



New
Hampshire
College

Fiftieth
Anniversary

Manchester/
Hooksett
New Hampshire

Catalogue
1982-83



ACCREDITATION

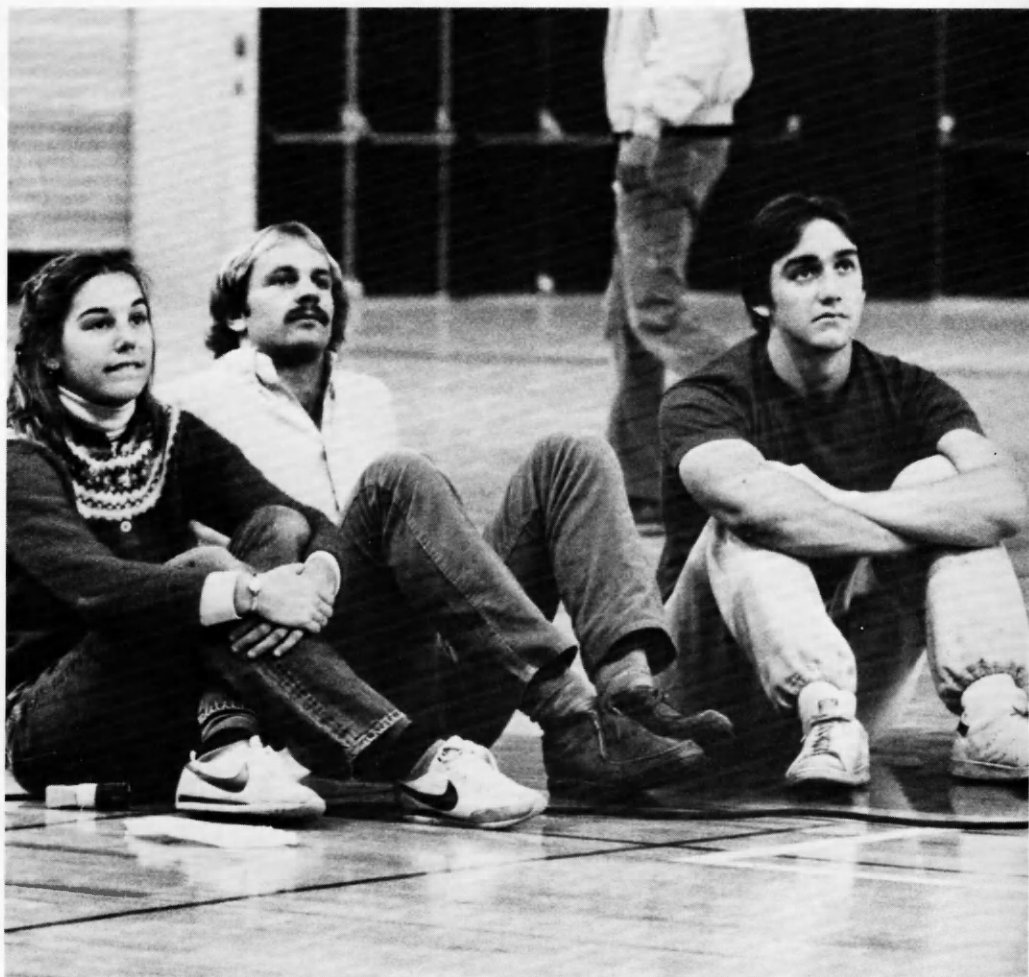
NEW HAMPSHIRE COLLEGE is accredited by:

- The New England Association of Schools and Colleges which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators.
- The Association of Independent Colleges and Schools as a Senior College of Business.
- The New Hampshire Postsecondary Education Commission.
- New Hampshire State Department of Education for Teacher Certification.

NEW HAMPSHIRE COLLEGE supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

NEW HAMPSHIRE COLLEGE is also:

- Approved for the education of veterans and the children of veterans.
- Approved for the rehabilitation training of handicapped students.
- Authorized under Federal Law to enroll nonimmigrant alien students.
- Listed in the Department of Education's Education Directory, Part 3, Higher Education.





NEW
HAMPSHIRE
COLLEGE
FIFTIETH
ANNIVERSARY

2500 River Road
Manchester, NH 03104-1394
Telephone: 603/668-2211

UNDERGRADUATE COLLEGE OF BUSINESS

- Associate in Science Degrees in Accounting, Management, Electronic Data Processing, Fashion Merchandising, Administrative Assistant/Word Processing Specialist, Executive Secretarial, Legal Secretarial and General Studies.
- Bachelor of Science Degrees in Accounting, Management, Marketing, Retailing, Economics/Finance, Hotel/Restaurant Management, Management Information Systems, Management Advisory Services, Business/Distributive Teacher Education, Office Administration and Techni-Business.

