serving a complex, pluralistic world in a humanistic fashion.

History

New Hampshire College is a private, non-profit, coeducational institution located in Manchester, New Hampshire. The college was founded by the late 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 degrees were awarded the same year, and three years later the first bachelor 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 on September 19 1969.

The college now has an undergraduate enrollment of approximately 1,000 students and 500 others are enrolled in the continuing education division.

Majors are offered in Accounting, Business Management, Management Advisory Services, Management Information Systems, Business Teacher Education, Secretarial Science, Hotel-Resort-Tourism Administration, Economics/Finance and Marketing, Retailing and Techna-Business.

Location and Facilities

New Hampshire College is located in Manchester, N.H., the largest city in northern New England with a population of 97,000. The new campus, which was started in August 1970, is located in a suburban setting on the Manchester-Hooksett Line. Facilities include two suite-type dormitories housing 91 students each; four 2- and 3-bedroom apartment buildings for 308 students; an administration-classroom building containing a computer center; a health center; a library resources center; classroom building; gymnasium and athletic fields; and a student union with meeting rooms, bookstore, dining commons, post office and snack bar.

H.A.B. Shapiro Memorial Library

The library is the center for learning resources and is located in the heart of the academic community. The H.A.B. Shapiro Memorial Library has over 35,000 volumes in its collection and subscribes to over 400 periodicals. It houses more than 1,600 rolls of microfilm, 35,000 microfiche and also provides various media including recordings, tapes, films and art forms.

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 resource center is open over 75 hours per week during regular semesters to allow students sufficient time to use its facilities.

The library has an interlibrary loan arrangement through the State Library in Concord, New Hampshire, and is a member of the New Hampshire College and University Council Consortium of Libraries. Both the State Library and the Consortium allow access to all library collections in the state to augment our collection.

Audio-Visual Department

The purpose of the Audio-Visual Department is to aid faculty, staff and students in the preparation and presentation of both academic and extra-curricular activities requiring either audio-visual materials and equipment or use of the Video Tape Recording (VTR) equipment.

Our campus has the unique distinction of having Closed Circuit Television (CCTV) piped throughout every building on campus. This not only allows for regular programming of commercial stations to be amplified but also our own faculty and student oriented programs through our CCTV channel 13. With the TV studio operating at maximum efficiency, the availability of portable VTR equipment for field use and a wide range of other audio-visual equipment, we are able to meet the needs and requests of the entire college community.

New Hampshire College and University Council Student Exchange Agreement

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges in New Hampshire. As a member of the consortium, New Hampshire College participates in the student exchange program. The student exchange agreement permits students at any member college to enroll for one or more courses at any other member college. There is no charge to the student or to his college. Students can therefore select courses which may not be available on their own campus. In this way, the advantages of a large university combine with the advantages of a small college, and each is relieved of the enormous financial investment required to expand their curriculum.

Degrees and Accreditation

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

The Master of Business Administration degree permits specialization in the areas of accounting, business education, business management, management information systems and non-profit institutional management.

The Bachelor of Science degree is granted to students in Accounting, General Management, Marketing, Economics/Finance, Hotel-Resort-Tourism Administration, Management Information Systems, Management Advisory Services, Office Administration, Business Education, Techna-Business and Retailing.

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

The college is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools and is approved by the New Hampshire Coordinating Board of Advanced Education and Accreditation. New Hampshire College business education graduates are certifiable as business education teachers by the State of New Hampshire.

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.

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

The College is fully accredited by the New England Association of Schools and Colleges, Inc.



ADMISSIONS

Freshman Application Procedure

- **Formal Application for Admission**

Please request an application form from: The Director of Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104, Tel.: (603) 668-2211.

- **High School Transcript and Recommendation**

Complete the formal application and release form and we will obtain your transcript, testing and recommendation forms directly from your secondary school for you.

- **SAT or ACT Scores**

We require these scores of baccalaureate degree candidates for information purposes only. Associate degree candidates need not provide such information. Information concerning these tests may be obtained from high school guidance counselors or by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey, 08540. Information concerning the ACT test may be obtained from high school guidance counselors or by writing to the Registration Department, American College Testing Program, Box 414, Iowa City, Iowa, 52240.

Candidates for admission are encouraged to apply as early as practical. The admissions decision will be made on the basis of the quality of your preparation and on our evaluation of your potential for success in our curriculum.

A personal interview is strongly recommended. Please contact the Admissions Office for an appointment.

Transfer Application Procedure

- **Formal Application for Admission**

Please request an application form from: The Director of Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104, Tel.: (603) 668-2211.

- **High School Transcript**

Complete the formal application and release form and we will obtain your transcript, testing and recommendation forms directly from your secondary school for you.

- **Transcript of Previous College Work**

Have an official transcript of all of your previous college work forwarded directly to our admissions office.

● **Confidential Transfer Report**

Upon receipt of your formal application for admission by transfer, we will forward you a copy of the required form. Bring the form to the Dean of Students, or other appropriate official at your current college, and ask him to complete and return it to: Dean of Student Personnel Services, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104.

● **Transfer Policy**

New Hampshire College fully recognizes work completed at other institutions.

To enable transfer candidates to make their own value decisions, New Hampshire College will make commitments in writing regarding both the number of credits to be transferred and specific course requirements for the completion of the program the applicant has selected.

Advanced Placement by Examination

Test results of the Advanced Placement Tests (AP), College Level Examination Program (CLEP), USAFI, and the ACE Manual and/or departmental exams will be accepted by New Hampshire College for advanced credit and/or placement, for those applicants who because of age, experience or prior education warrant advanced credit or placement. All advanced credit or placement must be approved by the appropriate department chairman before it will be officially recorded.

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.

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.

Accelerated Admission

Early Acceptance Plan

The accelerated Admission plan is designed for those students who are socially and academically ready to enter college at the end of the junior year of high school whether or not they have completed requirements for their high school diploma.

Students admitted to New Hampshire College under the Accelerated Admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year. If the applicant is a candidate for a bachelor's degree, SAT scores should be submitted. Candidates for the associate degree need not submit SAT scores.

In addition, the applicant must submit a specific recommendation for admission under this plan from the principal or guidance counselor at his/her school.

EARLY ADMISSIONS OPTION (Deadline—DEC. 1)

Obtain an early decision concerning your academic acceptance by checking this option. Assure that your **APPLICATION FOR ADMISSION** (no fee required) and **all TRANSCRIPTS** have been received by the indicated deadline and you are guaranteed a reply by December 15th.

EARLY FINANCIAL AID OPTION (Deadline—DEC. 15)

This option may only be selected in combination with the early admissions option and indicates that New Hampshire College is **YOUR FIRST CHOICE** of college programs.

In addition to completing your application for admission, you must assure that your formal application for scholarship and financial assistance as well as an acceptable parents' confidential statement have been received by the deadline.

Your financial aid application will be processed on a **PRIORITY BASIS** and we will make a firm commitment of funds to you by January 15th.

At that time you will be expected to make a firm commitment to attend New Hampshire College by immediate payment of **NON-REFUNDABLE** deposits, \$200.00 for resident students and \$100.00 for day students.



EXPENSES AND FINANCIAL AID

Tuition and Fees (Subject to Change)

Tuition — 1974-1975 (Includes activity fee-student identification fee, health service fee & athletic fee)	Academic Year \$2250.00
More than nineteen credits	\$90.00 per extra credit
Less than twelve credits or four courses	\$90.00 per credit
Health Insurance Payable by Year	\$35.00
Computer Laboratory Fees	\$10.00 to \$25.00 per course
Late Registration Fee	\$5.00
Auto Registration Fee	\$5.00
Transcript Fee—One Copy Free— Additional Copies	\$1.00 each
Make-Up Final Examination Fee	\$5.00
Graduation Fee	\$25.00

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 1974-1975 is \$100.00. This amount will vary according to each program of study in which he is enrolled.

Room and Board

Room and board charges for college living centers are \$1350.00 for the year, payable \$675.00 per semester. This includes twenty meals per week. A limited number of single rooms are available at \$1450.00 per year. A \$50.00 damage deposit is required which will be refunded, less any charges for damage or breakage, when the student no longer resides in college housing.

Apartment charges are \$680.00 per year. A damage deposit of \$100.00 is required which will be refunded, less any damage or breakage charges, when the student no longer lives in college housing.

Students who do not reside in college living centers may elect to take their meals at the dining commons or the snack bar. Individual meals may be purchased by any student.

Refund of Deposits

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

September Applicants: Tuition, room and board deposits will be refunded to applicants for 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 deposit is received after May 1.

February Applicants: Tuition, room and board deposits will be refunded to applicants for 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 deposit is received after December 1.

Returning Students: Tuition deposits of returning students will be refunded if the college receives a written request for a refund on or before July 1st. Room and board and apartment deposits are not refundable or transferable.

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. There will be no refund on tuition if a student is suspended or dismissed. Refunds will be made by the Treasurer 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 or apartment 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 or apartment deposit of \$100.00 (if applicable). These deposits will be credited to the student's account. The balance of all college charges will be payable by the beginning of the semester.

Returning Students: Students currently enrolled in the college are required to submit a \$50.00 tuition deposit, a \$50.00 room reservation deposit, or a \$65.00 apartment deposit by May 1 of the preceding academic year. A damage deposit must be paid at that time, if applicable. All charges are to be paid to the Business Office, according to college regulations.

Veterans Payment Plan

The College has available a special installment payment plan for students receiving education assistance from the Veterans Administration. Inquiries regarding the Veterans Payment Plan should be directed to the Business Office.

Installment Payment Programs

Education loans are available through monthly programs such as:

- The Tuition Plan, Inc.
- National Shawmut Bank of Boston

Inquiries should be directed to the Business Office.

Scholarships and Financial Aid

Student Financial Assistance

The financial aid program at New Hampshire College is designed to assist promising students who without aid may be unable to attend the college. In selecting aid recipients the college places primary emphasis upon need, academic achievement, 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 February 1.

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 Parents' Confidential Statement and a formal application for assistance by April 15. Renewal applications must be accompanied by certified copies of parents' most recent federal income tax returns.

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 SCHOLARSHIPS*: Partial tuition scholarships awarded for a single academic year in honor of the late founder of New Hampshire College. All high school seniors entering the college from any secondary school in the State of New Hampshire are eligible to apply.

- *ROBERT E. PLOURDE SCHOLARSHIPS*: Partial tuition scholarships for a single academic year awarded 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.

- *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.

ACADEMIC STANDARDS AND REGULATIONS

Attendance

Classes are in session Monday through Friday from 8:00 a.m. to 4:00 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 attendance policy is under review and the current regulation concerning absence is fully outlined in the Student Handbook.

Reading and Communications Center

The college maintains a full-time Reading and Communications Center.