DEGREE PROGRAMS

GRADUATE SCHOOL OF BUSINESS

- MBA with concentrations in Accounting & Management
- Master of Science Degrees in Business Related Subjects

SCHOOL OF HUMAN SERVICES

- Associate in Science Degree in Human Services
- Baccalaureate Degree in Human Services
- Master of Human Services



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SUBJECT AND CONTACT

ACADEMICS

Undergraduate—Dean James L. Grace, Jr.
Graduate School of Business—Dean Jacqueline F. Mara

Human Services—Dean Ira Goldenberg
ADMINISTRATION, personnel, classified employment—Dean William Beane

ADMISSIONS, Undergraduate—Michael DeBlasi, Graduate School of Business—Dean Jacqueline Mara, Human Services—Dean Ira Goldenberg

BILLS, student accounts—Business Office
CONTINUING EDUCATION—Dean Ernest Greenberg or Director of the Center.

FINANCIAL AID, scholarships—Roger V. Michaud

GRADES, transcripts—Richard W. France, Office of the Registrar

NHC RESOURCE CENTER, non-credit, short-term training programs, seminars, in-house training programs—Dean Dave Halberstadt

HUMAN SERVICES, Institute and programs—Dean Ira Goldenberg

PUBLIC INFORMATION, News & sports information—John Clayton

STUDENT AFFAIRS, activities, health, residence life, athletics, career planning, academic advising, counseling, campus ministry—Dean George Larkin

MISSION

New Hampshire College is a private, non-profit, independent, pluralistic college which provides quality education within the framework of selected career oriented educational opportunities and professional development. As an institution, the College is committed to prepare its students to participate in a changing and increasingly more complex world of competing ideologies, varying community concerns, and changing business, social and personal needs.

While the College remains primarily a teaching institution, relevant research and public service activities shall play an increasingly strong role in its educational process.

New Hampshire College actively presents itself to its various communities so that they will use the appropriate available resources of the College.

The College shall realize a degree of controlled growth. The growth process,

however, shall recognize fully the need to continue the highest standards of program quality and the quality of student life. The College will look to individual benefactors, business, industry, government, and its own resources to achieve these goals.

HISTORY OF THE COLLEGE

New Hampshire College is a private, non-profit, accredited, 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 1960, 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. In August 1971, a new campus was opened replacing the previous downtown Manchester location. In September 1974, the College began a Master of Business Administration program.

In the Spring of 1981, the General Court of the State of New Hampshire authorized New Hampshire College to award the Master of Human Services Degree and the Master of Science Degree in Business Related Subjects and the College purchased a north campus, the former Mt. St. Mary College in Hooksett.

The dual-site main campus operation greatly enhanced the College's ability to address the needs of the community and New Hampshire College now has a day college enrollment of nearly 1700 students, 800 students in the Graduate School of Business, more than 500 students in the School of Human Services and nearly 3000 students in its continuing education programs.

LOCATION AND FACILITIES

New Hampshire College maintains a dual-site main campus in the Manchester/ Hooksett area of southern New Hampshire. Manchester, the Granite State's Queen City, has a population of 100,000, and is a growing educational, industrial and cultural center.

Four other colleges are located nearby. New Hampshire's outstanding recreational and historical sites are all close to the College. Boston, with its cultural advantages and activities, is just a one hour drive away. New interstate highways and frequent and convenient air and bus service link Manchester with the entire Northeast.

The south campus consisting of more than 200 wooded acres is located along the Merrimack River on the Manchester/ Hooksett line. It has twenty major buildings including residence halls, an administrative/ classroom building containing a modern computer center, a library resource center with TV studio, a student center with campus store and dining commons, and an athletic/recreational complex with two gymnasiums, competition size swimming pool

and hockey rink. There are also a number of athletic fields and lighted tennis courts.

The north campus is 4.7 miles from the south campus and completely integrated with it. Located along Route 3, the Daniel Webster Highway North, the north campus site features eleven buildings on more than 500 wooded acres. There are residence halls, faculty and administrative offices, classrooms, meeting and recreational facilities, dining facilities and three theaters with stages. The principal administrative offices of the Graduate School of Business and the School of Human Services are located on the north campus.

New Hampshire College's Continuing Education Centers are located in Manchester, Portsmouth, Salem, Nashua, Keene, Laconia and Concord, New Hampshire as well as in Brunswick and Winter Harbor, Maine and Roosevelt Roads and San Juan, Puerto Rico.

The School of Human Services operates in Hamden, Connecticut, and in New Hampshire's north country as well as on the main campus.

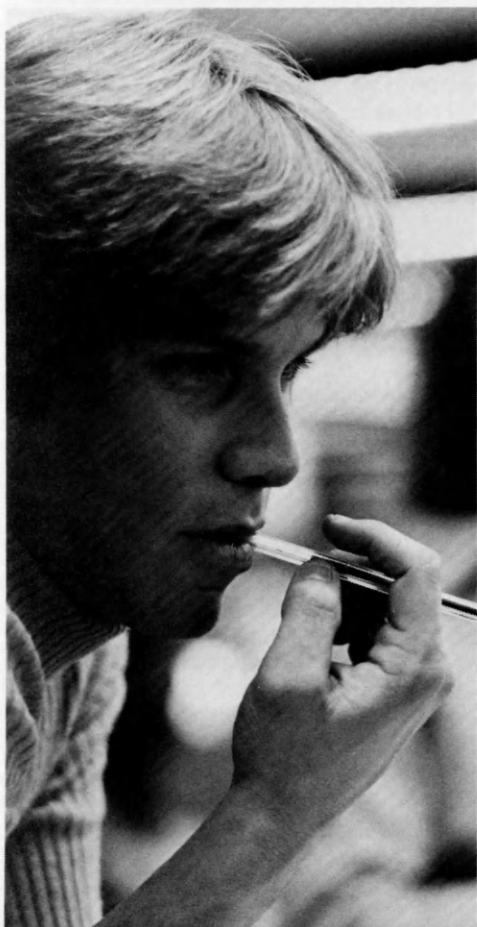


NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges in New Hampshire. New Hampshire College participates in the consortium's student exchange program, which permits students at any member college to enroll on a space available basis for one or more courses at any other member 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.

As a member of the consortium, New Hampshire College students also have access to the library collections of other member schools.



NHC IN ENGLAND

A valuable opportunity for student learning at New Hampshire College is its semester in England program. Students who possess a superior grade point average attend classes with British students as well as those from other nations. NHC students have the opportunity to compare business systems in other countries in an age of multinational corporations. There is usually time in students' schedules for travel throughout Great Britain and Europe.

NHC Students may take courses at two accredited British colleges, the Polytechnic of North London and Dorset Institute of Higher Education. The Academic Dean of New Hampshire College gives students an orientation on England. Advisors at each college help students select the right courses to satisfy their graduation requirements at New Hampshire College. The courses use the English system of evaluation requiring written papers rather than tests and quizzes. NHC credit is given for each course taken in England.

POLYTECHNIC OF NORTH LONDON

Students attending the Polytechnic of North London have an opportunity to spend the fall semester of the junior or senior year in a cosmopolitan world capital known for its many theaters, museums and other cultural opportunities. Students take a course on Contemporary Britain to help them appreciate their new cultural experience. The Polytechnic of North London, one of the largest Polytechnics in Great Britain, offers a wide range of courses in business, the humanities, social sciences and natural sciences. Besides receiving New Hampshire College credit for courses at the Polytechnic, students also receive any financial aid that they would have normally received had they spent the semester on the NHC campus. NHC students stay at the Y Hotel in central London. The Y Hotel includes an extensive athletic facility and offers many other services to resident students. Central London with its multiple cultural opportunities and the West End with its shopping and entertainment areas, are only minutes away from the Polytechnic. Students who have participated in past programs have returned from London with praise for the facilities and for the overall experience.

DORSET INSTITUTE OF HIGHER EDUCATION

Dorset Institute of Higher Education is located in Bournemouth in southern England. The Institute has a department of tourism, catering and hotel administration with an international reputation. It has associations not only with colleges in Europe, America and the Far East, but also with the British tourism industry. New Hampshire College students in the Hotel/Restaurant Management major will especially be interested in the opportunities provided by Dorset.

The area around Dorset combines the advantages of an urban complex with the attraction of being located by the sea. Bournemouth has long been a summer holiday area. In addition to recreational opportunities and the attractions of restaurants, pubs and theatres, there are a number of historical and literary sites in the surrounding county of Dorset.

RESERVE OFFICERS TRAINING CORPS PROGRAM

New Hampshire College has Army and Air Force ROTC programs in cooperation with the University of New Hampshire, and an Air Force ROTC program in cooperation with the University of Lowell. These programs lead to a commission as a Second Lieutenant. Students enrolled in an ROTC program may be enrolled in any curriculum which leads to a baccalaureate or higher degree.

Two- and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. Two-year ROTC programs are open to students who have two academic years of study remaining.

ROTC scholarships are offered on a competitive basis by both the Army and Air Force. Entering freshmen may compete for four-year scholarships during the last year of high school. Students who are enrolled in a four-year ROTC program and two-year program applicants compete for scholarships covering their remaining academic years. Scholarships pay full tuition, all mandatory fees and required textbooks for all

courses. In addition, all scholarship recipients receive a tax-free \$100 per month subsistence allowance. Non-scholarship students in the last two years of an ROTC program also receive the tax-free \$100 per month subsistence allowance.