Programs are available to all students interested in improving reading and study skills: comprehension and retention, critical reading, study note taking, speed reading and vocabulary improvement. Help is also available with writing skills. Students who experience study difficulty with any textbook or outside reading may attain individual help in their own assignment materials.

Freshmen who fail to score adequately on the Nelson-Denny Reading Test *must* complete this course.

Grading System and Records

College policy protects the confidentiality of the student's records by requiring the consent of the student for release of information about himself. In keeping with this policy, the student may elect one of the following options as regards release of information to parents.

- A. Parents will be sent copies of grades, warnings, and letters concerning academic or disciplinary actions.
- B. The documents mentioned in A will not be automatically sent to parents, but parents may request such information.
- C. Parents will not be given information about a student's academic or disciplinary record.

A student may change the option elected during a designated period at the start of each term.

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, adding 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 x A (4) = 12 points	
English 10	3 credits x B (3) = 9 points	
BM 10	3 credits x C (2) = 6 points	
Math 10	3 credits x D (1) = 3 points	
History 9	3 credits x F (0) = 0 points	
	<hr/>	<hr/>
	15 credits	30 points
30 divided by 15 = 2		
Grade point average is 2.0		

Dismissal

New Hampshire College reserved 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.

Academic Honors

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 added 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.

Honor Society

The New Hampshire College Honor Society invites membership of those students achieving a 3.5 or higher grade point average in any one semester. Continued membership requires maintenance of a cumulative 3.2 average thereafter. In addition to academic achievement, service to the Society and the entire college is a requisite through such programs as tutoring, faculty assistance, and other Society sponsored programs.

Graduation with Distinction

Degree of Bachelor of Science

The degree of Bachelor of 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 Science summa cum laude

3.5: Bachelor of Science magna cum laude

3.0: Bachelor of Science cum laude

Degree of Associate in Science

The degree of Associate in 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 Science with highest honors

3.5: Associate in Science with high honors

3.0: Associate in Science with honors

Gold Key Award

Students who are candidates for the Bachelor of Science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative quality point average of 3.5. While the award is based primarily on scholarship, the student privileged to receive a Gold Key must have evidenced interest in the life of the college.

Pi Omega Pi

Pi Omega Pi is the national honor society for undergraduate business education. Epsilon Tau, New Hampshire College's chapter, is devoted to upgrading the profession of business education. Membership in Pi Omega Pi is limited to business teacher education students with exceptional academic records.

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: Brunswick (Maine) Center, Portsmouth Center, and the Salem (N.H.) Center. 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. All records for the Off-Campus programs are maintained by the staff at the main campus.

STUDENT FACILITIES

Facilities

Housing

All students, with the exception of those who live with their parents or immediate relatives, are required to reside in college housing as long as accommodations are available. All freshmen as well as upperclassmen who reside in the dormitories are required to take meals in the campus dining hall. Exceptions, under unusual circumstances, may be made to the above policy. Requests for exceptions must be made in writing to the Office of the Dean of Student Services at least one month before the beginning of each academic year.

If accommodations are not available and students are granted permission to live off campus, this permission is only temporary, as students may be recalled to campus the following semester if space is available. Recalls will be based upon relative senior standing on a lottery basis in the following order: (1) freshmen, (2) sophomores, (3) juniors, and (4) seniors. Because of this recall system, students are warned not to make long-term commitments for off-campus accommodations.

Upperclass students are eligible to rent campus apartments. Freshmen will not *usually* be allowed to reside in these apartments. If freshmen are assigned to the apartments they will be required to take meals in the campus dining hall.

Questions concerning campus residences should be directed to the Office of the Dean of Student Services.

Dining

The dining commons provide wholesome, well-balanced meals for all dormitory students served in a relaxed, informal atmosphere. 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 Services

Philosophy

The Student 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 Student Services Department includes counseling, academic advising, athletics, orientation, health services, placement and career planning, alumni

affairs, student activities (including intramural sports), housing, resident assistants, apartment supervisors and veterans affairs.

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 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 but similar orientation program.

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 trained counselors to help with these concerns. Testing services are also available. Students are encouraged to discuss their personal concerns with the counselors.

Academic Advising Program

The Academic Advising Program establishes contacts between students and staff in order to assist the student in maximizing his use of all the programs and services available at the college. Each student is assigned a faculty advisor who assists with registration and curricular matters. In addition, each student is assigned a member of the Student Services staff who assists the student in general welfare matters and in making full use of college programs, e.g. Placement and Career Planning services. As a member of the Student Services staff, the Director of Academic Advising coordinates the advising program and is the advisor for the freshman class. The freshman advising program includes meetings on study skills, on career information and on social needs and other matters of interest to freshmen.

Placement and Career Planning

The Office of Placement and Career Planning has three objectives: to act as liaison between graduating seniors and prospective employers; to assist undergraduate students with career planning; and to aid them in securing part-time and summer employment. Alumni of the college are also invited to use the facilities of the 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, industry, and government agencies. Undergraduate students are invited to use the placement facilities at any time and to familiarize themselves with career planning and procedures. A full recruiting schedule is conducted during the months November through April to assist seniors in interviewing for possible future full-time employment.

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

The Placement Library contains books, magazines, newspapers, brochures, applications and annual reports. In addition, there is a large collection of undergraduate and graduate catalogs, directories, resume outlines, and government reports.

Health Center

The Health Center is open daily from 8:00 a.m. to 5:00 p.m. during the academic

year. Nurses are on duty to assist students and provide care for in-patients as well as out-patients.

Out-patient services include first aid and care of minor health problems. Whenever necessary, students will be referred to the College Physician, who is in attendance at the Health Center for one hour, two mornings per week. Those students who wish to see him must schedule an appointment with one of the college nurses. Upon the physician's recommendation, a student will be admitted as an in-patient to either the Health Center or to a nearby hospital. Students who do not live in college dormitories will be charged \$3.00 per day for in-patient care in the Health Center.

Accident and Sickness Insurance

It is the policy of the college to *require* all students to be covered by accident and sickness insurance. The college has made arrangements with the Guarantee Trust Life Insurance Company of Chicago, Illinois, through its local office in Concord, New Hampshire. Description of the coverage and choices of term coverage are mailed to the students in July preceding fall entrance.

Athletics

New Hampshire College supports an active athletic program as an important part of the education process. Intercollegiate competition is provided in basketball, baseball, lacrosse, soccer, skiing, golf, trap and skeet, tennis, and hockey. The Director of Athletics is responsible for the coordination of the entire athletic program. New Hampshire College is a member of the National Collegiate Athletic Association. New Hampshire College offers women the opportunity to participate in intramural and intercollegiate sports activities. These activities are arranged as interest dictates and may include: field hockey, volleyball, basketball, badminton, skiing, trap and skeet, softball, tennis, and archery.

Athletic Facilities

The college has a gymnasium and athletic fields located on the campus. The gym floor is covered with a synthetic surface which accommodates indoor tennis and many other college activities.

Student Government Association

Student government at the college is the responsibility of the Student Government Association (SGA), which is comprised of congressmen elected through the majors at the college. Representatives from the various clubs and organizations and the officers are elected at large. The SGA administers the student activities fund, sponsors the major social activities on campus, involves students in the affairs of the college and generally looks after the interests of all students.

Through the SGA, students are given a voice in the running of New Hampshire College. The SGA appoints student members to the College Council, the official policy-making body of the college. It also appoints student representatives to the Student-Staff Judiciary Committee, Admissions Advisory Committee, Financial Aid, Advisory Committee and many other such committees.

Student Activities

- Student programs from Bach to Rock
- Fraternities and sororities
- Special interest clubs
- Religious organizations
- Humanities series

Student Publications

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

The New Hampshire College Yearbook is published yearly. The yearbook is completely produced by students.

Cheerleaders

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

Fraternities and Sororities

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, Kappa Chi, Phi Delta Omega sorority and Kappa Sigma, Lambda-Mu Chapter.

I.F.C.

The Interfraternal Council is a coordinating board for the fraternal system at NHC. Its purpose is to establish pledging procedures, to review applications of new fraternities and sororities, and to discuss any problems which may exist among the various fraternal groups.

Newman Student Community

The goals of the N.S.C. are to form a Christian Community on the campus, through the Liturgy; to participate with all other faiths on campus, in ecumenical activity, through the presentation of lecture, films and other programs which will give Christian life meaning.

Future Secretaries Association

The objectives of the FSA are to stimulate interest in the secretarial profession, develop a better understanding of secretarial responsibilities, and provide the basics necessary for the preparation of future professional secretaries.

To be eligible for membership, a student should be enrolled in the secretarial course of study and must maintain a 2.0 average.

The FSA is sponsored by the Profile Chapter of the National Secretaries Association (International).

Bowling League

Candlepin bowling is offered every Thursday evening through the school year. Participants compete for both team and individual trophies.

Student's International Meditation Society (SIMS)

The Student's International Meditation Society was formed to help students unfold their latent faculties, develop their creative intelligence to its maximum capacity and use their full mental potential in all phases of life.

Pi Omega Pi

A national Business Teacher Education Honor Society. Pi Omega Pi is open to outstanding students who plan to become teachers of business subjects.

Humanities Committee

The Humanities Committee is sponsored jointly by the college and the Student Government Association. The purpose of the Committee is to introduce political and cultural speakers, films and programs to the student body and the community. Membership is open to all members of the college.

Commuters Club

The Commuters Club is in its fourth year of existence. This club was formed to give commuting students the opportunity to meet one another, to discuss common problems, to organize car pools, and to sponsor activities that might be of interest to them.

Drama Club

The Drama Club is a very active organization designed to afford those students who are interested in drama, either for viewing or participating, an opportunity to be a part of this art form.

Executive Club

The Executive Club is one of the more active student organizations. This unique club affords the opportunity for all students to hear representatives from various fields of business express the potential and characteristics of their fields. Frequent programs are planned and presented many times during the year, usually in the context of dinner meetings at various restaurants in the vicinity.

Ski Club

The Ski Club was formed in 1970. It enables students to ski during the winter season at greatly reduced rates. Active members of the club receive free ski lessons, obtain discounts at ski shops and go on special trips to ski areas. An ideal opportunity for beginners and experts.

Black Alliance

This organization was founded primarily by black students. One of its many goals is to have the black man play an active part in college and community life.

Veterans Club

The Veterans Club is open to all veterans who are members of the college. The aims of the club are to help veterans adjust to college life, to help promote interest in the college, and to work within the Manchester community for its betterment.

Shooting Development Club

The Shooting Development Club was formed to educate students in the use of firearms but it has expanded to include other interests such as archery and fishing. Membership is open to all students, shooters and non-shooters alike.

Photography Club

The Photography Club was formed for a dual purpose. It is a service club for the various publications of the college, and it serves as an area of interest for its members. The club is rapidly expanding and is open to all students.

Chess Club

Although the Chess Club is small numerically, it provides activity and offers relaxing competition for its members here on campus. The club sends representatives to various intercollegiate tournaments.

Hillel Club

The Hillel Club was founded to unite the Jewish students on campus, to establish relations with the surrounding community and to provide for discussions on current problems facing the Jewish people.

WCAC Radio Station

WCAC, the college radio station, is owned and funded by the Student Government Association. It is completely student-operated. Its purposes are to help bridge the communication gap on campus and to provide students with a variety of music as well as reports on the news.

National Guard Officer Candidate School

New Hampshire College male students may elect to participate in the Non-ROTC Officer Commissioning Program. New Hampshire College, in conjunction with the Adjutant General of the State of New Hampshire, is engaged in a program whereby eligible students may earn the rank of Second Lieutenant upon graduation from the college.

Oriented primarily toward sophomores, these men begin the program after a series of mental and physical tests. Training is conducted during the summer encampments and on weekends throughout the junior and senior academic years. These training sessions are designed to develop leadership and functional military skills in the officer candidate. Assuming normal progression through the program, the candidate has the opportunity to supplement his income by approximately \$3,000.00 during the training period. This program is open to both residents and non-residents of New Hampshire.

Veterans Affairs

An Office of Veterans Affairs has been established on campus to be the principle service center for veterans. Counseling, tutorial assistance, guidance and many other services are available to all veterans. The college urges all veterans to acquaint themselves with this office in order to become aware of the educational benefits available to them under the G.I. Bill.

Cooperative Education**Four Year**

New Hampshire College will introduce a cooperative education program for selected students in accounting and management information systems during the 1975-1976 college year.

Featuring alternate periods of study and work, the program is designed to give the students unusual balance in their programs. It will provide experience, high average earnings and excellent placement opportunities.

PROGRAMS OF STUDY

Graduate Studies Program

Objective

New Hampshire College's master of business administration prepares individuals with a bachelor's degree with advanced academic work in the field of business. The program is designed to prepare individuals with the general concepts of business administration and allows for specialization in the areas of accounting, business education, business management, management information systems, and non-profit institutional management.

Admission to the Program

Students will be admitted to the MBA program by the Committee on Graduate Studies of New Hampshire College. Admission requirements include:

1. Possession of a baccalaureate or higher degree from an accredited institution.
2. Admission in good standing is based upon an overall undergraduate grade point average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work, and an acceptable score on the Admission Test for Graduate Study in Business.
3. Requirements for admission on limited status are the same as those for good standing admission except that persons may be admitted on provisional status who have undergraduate grade point averages below 2.49 (4.0 basis) for all undergraduate work completed plus an acceptable score on the Admission Test for Graduate Study in Business. This provisional status may be removed and the student admitted in good standing to the program if he achieves an overall B (3.0) average in the first nine credits of the MBA program.
4. Unclassified Students—Students who have not been accepted into the MBA program may enroll in a course as an unclassified student. A student must be accepted into the MBA program in order to use this credit as part of his or her degree requirement. A maximum of six credits earned as an unclassified student may be used toward the MBA degree.

Residency Requirement

A minimum of 24 semester hours of graduate credit must be earned in residence at New Hampshire College.

Transfer Credits

Students who have completed graduate work at other institutions may transfer the credits to New Hampshire College to apply toward the completion of the MBA program subject to the following provisions:

1. The credits must be from an accredited institution and be of graduate level. The student must have earned a grade of B or better in each course to be transferred.
2. The credits must be applicable to the MBA program at New Hampshire College.

3. A maximum of six semester hours of credit may be accepted.
4. The credits must have been earned within a five-year period prior to the student's admission.
5. No credit for correspondence courses will be accepted.

Degree Requirements

General requirements for the completion of the MBA include a minimum of 30 graduate credits with a thesis option. Specific requirements are as follows:

REQUIRED GRADUATE COURSES		
<i>MBA Core (required of all)</i>		<i>credits</i>
GR200	Managerial and Financial Accounting	3
GR220	Organizational Behavior and Development	3
GR221	Quantitative Analysis in Business	3
GR222	Administrative Policy	3
GR240	Management Information and Control Systems	3
		<hr/>
		15
<i>Electives</i>		<i>credits</i>
Fifteen graduate hours from one of the following areas: accounting, management, non-profit institutions, business education, and management informations systems		15

Background Preparation

It is assumed that individuals will have the following course preparation or equivalent either at the graduate or undergraduate level or will complete it *in addition* to the 30 credits required above for the MBA degree:

	<i>credits</i>
Accounting	6
Economics	6
Business Law	3
Computer Law	3
Computer Based Information Processing	3
Mathematics	6
Business Organization	3
Marketing	3
Finance	3
Research Methods	3
Statistics	3

Graduation Requirements

1. Completion of all required MBA courses (minimum of 30 semester hours). Undergraduate courses taken to make up deficiencies may not be counted toward the number of graduate credits required for the degree.
2. Minimum overall grade point average of 3.0 (4.0 basis) with no more than two C grades.
3. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Committee on Graduate Studies and will have to be based on good cause.

For further information write:

Director of Graduate Studies
 New Hampshire College
 2500 North River Road
 Manchester, N.H. 03104

Department of Accounting

Accounting is the fastest growing and second largest profession for men in the United States. In recent years many women also have taken advantage of the opportunities offered in accounting. Professional accountants are growing, not only in number, but also in influence. The professional accountant's 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 available on an optional basis. 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.

Students are eligible for internship during the summer between their junior and senior years and also for a three-month period during their senior year. Interns will earn approximately \$3600.00 if they choose to participate in both summer and winter programs. Every effort is made to place the intern with a firm and at a location of his choice. New Hampshire College is presently investigating the possibility of extending the internship period to include three months during the summer of a student's sophomore years. This would broaden the student's exposure to the business community as well as increase his earning potential.

Accounting Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MIS 20 (Int DP)	3	Math 6 or 11	2-3
Eng 51/52 (Intro)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	MA 10 (Prin Mgt)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
	<hr/>		<hr/>
	13-14		13-14
SECOND YEAR			
Acc 3 (Inter 1)	3	Acc 4 (Inter 2)	3
Eng 55/56 (Intro 3)	2	Acc 7 (Cost 1)	4
Math 7 (if needed)	2	Eng 20 (Writ Com)	3
MA 13 (Mkt)	3	Econ 11	3
Econ 10	3	Elective*	3
MIS 21 (Int Sys & Pro)	3		
Elective*	3		
	<hr/>		<hr/>
	17-19		16

THIRD YEAR

Acc 5 (Adv 1)	3	Acc 6 (Adv 2)	3
Acc 9 (Taxes)	3	Acc 21 (Instit)	2
MA 27 (Prod Mgt)	3	Acc 22 (Fin Stat Anal)	2
Math 18 (Stat)	3	MA 16 (Money & Bank)	3
MIS 22 or 24 or 26	3	Elective*	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	18		16

FOURTH YEAR

Acc 11 (Audit 1)	4	Acc 30 (Internship) or Free Elective	3
MA 15 (Corp Fin)	3	MA 7 (Bus Law 2)	3
MA 6 (Bus Law 1)	3	Elective*	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/>	Elective*	<hr/>
	16		18

*Liberal Arts Elective

Department of Management Arts/Economic Sciences

General Management

The demand for trained managers will increase threefold during the coming decade. Eight out of ten jobs will develop not only in business and industry, but also in governmental agencies. The Department of Management Arts/Economic Sciences is concentrating upon developing "decision-makers". Classes will be centered around utilization of management tools for implementing decisions. The general management curriculum provides an interrelationship of disciplines for the student's choice. In addition, a senior internship program is made available to most students.

General Management Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/>		<hr/>
	13-14		13-14

SECOND YEAR

Acc 14 (Mgt Control)	3	MIS 21 (Intro Sys)	3
Eng 55/56 (Intro 3)	2	MA 11 (Personnel)	3
Math 7 (if needed)	1	MA 13 (Intro Mkt)	3
Econ 10 (Int 1)	3	Econ 11 (Int 2)	3
MA 6 (Bus Law 1)	3	Elective*	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	14-16		18

THIRD YEAR

Eng 20 (Rep Writ)	3	MA 22 (Mgt Econ)	3
MA 26 (Soc Envir)	3	Math 18 (Stat)	3
MA 42 (Org Beh)	3	Elective*	3
Elective**	3	Elective*	3
Elective**	3	Elective**	3
Elective*	3	Elective***	3
	<hr/> 18		<hr/> 18

FOURTH YEAR

MA 50 (Internship)	12	MA 15 (Corp Fin)	3
MA 51 (Readings)	3	MA 20 (Mgt (Mgt Dec)	3
	<hr/> 15	Elective*	3
OR		Elective*	3
Elective*	3	Elective**	3
Elective*	3	Elective**	3
Elective**	3		
Elective**	3		
Elective**	3		
	<hr/> 15		<hr/> 18

*Liberal Arts Elective

**Business Elective

***Free Elective

Economics/Finance

The Department of Management Arts/Economic Sciences offers an entire discipline in Economics/Finance management. Stockbrokers, security analysts, economists, insurance and bank financial managers are some of the fields for future employment.

The program not only introduces the student to economics and financial management, but also provides an interrelationship of accounting, computers (MIS), and liberal arts. The curriculum features an internship for an entire semester. Students approved by the department will have an opportunity to experience "the world of work" on a practical basis. The college cannot guarantee internship for all students.

Economics/Finance Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	MA 6 (Bus Law 1)	3
MA 13 (Mkt)	3	Eng 20 (Rep Writ)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR

Elective*	3	MA 15 (Corp Fin)	3
Math 18 (Stat)	3	MA 16 (Mon p Bank)	3
Econ 20 (Comp Econ Sys)	3	Econ 17 (Psy-Econ)	3
Econ 14 (Labor Prob)	3	MA 44 (Pub Fin)	3
MA 42 (Org Beh)	3	Elective**	3
Geo 25 (Econ Geog)	3	Elective*	3
	<hr/> 18		<hr/> 18

FOURTH YEAR

MA 50 (Internship)	12	MA 20 (Mgt Dec)	3
MA 51 (Readings)	3	MA 22 (Mgt Econ)	3
	<hr/> 15	MA 26 (Soc Env Bus)	3
OR		Econ 24 (Sec Anal)	3
Elective**	3	Elective**	3
Elective**	3	Elective*	3
Elective**	3		
Elective*	3		
Elective*	3		
	<hr/> 15		<hr/> 18

*Liberal Arts Elective

**Business Elective

Marketing

Exploring an exciting dynamic field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience. The program is designed to expose the marketing student to the utilization of computers (MIS), accounting, and management principles for "marketing decision-makers".