NON-DISCRIMINATION POLICY - SEX

New Hampshire College, as required under Title IX of the Education Amendments of 1972 (Public Law 92-318), does not discriminate on the basis of sex in the educational programs or activities which it operates. The Compliance Officer under this law is Dr. Jacqueline Mara, Dean of Graduate School of Business, New Hampshire College, 2500 River Road, Manchester, NH, 03104-1394, Tel: (603)668-2211. Grievance procedures providing for the resolution of student and employee complaints are on file in Dr. Mara's office.

NON-DISCRIMINATION POLICY - HANDICAP

New Hampshire College does not discriminate on the basis of handicap in admission or access to, or treatment or employment in its programs and activities. The Compliance Officer under Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) is Dean James Reynolds, New Hampshire College, 2500 River Road, Manchester, NH, 03104-1394, Tel: (603)668-2211.

STUDENT AFFAIRS

STUDENT AFFAIRS PHILOSOPHY

The department of Student Affairs is committed to a developmental model of student growth. Since students are growing beings whose needs, objectives and goals vary individually, it is incumbent upon the College to assist each student with the maximum opportunity for growth within the mission of the College. It is a responsibility of the department to aid students in becoming whole and complex persons.

Areas of development about which the department is especially concerned include courtesy, respect for others, appropriate behavior, leadership, career planning, values, responsible drinking, academic achievement, critical thinking, good health, preventive medicine, competitive sports, lifetime recreation, the ability to deal with anxiety, and social and cultural awareness.

ORIENTATION

During the summer prior to admission all freshmen are required to attend a two-day orientation program which introduces them to the academic and social life of the College. During this period students have the assistance of the Student Affairs Department, members of the faculty and administration, and upperclassmen to guide them through registration, course selection, placement examinations, and social activities.

Students transferring from other institutions may participate in the freshmen orientation program or choose to meet with a member of the college staff on an individual basis.

STUDENT AFFAIRS DEPARTMENT

The Student Affairs Department seeks to assist all students at New Hampshire College in solving both academic and nonacademic problems. Its programs are geared towards a successful experience for each student. The Student Affairs Department includes athletic facilities management, health services, residence life, intercollegiate athletics, recreational and intramural sports, academic advising, career planning and placement, counseling, and student activities. Other services include an active resident assistant program and student-to-student counselors.

ATHLETICS

New Hampshire College supports an active athletic program as an integral part of the education process. Both intercollegiate and intramural competition is offered to men and women of the College community. On the intercollegiate level, men's teams are fielded in baseball, basketball, ice hockey, lacrosse, soccer, and tennis. Women's team offerings are basketball, field hockey, softball, tennis, and volleyball. The Athletic Department also sponsors the cheerleading squad and the NHC pep band. New Hampshire College is a member of the National Collegiate Athletic Association, the Association for Intercollegiate Athletics for Women, the Eastern College Athletic Conference, the New England College Athletic Conference and the Eastern Association for Intercollegiate Athletics for Women.

The College sponsors a varied intramural program aimed at active student

involvement in sports. Men's intramural sports are flag football, basketball, water basketball, ice hockey, broom hockey, and racquetball. Women's intramurals are indoor soccer, basketball, water basketball, racquetball, and broom hockey. Tennis, volleyball, water polo, and racquetball are coeducational intramural offerings.

Recreational courses available at New Hampshire College include ballet/jazz dance, aerobics, martial arts, yoga, scuba diving, snorkeling, figure skating, power skating, swimming, and senior lifesaving. The College also sponsors recreational activities including weight-lifting, cross-country skiing, snowshoeing, cross-country running, and swimming meets.



ATHLETIC FACILITIES

The College has two gymnasiums (one has a wooden floor with a seating capacity of 2,500; one has a synthetic surface with a seating capacity of 1,000 and a stage to accommodate a variety of college activities), a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a weight room equipped with a Universal Gym system, a mirrored exercise/dance room, a training room, an equipment room, an Outing Club room, several locker rooms, team rooms and meeting rooms. Outdoor athletic facilities include a 200' x 85' lighted, artificially-refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields. In addition, cross-country ski trails and nature trails are cut throughout the south and north campuses.

CAREER PLANNING, ACADEMIC ADVISING AND COUNSELING

The Career Planning, Academic Advising, Counseling Center (CPAC) represents a merger of three professional units of Student Affairs—academic advising, counseling services, and career planning and placement. While the curriculum of the College addresses cognitive and technical needs, it does not engage other patterns of human growth. The role of this office is to address such areas of personal change left unserved by the standard curriculum or not accomplished by students at the appropriate point.