During the senior year, students have the opportunity to apply for the internship program. In addition, international summer internships are open to superior students. Such international internships have already been arranged for Paris, France and Copenhagen, Denmark. The two-year fashion merchandising program can be totally counted in meeting the requirements of the four-year marketing major.

Marketing Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	MA 6 (Bus Law 1)	3
Math 7 (if needed)	2	Geo 27 (Mkt Geo)	3
Econ 10 (Int 1)	3	Econ 11 (Int 2)	3
MA 13 (Mkt)	3	MIS 21 (Intro Sys)	3
Elective*	3	Elective*	3
Elective	3	Elective*	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR			
MA 3 (Sales)	3	MA 2 (Prin)	3
MA 14 (Cons Beh)	3	MA 11 (Pers)	3
Eng 20 (Rep Writ)	3	MA 15 (Corp Fin)	3
Math 18 (Stat)	3	MA 37 (Mkt Res)	3
Elective*	3	Elective*	3
Elective***	3	Elective***	3
	<hr/> 18		<hr/> 18
FOURTH YEAR			
MA 50 (Internship)	12	MA 22 (Mgt Econ)	3
MA 51 (Readings)	3	MA 26 (Soc Env Bus)	3
	<hr/> 15	MA 29 (Prin Adv)	3
		MA 20 (Mgt Dec)	3
		MA 42 (Org Beh)	3
OR			
MA 21 (Cent Mgt & Pol Mkt)	3	Elective*	3
Elective***	3		
Elective***	3		
Elective***	3		
Elective***	3		
	<hr/> 15		<hr/> 18

*Liberal Arts Elective

***Free Elective

Hotel/Resort/Tourism Administration

Hotel/Resort/Tourism Administration is one of the fastest growing industries in the United States. New Hampshire College, which is now offering a major in this field, is located near the heart of the resort/hotel industry of New Hampshire. The academic programs allow a student to interrelate practical work with theoretical managerial knowledge by incorporating a senior internship. The student, if approved by the department, will have the opportunity to work for an entire semester.

Hotel/Resort/Tourism Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Int DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/> 13-14		<hr/> 13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MA 6 (Bus Law 1)	3
Math 7 (if needed)	2	MA 13 (Int Mkt)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
Acc 14 (Mgt 1)	3	HR 11 (Man & Leisure)	3
MA 11 (Pers)	3	MIS 21 (Int Sys)	3
Elective*	3	Elective*	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR

HR 13 (Food-Bev Cont)	3	MA 50 (Internship)	13
MA 21 (Cent Man & Pol Mkt)	3	MA 51 (Readings)	2
MA 42 or HR Elec	3		<hr/>
Elective*	3		15
Elective*	3	OR	
Elective*	3	Elective**	3
		Elective**	3
		Elective**	3
		Elective*	3
		Elective*	3
	<hr/>		<hr/>
	18		15

FOURTH YEAR

MA 26 (Soc Env Bus)	3	MA 12 (Risk & Ins)	3
HR 14 (Prom Act)	3	MA 15 (Corp Fin)	3
HR 15 (Hot Off Mgt)	3	MA 29 (Prin Adv)	3
Elective*	3	HR 18 (HRT Seminar)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	18		18

**Liberal Arts Elective*

***Business Elective*

Retailing Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/>		<hr/>
	13-14		13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	MA 6 (Law 1)	3
MA 13 (Intro Mkt)	3	MA 2 (Prin)	3
Econ 10 (Intro 1)	3	Psych 8 (Intro)	3
Elective*	3	Econ 11 (Intro 2)	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	14-16		18

THIRD YEAR

Eng 12 (Pub Spk)	3	MA 11 (Pers)	3
Eng 20 (Rep Writ)	3	MA 29 (Prin Adv)	3
Math 18(Stat)	3	Geo 27 (Mkt)	3
MA 14 (Cons Beh)	3	Elective*	3
FM 1 (Fash Merch)	3	Elective*	3
Elective**	3	Elective***	3
	<hr/>		<hr/>
	18		18

FOURTH YEAR

MA 50 (Internship)	12	FM 3 (Ret Sales Prom)	3
MA 51 (Readings)	3	FM 4 (Fab Des Anal)	3
	<hr/>	MA 26 (Soc Envir)	3
	15	MA 37 (Mkt Res)	3
		MA 42 (Org Beh)	3
		Elective*	3
	<hr/>		<hr/>
	15		18

*Liberal Arts Elective

**Business Elective

***Free Elective

Department of 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 organizations has led to the development of Management Information Systems. Management Information Systems are the vehicles used by successful managers in their prime task: that of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and can best be accomplished by using integrated, contemporary, highly automated information processing systems and concepts.

Management Information Systems students learn these systems and concepts through a balanced academic program which combines lecture material, practical exercises, and "real-world" problem situations which are relevant to contemporary society, its culture and its environment. It is the objective of the Management Information Systems curriculum to provide students with the tools and techniques for the design, development, integration, and management of the information systems which will tie together the major functional areas of a dynamic organization (research and development, finance, production, marketing, personnel) so that the organizational goals can be adequately met.

Management Information Systems Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Elective	3	MA 25 (Hum Rel)	3
	<hr/>		<hr/>
	13-14		13-14

SECOND YEAR

Acc 3 (Inter)	3	Acc 7 (Cost)	4
Eng 55/56 (Intro 3)	2	MIS 24 (FORTRAN IV)	3
Math 7 (if needed)	2	Elective* or Math 12	
Econ 10 (Int 1)	3	(if not taken in fall)	3
MIS 21 (Intro Sys)	3	Econ 11 (Int 2)	3
Math 12 or Elective*		Eng 12 (Pub Spk)	3
(if Math 7 needed)	3	Eng 20 (Rep Writ)	3
	<hr/>		<hr/>
	14-16		19

THIRD YEAR

MIS 22 (COBOL)	3	MIS 26 (RPG2 Prog)	3
MIS 23 (Sys Tools 1)	3	MIS 27 (Quan Anal)	3

MA 13 (Mkt)	3	MA 6 (Bus Law 1)	3
MA 27 (Prod Mgt)	3	Math 18 (Stat)	3
Elective*	3	Elective*	3
Elective*	3		
	<hr/> 18		<hr/> 15
FOURTH YEAR			
Acc 21 (Instit)	2	MIS 29 (Sys Seminar)	3
Acc 22 (Fin Stat An)	2	Elective***	3
MIS 25 (Sys Practicum)	3	Elective***	3
MIS 28 (File Concepts)	3	Elective***	3
Elective*	3	Elective***	3
Elective*	3	Elective***	3
	<hr/> 16		<hr/> 18

*Liberal Arts Elective
***Free Elective

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Management Information Systems program. In this era the trend in industry has created a need for graduates with the thought processes and skills provided in both areas of expertise. The rapid growth of management services is prevalent in accounting firms, consulting firms and industry, offering the graduate many opportunities for potential growth and rapid advancement.

Management Advisory Service students will be taught the skill areas required for the design and maintenance of financial accounting systems and general information systems. The student will receive a broad liberal arts background as well as a background in accounting, computer programming, general systems theory and management. Students will be offered the opportunity to apply their classroom experiences to real-world situations through a combination of exercises and actual work experience.

This demanding, yet satisfying program will allow the graduate to enter fields of accounting, management information systems, computer related fields, management positions or a combination of these.

Management Advisory Services Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Elective*	3	MA 25 (Hum Rel)	3
	<hr/> 13-14		<hr/> 13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	Acc 7 (Cost)	4
Acc 3 (Inter)	3	Acc 4 (Inter 2)	3
MIS 24 (FORTRAN IV)	3	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	Eng 20 (Rep Writ)	3
Math 12 or Elective*	3	Math 12 or Elective*	3
	<hr/> 14-16		<hr/> 19

THIRD YEAR

Acc 5 (Adv 1)	3	Acc 6 (Adv 2)	3
MIS 23 (Sys Tools 1)	3	MIS 22 (COBOL)	3
MA 13 (Int Mkt)	3	Math 18 (Stat)	3
MA 15 (Corp Fin)	3	MA 16 (Mon p Bank)	3
MA 27 (Prod Mgt)	3	Eng 12 (Pub Spk)	3
Phil 14 (Logic)	3	Elective*	3
	<hr/> 18		<hr/> 18

FOURTH YEAR

Acc 11 (Audit Prin)	4	Acc 21 (Instit)	2
MIS 25 (Sys Tools 2)	3	Acc 22 (Fin Stat An)	2
MA 6 (Bus Law 1)	3	MA 7 (Bus Law 2)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 16		<hr/> 16

*Liberal Arts Elective

Department of Business Education/Office Administration

Business Education

The Department of Business Teacher Education is dedicated to educating men and women who intend to enter the field of business education. The program of study is 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 should be exposed to a balanced program of study which includes courses in liberal arts, vocational basic business, economics, and professional education to prepare them as specialists in particular areas and generalists in the areas of basic business and economics. 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.

Admission to the Business Education Program

Prior to being formally admitted to the business education program at New Hampshire College, each student must be interviewed by the Committee on Teacher Education and meet the following requirements:

1. Have accumulated a minimum of 63 semester hours of credit.
2. Have an accumulated grade point average of at least 2.5.
3. Demonstrate the personal and social fitness necessary for success as a teacher.
4. Have the physical and mental capabilities for success in the teaching profession.
5. Display competency in oral and written communications.

Requirements for Major in Business Education

In addition to those courses specified in the business education curriculum, each student majoring in business education must prepare to teach in at least three (preferably four) of the following areas:

Shorthand and Transcription (two of the following are required)

Shorthand 1
Shorthand 2
Shorthand 3

Bookkeeping and Accounting (two of the following are required)

Intermediate Accounting 1
Intermediate Accounting 2
Cost or Tax Accounting

General Business/Consumer Education (three of the following or other comparable courses accepted by the department chairman are required)

Risk and Insurance
Money and Banking
Introduction to Marketing

Management Information Systems (Data Processing) (two of the following are required)

Introduction to Systems
COBOL Programming
FORTRAN Programming
Introduction to Marketing
Principles of Retailing
Coordination of Cooperative Programs
Methods of Distributive Education

TEACHER EDUCATION CURRICULUM

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	Eng 12 (Pub Spk)	3
Math 7 (if needed)	2	MA 6 (Bus Law 1)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
Ed 10 (His & Phil)	3	Elective**	3
Typing	3	Typing	3
Psy 8 (Intro 1)	3	Ed 11 (Hum Gro & Dev)	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR

Ed 5 (Ev Meas Test)	3	Ed 12 (Meth Teach Type)	2
SS 12/21 (Off Adm)	3	Ed 13 (Meth Bkkg)	2
Elective**	3	Ed 16 (Meth Shthd)	2
Elective**	3	Ed 20 (Intern)	3
Elective*	3	Ed 14 (Ed Psy)	3
Elective*	3	Elective**	3
	<hr/> 18	Elective**	3
			<hr/> 18

FOURTH YEAR			
Ed 30 (Stud Teach)	15	Elective*	3
		Elective*	3
		Elective*	3
		Elective**	3
		Elective***	3
		Elective***	3
<hr/>		<hr/>	
	15		18

**Liberal Arts Elective*

***Area Elective*

****Free Elective*

Office Administration

The Office Administration program is designed to equip individuals for responsible, specialized office administration positions which demand highly skilled training. Surveys prove that college educated men and women are able to move from office administration positions to executive positions for which they have the desire to compete.

Office Administration Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
<hr/>		<hr/>	
	13-14		13-14

SECOND YEAR			
Eng 55/56 (Intro 3)	2	Math 18 (Stat)	3
Math 7 (if needed)	2	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	SS 10 (Type 2)	3
SS 8 (Type 1)	3	SS 2 (Shthd 2)	3
SS 1 (Shthd 1)	3	MA 6 (Bus Law 1)	3
Elective*	3	Elective	3
<hr/>		<hr/>	
	14-16		18

THIRD YEAR			
MA 13 (Mkt)	3	Elective*	3
Eng 20 (Writ Com)	3	Elective*	3
SS 3 (Adv Shthd)	3	SS 4 (Spec Shthd)	3
SS 11 (Type (Type 3)	3	SS 13 (Type 4)	3
Elective*	3	Elective***	3
Elective***	3	Elective***	3
<hr/>		<hr/>	
	18		18

FOURTH YEAR			
SS 12/21 (Off Adm)	3	Shorthand Elective	3
Elective*	3	Elective*	3
Elective*	3	Elective***	3
Elective***	3	SS 14 (Ex Off Adm)	3

Elective***	3	Elective***	3
Elective***	3	OR	
		†SS 30 (Intern)	6
	<hr/>		<hr/>
	18		15

**Liberal Arts Elective*
 ****Free Elective*
 †*In place of SS 14 and one free elective*

Techna-Business Curriculum

New Hampshire College has established the Techna-Business curriculum to provide junior college and vocational-technical institute graduates who hold an associate degree in health, skilled, or industrial vocational occupations an opportunity to complete the requirements for a baccalaureate degree in business. Opportunities in a variety of career business programs are available including preparation for small business management and careers in non-profit agencies.

The objective of this program is to provide individuals who have earned an associate degree in a specialized skill *other than business* (e.g. small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing his technical skills.

Due to the fact that this program is interdisciplinary, it is under the direction of the Office of the Academic Dean rather than a specific department.

Course Requirements—Business Courses

The following business core will be required of all students enrolling in this major:

	<i>credits</i>
Accounting 1	3
Accounting 2	3
Business Law 1	3
Principles of Management	3
MIS 20	3
	<hr/>
	15

Based on the student's background and career plans, an individual may select courses, with the assistance of his advisor, in one of the following concentrations:

<i>Small Business Management</i>	<i>Public Service Management</i>
Small Business Management	Accounting for Management
Accounting for Management	Human Relations in Administration
Sales	Personnel Management
Principles of Retailing	Public Finance
Personnel Management	Organizational Behavior
Human Relations in Administration	Government Accounting
Risk and Insurance	Social Environment of Business
Cost Accounting	Cost Accounting
Federal Taxes	Federal Taxes
Principles of Advertising	Introduction to Systems

Course Requirements—Liberal Arts Courses

It is assumed that all individuals transferring in with an associate degree will have a minimum of 12 semester credits in liberal arts. Each student will be required to complete at least 51 credits in liberal arts according to the current college policy, including at least six credits in each of the following: English, mathematics and economics.

Why a Two-Year Program?

Besides its range of four-year bachelor’s degree majors, New Hampshire College offers two-year associate degree programs, which may be a solution for you if you are not sure about going to college for four years. One of our two-year programs may be in a field in which you are interested, and it will give you solid preparation for a job—in addition to the opportunity to continue easily on to a bachelor’s degree, if you decide two years of college are not enough.

Associate Degree Programs

General Management Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective**	3
	13-14		16-17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Eng 20 (Rep Writ)	3
Math 7 (if needed)	2	MA 26 (Soc Env Bus)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
MA 11 (Pers)	3	Elective*	3
MA 13 (Intro Mkt)	3	Elective*	3
Elective*	3	Elective***	3
	14-16		18

*Liberal Arts Elective

**Business Elective

***Free Elective

Accounting Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2(Prin)	3
MIS (Int to DP)	3	MA 10 (Prin of Mgt)	3
Elective	3	MIS 21 (Int Sys Pro)	3
	13-14	*Elective	3
			16-17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Acc 4 (Inter 2)	3
Math 7 (if needed)	2	Acc 7 (Cost 1)	4
Acc 3 (Inter 1)	3	Acc 25 (Audit AS)	3
Acc 9 (Taxes)	3	MA 7 (Bus Law 2)	3
MA 6 (Bus Law 1)	3	Econ 11	3
Econ 10	3		
Elective*	3		
	17-19		16

*Liberal Arts Elective

Electronic Data Processing

Electronic Data Processing is considered the most exciting and dynamic field in the world of business today. New Hampshire College has developed a curriculum that will fulfill industry's requirements for programmers, data analysts, and procedure specialists.

Electronic Data Processing Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MIS 21 (Int Sys & Pro)	3
MA 10 (Prin Mgt)	3	MIS 22 (COBOL Pro)	3
		Elective*	3
	13-14		16-17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Acc 7 (Cost)	4
Math 7 (if needed)	2	MIS 26 (RPG 11 Pro)	3
MA 6 (Bus Law 1)	3	Eng 20 (Writ Com)	3
MA 13 (Mkt)	3	MIS 28 (File Con)	3
MA 27 (Prod Mgt)	3	Elective***	3
MIS 24 (FORTRAN Pro)	3	Elective*	3
Eng 12 (Pub Spk)	3		
	17-19		19

*Liberal Arts Elective

***Free Elective

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 prepares 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

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MA 10 (Prin Mgt)	3	MA 2 (Prin Ret)	3
Math 8 or 10 (Bus Math)	3	MA 13 (Intro Mkt)	3
MA 25 (Hum Rel Adm)	3	Psy 8 (Intro Psy)	3
Elective*	3	MIS 20 (Intro DP)	3
	14		14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Eng 20 (Writ Com)	3
Econ 10 (Intro Econ)	3	Eng 12 (Pub Spk)	3

FM 1 (Fash Mch)	3	FM 3 (Retail Sales)	3
FM 2 (Field Work)	3	FM 4 (Fab Des p Anal)	3
MA 11 (Pers Mgt)	3	Elective	3
Elective*	3	Elective***	3
	<hr/> 17		<hr/> 18

**Liberal Arts Elective*

****Free Elective*

Secretarial Science

Executive

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

Executive Secretarial Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Shthd 1) <i>OR</i>		Math 8 (Bus) <i>OR</i>	
Elective*	3	Math 10 (Modern)	3
SS 8 (Type 1) <i>OR</i>		SS 2 (Shthd 2)	3
Elective*	3	SS 10 (Type 2)	3
Acc 1 (Elem)	3	Elective*	3
	<hr/> 14		<hr/> 17

SECOND YEAR

Eng 55/56 (Intro 3)	2	SS 4 (Spec Shthd)†	3
SS 3 (Adv Shthd)	3	SS 13 (Type 4)†	3
SS 11 (Type 3)	3	Elective**	3
MA 6 (Bus Law 1)	3	SS 14 (Ex Off Adm)	3
SS 12/21 (Off Adm)	3	Elective*	3
Elective*	3	<i>OR</i>	
		SS 30 (Intern)††	6
* <i>Liberal Arts Elective</i>			<hr/> 15
** <i>Business Elective</i>	<hr/> 17		

†*May be waived if career goals indicate other needs—department chairman approval required*

††*In place of SS 14 and one Liberal Arts elective*

Legal

The Legal Secretarial program prepares students 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

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2

MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Short 1) <i>OR</i>			
*Elective	3	SS 2 (Short 2)	3
SS 8 (Type 1) <i>OR</i>			
*Elective	3	SS 10 (Type 2)	3
Acc 1 (Elem)	3	Math 8 (Bus) <i>OR</i>	
		Math 10 (Modern)	3
		*Elective	3
	<hr/> 14		<hr/> 17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	†SS 4 (Spec SHort)	3
SS 3 (Adv Short)	3	†SS13 (Type 4)	3
SS 11 (Type 3)	3	*Elective	3
MA 6 (Bus Law 1)	3	*Elective	3
SS 12/21 (Off Adm)	3	SS 14 (Ex Off Adm)	3
SS 6 (Legal Short)	3	††SS 30 (Intern)	6
	<hr/> 17		<hr/> 15

**Liberal Arts Elective*

***Business Elective*

†*May be waived if career goals indicate other needs—Department Chairman approval required.*

††*In place of SS 14 and one Liberal Arts elective.*

Medical

For students 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 Assistant Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Shthd 1) <i>OR</i>		SS 2 (Shthd 2)	3
Elective*	3	SS 10 (Type 2)	3
SS 8 (Type 1) <i>OR</i>		Math 8 (Bus) <i>OR</i>	
Elective*	3	Math 10 (Mod)	3
Acc 1 (Elem)	3	Sci 17 (Int Ana Phy)	3
	<hr/> 14		<hr/> 17

SECOND YEAR

Eng 55/56 (Intro 3)	2	SS 4 (Spec Shthd)†	3
SS 3 (Adv Shthd)	3	SS 12 (Type 4)†	3
SS 11 (Type 3)	3	SS 7 (Med Shthd)	3
SS 18 (Lab Proc)	3	SS 14 (Ex Off Adm)	3
SS 17 (Med Term)	3	Elective*	3
SS 12/21 (Off Adm)	3	<i>OR</i>	
		SS 30 (Intern)††	6
	<hr/> 17		<hr/> 15

**Liberal Arts Elective*

†*May be waived if career goals indicate other needs—department chairman approval required*

††*In place of SS 14 and one Liberal Arts elective*

General Studies

This two-year program is available to all students but primarily for those who find the specialized curricula of the college are not what they wish to pursue. General Studies offers an alternative to students who wish to retain their business and accounting credits, achieve an associate degree, and eventually possibly transfer to a liberal arts college.