Group workshops are used to improve decision-making skills, to expand career awareness, to gain comfort with one's sexual identity, to become more tolerant, to improve study skills, to become less anxious or to improve or acquire an appropriate skill, attitude or understanding. Specific target groups and areas of concern are discovered by student response to survey and needs analyses, by informal communication with students and from the reading and experience of the staff.

Individual students with special needs are sought out by the staff and encouraged to join a program, or are assisted individually. The staff anticipates the concerns of students and uses promotions and other public relations practices to bring students into its programs. The staff meets students in their territory and works cooperatively with faculty to gain and maintain their support.

ACADEMIC ADVISING

Academic advising programs are aimed at fostering intellectual growth, decision-making, major selection and management of the academic system. These include individual and group sessions on study skills, tutoring, program coordination of some students with basic skill needs, workshops on major selection or decision-making.

COUNSELING

The primary aims of the counseling program are to assist the student(s) in exploring a problem or concern and working on alternative resolutions. Individual and group sessions are available.

CAREER PLANNING AND PLACEMENT

Placement activities include traditional job-seeking assistance. Programs aimed at expanding career awareness, clarifying values, understanding career objectives as related to personal goals and lifestyles, challenging students' perceptions of career and major choices and improving decision-making are offered.

Professional staff members are responsible for planning programs, promoting them among students and staff, earning the support and cooperation of the staff, communicating with relevant external constituencies, engaging in appropriate institutional research, and meeting with individual students.

The College does not guarantee employment to its graduates, but the chances for employment are enhanced if they have begun career planning early in their undergraduate days.

STUDENT COUNSELORS

An important segment of CPAC is the use of student counselors. These upperclassmen work with incoming students and with those on scholastic warning on the improvement of their study habits and attitudes. As a result of these meetings, the student counselors often become involved in other issues and become a significant adjunct to the professional staff.



HOUSING

College housing is available both on the south and north campuses. On the south campus, facilities include dormitories, townhouses, and apartments. Dormitories consist of mainly double rooms in suite arrangements with capacities of 12-24 students. Students in dormitories share common bath and lounge facilities. Townhouses consist of four-person, two level living accommodations. On the first level there is a living room and kitchen; above are bedrooms and a bath. Apartments consist of four-person and six-person accommodations; students share a common kitchen, living room and bath.

All dormitory rooms are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living room and kitchen furniture, as well as stove, refrigerator and garbage disposals. Students must provide their own pots, pans, and glasses; the College provides plates, cereal and dessert dishes, cups and saucers, knives, forks and spoons. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to dormitories.

Housing at the north campus consists of dormitory accommodations. Students reside in single, double, triple and quad rooms that are furnished with desk, chair, bed and dresser per student. The residents share common lounge and bath facilities.

Being admitted to the College is not a guarantee that you will be offered housing. Also, when the College offers housing to a student, it does so for one academic year, not until the student graduates. However, all students, with the exception of those who reside with relatives, are required to live in College housing as long as accommodations are available.

All freshmen resident students are required to take meals in the campus dining halls. Any other students living in dormitories are also required to take meals in the campus dining halls.

Any questions relating to the residence program should be directed to the Director of Residence Life.

RESIDENT ASSISTANTS

Adjusting to college living is not always an easy experience. Realizing this, the College has staffed its living centers with Resident Assistants. They are upperclass students who are selected and trained to be of assistance to resident students. Their responsibility is to promote the wellbeing of students by providing a positive living experience. They do this by advising, counseling, referrals, and assisting in any other way they may help students. Students are encouraged to acquaint themselves with their Resident Assistants and to ask them any questions they may have. Questions concerning the Resident Assistant programs should be directed to the Director of Residence Life.

HEALTH CENTER

During the academic year, the south campus Health Center is open 8AM-5PM, Monday through Friday. Office hours are scheduled at the north campus as determined by student needs. The staff includes a Nurse Practitioner, a Registered Nurse, and a Licensed Practical Nurse. The College physician is available by appointment.

Outpatient services available to students include treatment of common and acute health problems, diet counseling, pregnancy counseling, first-aid treatment, as well as management of common controlled chronic problems. Students may stay at the Health Center, on the south campus, for limited nursing care and if further care is needed, they may be admitted to a local hospital under the physician's recommendation.

STUDENT ACTIVITIES

- Student programs from Bach to Rock
- Fraternities and sororities
- Special interest clubs
- Religious organizations
- Humanities series
- Film series
- Video series
- Arts and crafts
- Entertainment series
- Trip series
- Pub series

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Student government at the College is the responsibility of the Student Government Association (SGA) which is comprised of elected congressmen. 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 interest of all students.

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

STUDENT PUBLICATIONS

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

The Observer is a bi-weekly student newspaper, published entirely by the students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising salespeople on campus.

The New Hampshire College Yearbook is published annually through the efforts of the student body. It serves to chronicle the college years as a remembrance for all students.

CHEERLEADERS

In September tryouts for the Varsity Cheerleading Squad are open to all 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 lifelong 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 sorority; Phi Omega Psi sorority; Kappa Sigma fraternity, Lambda-Mu Chapter; and Alpha Phi Omega, Omega Nu Chapter; and Alpha Phi sorority.

SPECIAL INTEREST FRATERNITIES

New Hampshire College has chapters of various special interest and honorary fraternities. The College honor society is Delta Mu Delta, the National Academic Honor Fraternity. NHC also has the Omega Nu Chapter of Alpha Phi Omega, a co-ed service fraternity. Pi Omega Pi, the National Business Education Honorary Fraternity also has a chapter on the New Hampshire College campus.

THE INTERFRATERNAL COUNCIL

I.F.C. is a coordinating board for the fraternal system at New Hampshire College. 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, and to participate with all other faiths on campus in ecumenical activity through the presentation of lectures, films, and other programs.



FUTURE SECRETARIES ASSOCIATION

The objectives of the F.S.A. 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 2.00 average.

The F.S.A. is sponsored by the Profile Chapter of the National Secretaries Association (International).

BOWLING LEAGUE

Candlepin bowling is offered during the week through the school year. Participants compete for both team and individual trophies.

CHESS CLUB

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



SPECIAL EVENTS COMMITTEE

This group plans and facilitates the Fall, Winter, and Spring Weekend festivals and concerts. These weekends are the blockbuster events of every semester. Careful planning and hard work by the members have delighted students with a multitude of varied, large scale productions and events. Membership is open to all.

MARKETING CLUB

The New Hampshire College Collegiate Chapter is an affiliate of the American Marketing Association. One of its many purposes is to encourage and uphold sound, honest practices, and to keep marketing work on a high ethical plane.

HUMANITIES COMMITTEE

The Humanities Committee is sponsored by the College. The purpose of the Committee is to introduce educational and cultural speakers, films, and programs to the student body and the community.

Membership is open to all members of the College.



DRAMA CLUB

The Drama Club gives students who are interested in drama, either for viewing or participating, an opportunity to be part of this art form. Throughout the year the club presents one-act plays, full-length productions, and musicals, sometimes in the form of dinner/theatre. Various trips are also planned to see professional productions in Boston and New York City.

R.A.P. (RESPECT-AWARENESS-PRIDE)

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

ARTS AND CRAFTS

The College houses a multi-purpose arts and crafts facility, the Hobby Shop, which allows for the full expression of one's related artistic endeavors.

WNHC RADIO STATION

WNHC, 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.

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 discussion on current problems facing the Jewish people.

ORGANIZATION OF INTERNATIONAL STUDENTS (O.I.S.)

This organization brings together the special needs of international exchange students within our campus community. They host numerous activities, among which are international discussion groups, parties, and food-cultural festivals.

OUTING CLUB

The Outing Club is one of our fastest growing organizations. They promote many trips and functions such as canoeing, mountain climbing, camping, skiing, and an entire array of nature-oriented activities.

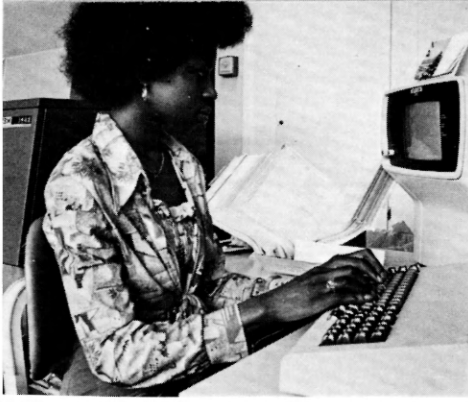
COFFEE HOUSE COMMITTEE

This group, open to all students, hosts a varied series of night club-cabaret functions. They promote excellent music, comedy, magic, and numerous other types of entertainment in a mature, comfortable, and varied setting.

The College also has nineteen other multi-interest groups open to all. In addition, the College hosts numerous academically affiliated clubs.



ACADEMIC INFORMATION



ACADEMIC SUPPORT SERVICES

While the academic aspects of a college career usually center around the classroom, other services, programs, and facilities add to the learning situation.