General Studies Curriculum

FIRST YEAR

first semester

English (freshman)

Math 10

Psychology (intro)

History

Elective

second semester

English (freshman)

Math 11 or 5, 6, 7

Sociology (intro)

History

Biology or Physical Science

Specialized Area Electives (21 Credit Hours)—Humanities

Eng/Phil/Fine Arts

Fine Arts (Music/Art)

Communications 10

English 12—Public Speaking

English 13—American Literature

Eng-ish 14—American Literature

English 15—Survey of the Theatre

English 16—Contemporary Drama

English 19—Shakespeare

English 23—English Literature

English 24—English Literature

English 34—Modern American Authors

English 36—Thoreau and His Contemporaries

Philosophy

Sociology/Psychology

Math 18—Statistics (required course)

Sociology 11—Introduction to Cultural Anthropology

Sociology 17—Family Sociology

Sociology 21—Population and Environment

Sociology 22—Minority Groups

Psychology 11—Human Growth and Development

Psychology 12—Psychology of Individual Adjustment

Psychology 25—Abnormal Psychology

Psychology 16—Psychology of Personality

Psychology 17—Reading and Research in Psychology

American Studies

Government 9—Introduction to Politics

Government 10—American Government

Government 16—Constitutional Freedoms

History 13/14—American History

History 20—Modern Europe

History 23—Far East

English 13/14—American Literature

English 34—Modern American Authors

English 36—Thoreau and His Contemporaries

Free Electives (12 credit hours)

DESCRIPTION OF COURSES

Accounting

Acct. 1 Elementary Accounting

3 credits

A presentation of the basic accounting techniques, records and financial statements.

Acct. 2 Principles of Accounting

3 credits

Introduces students to the accounting problems of partnerships and corporations; cost accounting, budgeting and special purpose statements.

Prerequisite: Acct. 1

Acct. 3 and 4 Intermediate Accounting (2 semesters)

3 credits each semester

Intensive review and analysis of assets, liabilities and stockholders' equity and the effect that they have on financial statements.

Prerequisite: Accounting 1 and 2.

Acct. 5 and 6 Advanced Accounting (2 semesters)

3 credits each semester

Examines accounting principles and procedures applicable to partnerships and multi-unit businesses, including parent-subsidiary consolidations. Particular emphasis is placed on problem solving.

Prerequisite: Acct. 4

Acct. 7 and 8 Cost Accounting (2 semesters)

3 credits each semester

Examines the behavior of costs. Emphasis is placed on: (1) analysis of a wide range of alternative decisions; (2) budgeting; and (3) historical cost reporting systems that aid in management control of goods and service operations.

Prerequisites: Acct. 1 and 2

Acct. 9 Federal Taxes—Concepts and Implications

3 credits

The course provides the student with a basic understanding of the structure of federal tax laws and their administration. The techniques of tax research are developed.

Prerequisites: Acct. 1 and 2

Acct. 11 Auditing Principles

3 credits

Intensive study of internal controls, evidence, auditing standards and procedures and basic audit systems of internal auditors and independent public accountants.

Prerequisite: Acct. 4

Acct. 12 Advanced Auditing

3 credits

An analysis of auditing procedures that applies to the audit of EDP systems, the use of statistical sampling techniques, and the review of APB opinions.

Prerequisite: Acct. 11

Acct. 14 Accounting for Management

3 credits

Recording, analysis, and reporting of accounting data are approached from the managerial viewpoint with emphasis placed on planning and control.

Prerequisites: Acct. 1 and 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.

Prerequisite: Acct. 8

Acct. 25 Auditing**3 credits**

This one-semester course in auditing is designed for the associate degree candidate. Coverage is limited to the basic auditing objectives, standards and procedures.

Prerequisite: Acct. 1 and 2

Acct. 30 Internship**3 credits**

During the internship program, a student has the opportunity to work in public or private accounting which assists greatly in his career development.

Business Education

Ed. 5 Evaluation, Measurement and Testing**3 credits**

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts will be discussed. The use of standardized and teacher-made tests will also be examined.

Prerequisite: Junior standing

Ed. 10 Introduction to Education**3 credits**

This course gives the student an overview of American education through analysis of its historical and philosophical roots. Contemporary issues in American education will be emphasized.

Ed. 12 Methods of Teaching Typing**2 credits**

A study of the methods of instruction, skill building techniques, selection and preparation of instructional materials, standard of achievement, and evaluation and measurement of pupil progress in the skill oriented courses.

Prerequisite: SS 10

Ed. 13 Methods of Teaching Bookkeeping, Basic Business and Data Processing**2 credits**

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the areas of bookkeeping/accounting, data processing, and the basic business courses.

Prerequisite: Junior standing

Ed. 14 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.

Prerequisite: Psych. 9

Ed. 15 Coordination of Cooperative Programs**3 credits**

A study of the philosophy and objectives of cooperative vocational education, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on part-time jobs, evaluating work stations, advisory committees, and the public relations aspects of cooperative education.

Prerequisite: Junior standing

Ed. 16 Methods of Teaching Shorthand and Transcription**2 credits**

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and techniques of evaluation and measurement of pupil progress in shorthand and transcription.

Prerequisite: SS 2

Ed. 17 Methods of Distributive Education**2 credits**

A study of the methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of distributive education.

Ed. 20 Internship**3 credits**

Provides future teachers with varied educational and business experience appropriate to the major teaching area. Typical experience includes working as teaching assistants, secretaries,

bookkeepers, sales personnel, etc. Periodic written reports are required throughout the internship.

Ed. 21 Instructional Media in Education

3 credits

An in-depth study of all audio-visual equipment that can be used in the classroom as well as the practical use of such facilities as the television studio and a media center.

Ed. 30 Student Teaching

15 credits

All business education majors will have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this semester, 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.

Secretarial Science

SS 1 Shorthand 1—Theory and Dictation to 60 words a minute

3 credits

Students gain thorough knowledge of fundamentals with emphasis on penmanship, accurate proportions and legibility. Requires transcription of simple material at 60 words a minute.

SS 2 Shorthand 2—Dictation 60–80 words a minute

3 credits

Increasing students' shorthand vocabulary with emphasis on speed and accuracy in transcription.

SS 3 Shorthand 3—Dictation 80–120 words a minute

3 credits

Dictation and transcription places emphasis on the mastery of technical vocabularies of business.

SS 4 Shorthand 4—Dictation 100–120 words a minute

3 credits

SS 5 Shorthand 5—Government Dictation 120–40 words a minute and transcription

3 credits

Emphasis is placed on vocabulary in government and politics. Shortcut drills help the student attain 140 words a minute.

Prerequisite: SS 4 or permission of department chairman

SS 6 Legal Shorthand

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 Medical Shorthand

3 credits

Application of shorthand principles to writing of medical words. Shortcuts 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 3 and 17

SS 8 Typewriting 1—Theory and Speed up to 35 words a minute

3 credits

Correct typing posture, parts of the typewriter and their uses, and development of proper touch techniques.

SS 9 Personal Typing

2 credits

Non-secretarial course. Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques. No speed requirement.

SS 10 Typing 2—35–50 words a minute

3 credits

Arrangements of business letters, tabulations, statistical matter, and rough drafts.

Prerequisite: SS 8 or permission of department chairman

SS 11 Typewriting 3—50–60 words a minute

3 credits

Advanced business forms, manuscripts and secretarial assignments.

Prerequisite: SS 10 or permission of department chairman

SS 12 Office Procedures*2 credits*

Fundamental skills and knowledge in (1) filing, (2) dictating and transcribing machines, (3) preparation of masters and stencils, and (4) operation of liquid and stencil duplication machines.

SS 14 Executive Office Administration*3 credits*

Thorough training in letter writing, comprehensive secretarial duties, human relations, and problem solving.

Prerequisites: SS 3, 10 and 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 and case studies.

SS 18 Medical Laboratory Procedures*3 credits*

Theory and practice in medical procedures include medical ethics, transmission of disease, physical examinations and treatments, principles of medications, first aid rules, and routine laboratory techniques.

Prerequisite: SS 17

SS 21 Office Calculating Machines*1 credit*

Operation of the basic types of office calculating machines with an emphasis on the use of each kind of machine in the office.

The Liberal Arts

Liberal arts course offerings are an integral part of the curricula offered by the college. The social sciences, the humanities, and the sciences, studied with more professional courses, enable the student to gain understanding, perspective, and awareness.

All candidates for the degree of Bachelor of Science must present credits in the liberal arts according to their major requirements but averaging fifty percent of total course credits. Liberal arts credits must include a minimum core in English and mathematics with options in history, sociology, philosophy, language, science, geography, government and psychology.

The Humanities

Fine Arts

FA 21 Experiences in Art*3 credits*

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

FA 22 Chorus*1 credit*

Auditions will be held each fall for a mixed choral group. The group will perform throughout the year. To receive credit (1 per semester), a student must participate both semesters.

FA 23 History and Literature of Music*3 credits*

A broad study of music from all historical periods—from the early Greeks to modern day classical, electronic and popular music. One of the themes of the course will be the correlation of the music of the past with the present.

FA 28 History of Film*3 credits*

This course is designed to explore the major patterns of development of films from its origins to the present. The class will study films in an historical context discussing the major creative and technical trends of the medium.

English

Basic Communications 10*3 credits*

For the student to increase his capacity to be understood. Reading, study skills such as comprehension, note taking, main idea finding, speed reading, vocabulary building, paragraph

writing and the organizing of term papers are included. Each student completes a self-designed research project on some facet of the communication process.

Eng. 51-56

A freshman composition program, one credit given for each of six seven-week courses. Placement in 51, 52, or 53 dependent on student testing prior to beginning of classes. Student earns 6 credits upon successful completion of English 56 regardless of entry level.

Eng. 51

Thorough review of English grammar with special emphasis on individual problems in weekly laboratories.

Eng. 52

Continuation of 51 with stress on sound sentence structure.

Eng. 53

Fundamental methods of paragraph development, working with description and definition.

Eng. 54

Continuation of 53 with emphasis on comparisons, classification, and analysis.

Eng. 55

Unit in library usage and research sources. Taught by Library staff.

Eng. 56

Development and completion of a research paper.

Eng. 10 and 11 Composition (2 semesters)

3 credits each semester

Basic freshman course in composition, appreciation of literary styles, vocabulary improvement and understanding of current English usage. Designed to review, improve and expand language concepts. Required for all freshmen.

Eng. 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, and posture.

Eng. 13 American Literature

3 credits

Study of nineteenth century writing through the Romantic and early Realistic periods. Theme of the course is the conflict between the individual and his society.

English 14 American Literature

3 credits

Course covers American writing of the twentieth century through the Realistic, Naturalistic and Contemporary periods. Theme of course concerns problems of the individual in an industrial society.

English 15 Survey of the Theatre

3 credits

Study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present.

Eng. 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.

Eng. 19 Shakespeare

3 credits

Study of Shakespearean comedy, tragedy and one history with background of the Elizabethan era.

Eng. 20 Written Communication

3 credits

Practical study of the preparation, organization, and production of all types of business communications with major emphasis placed on the formal business research report. Knowledge of basic writing skills is assumed.

Prerequisite: Satisfactory completion of Eng. 51-56 series

Eng. 23 English Literature 3 credits
Survey of English literature from Beowulf through Chaucer, Shakespeare and Milton to Pope. Emphasis is on the development of poetry and particular representative poets.