HARRY A.B. AND GERTRUDE C. SHAPIRO LIBRARY

The Shapiro Library, located near the center of the south campus, serves as an information resource center for the students, faculty and staff of New Hampshire College. The constantly expanding collection contains approximately 63,000 volumes, 4,000 reels of periodicals and newspapers on microfilm and 50,000 company financial and annual reports on microfiche. The library receives approximately 900 magazines and journals and subscribes to various business, computer, tax and financial services. Collection development is aimed at meeting the research needs of undergraduate and graduate level business and human services students. Several conference rooms are available for group study and projects. Librarians provide research assistance and instruction in the use of library resources.

The library features an art gallery which offers exhibits of New Hampshire artists. A separate, but functionally integrated wing of the library contains the Audio Visual Center and a 150 seat studio. The center includes a listening room where its library of records, cassettes, and film and video programs can be reviewed by faculty and students. A wide range of A-V equipment is circulated from the center for classroom instruction. Original transparencies and slide and video programs are produced by faculty and students with assistance from audio visual personnel. The studio is the broadcast point for Channel 13, the College's closed circuit television system.

THE LEARNING CENTER

The Learning Center is designed to provide a variety of academic support services to all students enrolled at the College. These services are intended to assist students who may encounter difficulties in some aspects of their studies. The services in the Learning Center consist of the following:

THE READING AND COMMUNICATIONS CENTER

The College maintains a Reading and Communications Center staffed by faculty members plus additional tutoring assistance as needed. Programs are available to all students desiring to improve reading skills such as reading comprehension and retention, critical reading, speed reading, and vocabulary building. Students who encounter difficulty with texts or other books are encouraged to obtain individual aid. Students for whom English is a second language are offered intensive instruction. The Reading Center houses a collection of paperback books and instructional texts for loan as well as E.C.L. Controller Reading machines and Tachistoscope for use in the improvement of reading ability.

PERSONALIZED ACADEMIC SERVICES FOR STUDENTS

The Personalized Academic Services for Students (PASS) program is a program of individual academic assistance available to students who may encounter academic difficulty during their first two years of college. The program provides a variety of services all designed to assist students to survive their initial entry into college and at the same time acquire academic skills which eventually will allow them to function successfully and independently in all academic areas. Services offered include study skills, tutoring, remedial instruction in math, reading and writing; personal counseling and academic advising. Enrollment and participation in the program is voluntary. Invitation to participate is usually extended to a select number of students shortly after they have been accepted at New Hampshire College.

SUBJECT TUTORING LABS

Tutoring on a small group and one-to-one basis is available in most subject areas. Anyone encountering difficulty with any subject is encouraged to seek tutorial assistance from the Learning Center. Tutors, for the most part, consist of upperclassmen who have demonstrated skill in the particular subject and who have been trained by Learning Center staff.

The Learning Center is also ready to assist students to diagnose academic difficulties. Any student encountering academic difficulty and wishing to understand the cause of that difficulty is encouraged to visit the center. If the needed service is not available in the center, a referral by the center's staff will be made to the appropriate source of help.

COMPUTER CENTER

The New Hampshire College Computer Center is an academically oriented, primarily student-operated area. The College's new computer system is an IBM 4341, two mega memory size, with batch, on-line and interactive capabilities. McGill University System for Interactive Computing (MUSIC) will allow students interactive or batch academic uses in languages such as BASIC, COBOL, FORTRAN and others, as well as statistical, word processing and other applications. Other languages and design usages will be available through the computer's CMS, DOS/VSE capabilities.

INTERNSHIP

Recognizing that learning and education do not take place in the classroom alone, the Internship Program at New Hampshire College incorporates what the student learns in the classroom with practical work experience. Through participation in this program, students may work in the business community and receive credit for the experience. They are also provided with a short term income.

DOMESTIC INTERNSHIPS

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive from three to 12 credits for a work place learning experience. Participants must be in good academic standing, and receive approval from the Department Chairman and the Director of Cooperative Education before acceptance into the program. All candidates are also interviewed and screened by the prospective employer who makes the actual selection of the intern. The College maintains a working relationship with current and potential intern employers, both within New Hampshire and throughout the United States. Students are also encouraged to develop business contacts that will

assist them and the College in developing new work stations.

As with regular classroom credits, students will be assessed the standard tuition charge for credits received during internships.

FOREIGN INTERNSHIPS

There are two foreign internship options at New Hampshire College.

1. The first offers students in all management disciplines the opportunity to spend either a full semester of the summer term working for 12 credits in Canada. Internships in England are also available for management majors from January to September (12 credits). Under this option, students in any major may elect a full-time internship in Canada or England during the summer term (12 credits).
2. The second option is for students pursuing marketing, retailing or fashion merchandising programs of study. They have the opportunity to participate in a six-week, three-credit, summer internship program. Coordinated by New Hampshire College and used by two and four year colleges throughout the country, the goal of this program is to bring the real world of international distribution to American students. Limited work stations exist in Germany, France and Denmark.