Eng. 24 English Literature 3 credits
Course covers the Romantic, Victorian and Modern periods. Again, the emphasis is on poetry but there is a section on the development of the novel. English 23 is not a prerequisite.

Eng. 29 Introduction to the Humanities 3 credits
Course is an introduction to the Humanities: the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged whenever possible.

Eng. 30 Advanced Writing 3 credits
Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced.
Prerequisite: B grade in Eng. 10 and 11 or permission of department chairman

Eng. 34 Modern American Authors 3 credits
Contemporary American readings including selections from Agee, Hemingway, Steinbeck, Baldwin, Mailer, Ginsberg and others.

Eng. 35 Journalism 3 credits
Study of newspapers and periodical writing through examples of local and national publications. Some writing of news stories, features, and editorials included.

Eng. 36 Thoreau and His Contemporaries 3 credits
Course considers the work of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Members of the Concord School are also discussed.

Philosophy

Phil. 10 Introduction to Philosophy 3 credits
General introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present.

Phil. 14 Logic Language and Argumentation 3 credits
Study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, the significance of language and clear verbalization.

Phil. 15 Religion in Contemporary America 3 credits
Review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Phil. 16 Ethics 3 credits
Introduction to the theory and practice of ethical decision-making through 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.

Phil. 19 World Religion 3 credits
Comparative study of the active beliefs and worship patterns of four great Eastern religions of man: Islam, traditional Buddhism, Hinduism and Zen Buddhism.

Phil. 20 Man's Place in Nature 3 credits
An examination of contemporary and traditional views of man's place in the universe in order to deepen awareness of human nature and psychology.
Prerequisite: Phil. 10 or Psych. 8 or open to upperclassmen with permission of instructor

Phil. 23 Symbolic Logic 3 credits
Introduction to symbolic logic with an introduction to axiomatic systems. Applications to philosophy, systems theory and related areas.

Phil. 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.

Phil. 26 Man and Existence**3 credits**

A study toward an understanding of the general nature of reality, concentrating on contemporary authors.

Prerequisite: Phil. 10 or open to upperclassmen with permission of instructor

Phil. 27 Man, Learning and Education**3 credits**

This course will involve the development of a philosophy of education based on a study of the nature of man and theories of knowledge and learning.

Foreign Languages**Fren. 10 and 11 Conversational French****3 credits**

Course designed for beginning students only who wish to attain a speaking ability in the language.

The Social Sciences**Economics**

Economics offerings may be found under the Department of Management Arts and Economics Sciences.

Geography**Geog. 21 The American City (formerly 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.

Geog. 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 nonindustrial city will be described and analyzed.

Geog. 35 Economic Geography**3 credits**

This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Prerequisites: Econ. 10 and 11

Geog. 27 Marketing Geography**3 credits**

Course is concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy.

Geog. 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.

Government**Govt. 9 Introduction to Politics****3 credits**

Course providing an understanding of political societies, particularly the American political system. Writings of Locke and others on democracy, and contemporary studies of political behavior and power are included.

Govt. 10 American Government**3 credits**

Study of the major institutions of American national government from interaction of factors in the executive and legislative branches in policy formation. Case studies are used.

Prerequisite: Govt. 9

Govt. 11 International Relations**3 credits**

Study of the mechanics of international relations, the concept of balance of power, and the role and limitations of international organization and international law.

Govt. 13 Comparative Government**3 credits**

Descriptive and analytical survey of national government and political practices of the United States, England, France and the Soviet Union—differences and similarities of each and their philosophical and institutional underpinnings.

Govt. 14 Political Theory *3 credits*
Analytical survey of major political and social theorists in western culture from Plato to Marx, emphasizing historical evolution of fundamental concepts of freedom and justice in the modern state. Philosophy credit given for this course.
Prerequisite: Govt. 9 and 10 or Phil. 10

Govt. 16 Constitutional Freedoms *3 credits*
Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process.
Prerequisite: Govt. 9 or 10

History

Hist. 9 Ancient and Medieval History *3 credits*
Appreciation of those movements in ancient and medieval history that contribute significantly to the world and western culture.

Hist. 10 Modern History *3 credits*
Appreciation of those movements in modern and contemporary history which have shaped contemporary civilization.

Hist. 13 American History 1 *3 credits*
Political, economic and social development of the United States from the colonial period to the end of the Civil War.

Hist. 14 American History 2 *3 credits*
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.

Hist. 17 and 18 American Diplomatic History (2 semesters) *3 credits*
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. Conflict between ideals and national self-interest studied through analysis of basic American policies.

Hist. 20 Europe in the Twentieth Century *3 credits*
European history from the point of view of a civilization in a constant state of crisis. World War I, period between wars, World War II and conflicts of modern society after war.

Hist. 23 The Far East in Modern Times *3 credits*
History of China and Japan from the 1840's to the present. Political, economic and social impact of western nations upon Chinese and Japanese developments.

Psychology

Psych. 8 Introduction to Psychology *3 credits*
Introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, psychometrics, behavioral deviation, perception learning and human development—a basis for further study in related areas.

Psych. 11 Human Growth and Development *3 credits*
Concerns physical and psychological development from infancy through school years, emphasizing normal, usual patterns of development. Discussion of latest research information with actual observation of children in various activities.
Prerequisite: Psych. 8

Psych. 13 Psychology of Individual Adjustment *3 credits*
Dynamics of human adjustment, normal and abnormal, to problems of modern living. Includes human motivation and learning, individual differences, the self concept and psychometrics. Case studies and research information.
Prerequisite: Psych 8

Psych. 15 Psychology of Abnormal Behavior *3 credits*
Course offers opportunity toward understanding human behavior and similarities and differences between normal and abnormal reactions to environmental stimuli.

Psych. 16 Psychology of Personality 3 credits
Investigation and review of development and dynamics of personality. Methods and approaches to analysis of personality and review of learning, biological, perceptual emotional factors of personality development.
Prerequisite: Psych. 8

Psych. 17 Reading and Research in Psychology 3 credits
Seminar and/or individual meetings.
Prerequisite: 6-9 hours in psychology (at least 3 hours at NHC) and permission of instructor

Sociology

Soc. 11 Introduction to Cultural Anthropology 3 credits
Study of preliterate and changing societies with emphasis on the social organization and cultural aspects of the societies.

Soc. 12 Introduction to Sociology 3 credits
Organization of social behavior and relationship of society and social conditions. Emphasis on culture, norm, stratification, systems, structure, social institutions and social change.

Soc. 13 Contemporary Social Problems of the United States 3 credits
Contemporary human problems in their historical context—crime and delinquency, poverty, racial and religious prejudice, and alcoholism.
Prerequisite: Soc. 12

Soc. 17 Family Sociology—The Family in Social Context 3 credits
Comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world. The family as a universal social institution.
Prerequisite: Soc. 12 or junior or senior status

Soc. 18 Social Change 3 credits
Systematic analysis of the processes of social change, the theories of how social change is generated and the varied functional consequences of such change.
Prerequisite: Soc. 12 or Hist. 9 or 10

Soc. 21 Population and Environment 3 credits
Effects of population change on social and physical environment.
Prerequisite: Upperclass status or Soc. 12

Soc. 22 Minority Groups—Racial and Ethnic 3 credits
Studies of past and present minority groups in the United States, including attitude change and implication for theories of prejudice and sociological interpretation of current events concerning minority groups.
Prerequisite: Soc. 12 or junior or senior status

Soc. 26 Contemporary European Problems 3 credits
A social, political and economic examination of Europe in its relationship to the United States today.

Soc. 27 Social Research Methods and Analysis 3 credits
Methods and practical applications of sociological research, including fundamentals of scientific methods, descriptive and inferential statistics, survey techniques, data collection, processing, and analytical methods, and report preparation.
Prerequisite: Soc. 12, MIS 20 and Math 18 or permission of the instructor

Management Arts

The designations Management Arts (MA) were formerly designated Business Management (BM).

MA 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 and customer relations.

MA 3 Sales**3 credits**

An analysis of the sales function in modern business including the techniques necessary to the successful selling of both tangibles and intangibles.

MA 4 Investments**3 credits**

The various areas for investments such as real estate, savings banks, stocks and bonds, life insurance, their characteristics and methods for appraisal. Discussion of railroad and utility financing, the Stock Exchange, and trust funds.

MA 6 Business Law 1**3 credits**

Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property are among the topics considered.

MA 7 Business Law 2**3 credits**

For accounting students. Continuation of Business Law 1 with special emphasis upon law and accounting.

Prerequisites: Acct. 1 and 2, MA 6

MA 9 Sales Management**3 credits**

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

MA 10 Principles of Management**3 credits**

A study of management decision-making in business as well as non-business organizations. Consideration is given to policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course.

MA 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.

MA 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. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire and allied fields as well as social insurance.

MA 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.

MA 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.

Prerequisite: MA 12

MA 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: Acct. 1 and 2

MA 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: Econ. 10 and 11

- MA 17 Small Business Management** *3 credits*
 Study of problems involved in starting and operating a successful small business—selecting the location, determining how to borrow money, budgeting, credit, controlling inventory and turnover, purchasing.
Prerequisite: MA 10, upper level class standing
- MA 20 Management Decision-Making** *3 credits*
 A quantitative approach to business decision-making. Topics covered include linear programming, queueing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems.
Prerequisites: MA 15, MA 10, Acct. 1 and 2
- MA 21 Central Management and Policy Making** *3 credits*
 An interdisciplinary approach to decision-making and running a business from the position of top management. Case studies.
Prerequisite: Acct. 1 and 2
- MA 22 Managerial Economics** *3 credits*
 Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making.
Prerequisites: Econ. 10 and 11, Acct. 1 and 2
- MA 25 Human Relations in Administration** *3 credits*
 A study of the relationships between the administrator and his superior, employees under his supervision, associates on his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business.
- MA 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 they affect business decision-making. The social responsibility of the manager in formulating operational policies is stressed.
- MA 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.
Prerequisite: MA 10, Econ. 10 and 11
- MA 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 decision-making.
- MA 30 Public Finance** *3 credits*
 Revenues and expenditures of federal, state and local governments and their effects upon individuals, business institutions and the national economy.
Prerequisite: Econ. 11
- MA 31 Marketing Geography** *3 credits*
 Course in concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy.
- MA 33 Real Estate** *3 credits*
 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.
- MA 37 Marketing Research** *3 credits*
 Introduces the student to application of statistics and model research building for marketing decision-makers.
Prerequisites: Math 18, MA 13

MA 40 Independent Study**3 credits**

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By permission of instructor.

MA 42 Organizational Behavior**3 credits**

The focus is on the class as a real organization with direct attention given to roles, norms, rewards, leadership styles and power authority relationships.

Prerequisites: MA 10 and 25

MA 50 Management Internship**12 credits**

Guided internship work experience for integrating study and experience.

MA 51 Readings in Management**3 credits**

Taken in conjunction with management internship, the student is expected to read material relative to his position.

Economic Sciences

Econ. 10 Introduction to Economics 1**3 credits**

The survey course covers macroeconomics—national wealth, income, the components of spending, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Prerequisite: Math 5, 6 or 10

Econ. 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.

Prerequisite: Econ. 10

Econ. 14 Labor Problems**3 credits**

Introduces students to the 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 and civil rights.

Prerequisite: Econ. 11

Econ. 17 Psych-Economics**3 credits**

An interdisciplinary approach to integrate the psychological concepts of society into economic theory.

Prerequisite: Econ 11

Econ. 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).

Prerequisite: Econ. 11

Econ. 24 Security Analysis**3 credits**

An evaluation of securities utilizing the advanced quantitative tools needed to implement correct security decision-making.

Prerequisites: Econ. 11, MA 4

Econ. 30 Economic Geography**3 credits**

This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Prerequisite: Econ. 11

Fashion Merchandising

FM 1 Fashion Merchandising

3 credits

A study of fashion principles and procedures used in selection, promotion and selling of ready-to-wear in retail stores.

FM 2 Fashion Merchandising Internship (formerly called Field Work)

3 credits

The student shall have the option of (1) working as an intern anywhere in the United States or overseas during the summer between the first and second years *OR* if this is not possible (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required.

FM 3 Retail Sales Promotion

3 credits

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising, including the principles of layout, headlines, copy and illustration, and the general principles governing the design and execution of window and department displays are covered.

FM 4 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. Current concepts of color and design are also explored.

FM 6 International Internship

4 credits

This exciting work-study experience allows a student in the Fashion Merchandising and Marketing majors to spend three months in Europe working for one of the leading retail institutions in countries such as France and Denmark.

Hotel/Resort/Tourism Administration

HR 11 Man and Leisure

3 credits

An analysis of the economic, social, psychological, and political implications of leisure in the twentieth century and its effect on national and international economies, emphasizing the philosophy of recreation through which most of our leisure is spent as an adjunct to a work structured society.

HR 12 Operation of Facilities

3 credits

An introduction to the design, layout, and development of areas and facilities including care, maintenance, and operation of physical plants concerned with the recreation and hospitality industries.

HR 13 Food and Beverage Control

3 credits

Practices and procedures governing quality and production control of foods and beverages, including the assessment of quality-quantity indices, portion control, nature of brands, cost accounting, and speciality promotions. Students will develop a fundamental and working knowledge of the role the beverage trade plays in the hospitality industry. Laboratory fee—25.00.

HR 14 Promotional Activities

3 credits

Concerned with hospitality trade advertising, promotion, and community affairs. A concern for and study of the media and its use relating to budgetary costs and anticipated returns. Emphasis on multi-use of facilities and areas in terms of cost ratios.

HR 15 Hotel Office Management

3 credits

Fundamentals of the control of accounts, billing, and hotel record keeping. Emphasis on the understanding of the transcript and reservations techniques, and personnel relations. Course also includes the methodology and techniques within the travel industry including charter tours, flight and rail docketing.

HR 16 Law of Commercial Places*3 credits*

An in-depth analysis of regulatory and service laws governing commercial places, emphasizing governmental and proprietary functions, within public, private, and commercial leisure industries. Review of statutory and common laws with specific cases in torts and contracts.

HR 17 Field Work*Non-credit*

A field assignment of a non-credit nature in which the student will be employed in some phase of the recreation, hotel-resort, or hospitality industry during the summer recess. A documentary of the summer experience due at the conclusion of the assignment.

HR 18 Hotel/Resort and Tourism Seminar*3 credits*

A review of current practices and procedures, involving current problem areas, associated with the hospitality industry. An in-depth analysis through independent assessment of a current topic selected by the student in conjunction with the instructor.

HR 19 Internship*3 credits*

A field employment experience in an off-campus setting devoting energies to the hospitality market.

Management Information Systems**MIS 20 Introduction to Data Processing***3 credits*

An introductory survey of the principles of automatic data processing and computer programming and its interface with the major functions of an organization.

MIS 21 Introduction to Systems*3 credits*

A basic understanding of the systems theory and pragmatic approaches to systems analysis techniques.

Prerequisites: MIS 20, MA 10, Acct. 1, 2

MIS 22 COBOL Programming*3 credits*

Designed to familiarize and provide the student with a working knowledge of the logical and procedural mechanics necessary to write efficient and effective programs, pertinent to contemporary business organizations.

Prerequisites: MIS 20, Acct. 1, 2

MIS 23 EDP Systems*3 credits*

The “how” and “what” a systems analyst does in evaluation of efficiency as well as effectiveness, feasibility and application studies, and systems control.

Prerequisites: MIS 21, 22 and 24. Math 18. One may be taken concurrently

MIS 24 FORTRAN IV*3 credits*

A problem solving language which provides the student the knowledge to meet management’s needs of supplying quantifiable information in the management science area.

Prerequisite: MIS 21

MIS 25 Systems Practicum*3 credits*

The students are assigned an internal systems project which they must design, implement and document. Readings in the area of management, finance and accounting that utilize computer based systems.

Prerequisites: MIS 21, 22 and 24

MIS 26 RPG II*3 credits*

The student will be given the opportunity to acquire proficiency in use and applications of RPG II. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor.

MIS 27 Quantitative Analysis*3 credits*

The model building theory is presented and utilized in industrial systems applications, systems simulation and decision-making.

Prerequisite: MIS 24, Math 18, MA 13 or 15

MIS 28 File Concepts**3 credits**

The techniques of designing and building efficient computer-based files.

Prerequisites: MIS 22, 24 and 26. One may be taken concurrently

MIS 29 Systems Seminar**3 credits**

This course is designed to place the student in a real-world environment. The student will be assigned the task of the completion of an independent systems study, in an organizational environment.

Prerequisite: MIS 28. May be taken concurrently

MIS 32 Economic Analysis and Administration of Information Systems**3 credits**

A two-part course, the first half dwells extensively on microeconomic theory and applications relative to "effectiveness information" systems in organizations. The second half deals with systems contracting and management of information systems design, development, implementation, and operation. (Offered first semester, alternate years.)

MIS 34 New Developments in Information Systems**3 credits**

Course is structured toward technological developments in such areas as man-machine communications and display systems. Course material will be based on pertinent contemporary articles from learned journals.

MIS 35 Internship**6 credits**

The students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization. He or she will receive six credits for successful completion of the internship. This success is determined by the work supervisor of the student and the chairman of the MIS Department.

Mathematics

It is the conviction of the Mathematics Department that some ability to deal intelligently with quantitative information is a valuable asset to one entering the business world. While the majority of businessmen do not require a rigorous or extensive background, some knowledge of the types of problems that can be handled mathematically, some familiarization with techniques, and a critical numerical eye are valuable tools. Accordingly, the main emphasis in all courses is on problem solving, but it is hoped that some students will appreciate mathematics as being more than a practical tool.

With this philosophy in mind, all students, other than secretarial and fashion merchandising majors, are required to take six semester hours of a general mathematics offering with business applications. For the students who have an adequate algebraic background, as determined by our self-constructed entrance exam, the requirement is met by taking Math 10 and Math 11. For the students with a weaker background, we have initiated a three semester (2 credits per semester) sequence, designated Math 5, 6, and 7, that we believe gives the student the essential background at a rate consistent with his abilities. This approach is particularly helpful to those who have been away from school for several years, allowing them time to readjust to academics. In addition to this basic six hour requirement, Statistics is required in all of the four-year programs with the exception of Business Education.

Elective courses for those interested in giving mathematics an emphasis in their business education and in preparing those so inclined for graduate business courses requiring more sophisticated mathematics, are Math 12 (Calculus), Math 13 (Logic) and Math 14 (Probability Models—computer oriented).

Math 5 Fundamentals A**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.

Math 6 Fundamentals B**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.

Prerequisite: Math 5

Math 7 Fundamentals C**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.

Prerequisite: Math 6

Math 8 Business Mathematics**2 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 mathematics techniques to enable the student to understand thoroughly basic topics in business.

Math 10-11 Modern Mathematics (2 semesters)**3 credits each semester**

This sequence is designed to give the student a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, and matrix theory are investigated.

Math 12 Advanced Mathematics A**3 credits**

This course will examine business functions which are non-linearly related. The fundamentals of differential and integral calculus are developed and applied.

Prerequisite: Math 7 or 11

Math 13 Advanced Mathematics B**3 credits**

This course emphasized the applications of quantitative techniques to business problems. Some of these techniques use logical relations, sets, probability theory, and expected value.

Prerequisite: Math 7 or 11

Math 14 Advanced Mathematics C**3 credits**

This course is designed to help students in developing probability models of business situations, a key to business problem solving with computers. The course will integrate computer work with class work.

Prerequisites: Math 7 or 11 and MIS 20

Math 18 Statistics**3 credits**

A fundamental course in the application of statistics including descriptive statistics, probability distributions, and hypothesis testing.

Math 19, 20 and 21 Selected Topics in Statistics**1 credit each**

This course is divided into three "mini-courses" each carrying one credit. Topics will vary from semester to semester but may include regression analysis, index numbers, secular trend, seasonal variation, and others.

Prerequisite: Math 18

Science

In the science area, we offer survey courses in the physical and biological sciences with the hope of showing the student how a scientist operates, what kinds of questions he tries to answer, and the impact that he has had and is having on our society. We are by no means attempting any in-depth scientific training, but trying to instill an appreciation of science.

In addition to these survey courses, anatomy/physiology is offered as a practical course for the medical secretary major.

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. The impact that these have had on our society is examined.

Science 11 Survey of the Biological Sciences**3 credits**

Consists of a study of selected topics within the biological sciences. Ecology in our modern society, as well as historical developments, are considered.

Science 17 Introduction to Anatomy and Physiology credits

3 credits

The course is intended to introduce the student to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions.

Physical Education

The goal of the Physical Education program is to develop in the student the basic physical and social qualities necessary in today's society. The program is optional, but with the current amount of leisure time that college students have, the program seeks to create an environment for them to have a balanced college life.

PE 1 Medical Self-Help

1 credit

Designed to prepare the student for emergency treatment of various athletic injuries.

PE 2 Coaching Team Sports

1 credit

The latest methods of coaching team sports with special emphasis on the planning and conducting of practice sessions.

PE 3 Physical Fitness

1 credit

Designed to develop proper attitudes and an awareness of physical fitness through participation in selected activities and periodic testing.

PE 4 Health Attitudes

1 credit

Emphasizes personal and community hygiene and will consider the principle problems and procedures concerned with the promotion of individual and community health.



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