NHC RESOURCE CENTER

The NHC Resource Center has been established to assist the College in relating to the needs of its community in a period of rapid change. Its programs are composed of seminars, conferences, and short, non-credit courses designed to service specific needs. Working closely with local businesses, trade associations, and professional societies, as well as government agencies and community organizations, the NHC Resource Center offers meaningful training experiences at the College's modern facilities or at client locations. Supplementing the New Hampshire College faculty with state-of-the-art business and government practitioners, the NHC Resource Center provides timely training that meets the unique needs of our community.

UPSTART

Upstart is a nine month, college credit, certificate program designed to provide low-income men and women with the necessary skills to enter the job market. Students complete courses in secretarial skills, office occupations and business related areas to prepare themselves for the business world.

PROJECT AHEAD

Project Ahead is a cooperative plan designed to help active duty personnel of the U.S. Armed Forces work toward a college degree. To qualify as a Project Ahead student, an applicant must qualify for military service and meet the requirements for admission to New Hampshire College. If qualified, the College staff will counsel a Project Ahead student prior to the start of active duty and will maintain an academic file on him/her. While in the service, a Project Ahead student can take courses at any approved college providing that the course is first approved by New Hampshire College. After discharge, the veteran may continue studies at New Hampshire College or may have a transcript sent to any other college.

CONTINUING EDUCATION

The Office of Continuing Education is responsible for the activities and undergraduate programs of the Summer School, the Evening Division, and Off-Campus Education Centers.

The Summer School and the Saturday program are the only daytime programs offered through Continuing Education. They are offered only at the Manchester campus.

All other Continuing Education programs are offered in the evening throughout the year. 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 chairmen in their specialties.

A listing of the centers with majors offered at the various locations follows. Inquiries can be directed to any one of the centers listed or to the Associate Dean for Continuing Education at the Manchester, New Hampshire campus.

OFF-CAMPUS PROGRAMS

In order for a day student to take a course which is part of the evening or off-campus programs, permission must be received from the Academic Dean's Office. Credit will not be given for any courses taken without permission. Off-campus programs are offered at the Brunswick Naval Air Station, Brunswick, ME; Salem High School, Salem, NH; Concord, NH; Nashua, NH; Portsmouth High School, Portsmouth, NH; Laconia High School, Laconia, NH; Winter Harbor, ME, and at San Juan and Roosevelt Roads, Puerto Rico. Day students must notify the Registrar's Office of any evening courses taken, on or off campus.

CONTINUING EDUCATION CENTERS:

NHC - Portsmouth Center

10 Vaughn Street

Portsmouth, NH 03801

(603) 436-2831 or 436-2840

- General Management - AS and BS
- Accounting - AS and BS
- Techni-Business - BS
- Marketing - BS
- Graduate Program - Master of Business Administration

NHC - Salem Center

151 Main Street

Salem, NH 03079

(603) 893-3598 or 893-9600

- General Management - AS and BS
- Accounting - AS and BS
- Marketing - BS
- MIS - BS
- Techni-Business - BS
- Graduate Program - Master of Business Administration

NHC - Manchester Center

2500 River Road

Manchester, NH 03104-1394

(603) 668-2211

- Marketing - BS
- General Management - AS and BS
- Accounting - AS and BS
- EDP - AS
- MAS - BS
- MIS - BS
- Techni-Business - BS
- Economics/Finance - BS
- Graduate Program - Master of Business Administration

NHC - Nashua Center

7½ Harris Road

Nashua, NH 03060

(603) 888-0342

- General Management - AS and BS
- Graduate Program - Master of Business Administration

NHC - Brunswick Center

Box 4

NAS Brunswick, ME 04011

(207) 725-6486

- General Management - AS and BS
- General Studies - AS
- Marketing - BS
- Techni-Business - BS
- Graduate Program - Master of Business Administration

NHC - Winter Harbor Center

N.S.G.A.

Winter Harbor, ME 04693

(207) 725-6486

- General Management - AS and BS
- General Studies - AS

NHC - Laconia Center

345 Union Avenue

Laconia, NH 03246

(603) 524-3527 or 524-3554

- General Management - AS and BS
- Techni-Business - BS

NHC - San Juan Center

PO Box 1368

Hato Rey, Puerto Rico 00919

1-809-763-7655

- General Management - BS

NHC - Roosevelt Roads Center

PO Box 602, U.S. Naval Station

Ceiba, Puerto Rico 00635

1-809-863-2000 Ext. 5598

- General Management - AS and BS
- Graduate Program - Master of Business Administration

NHC - Concord Center

Bishop Brady High School

25 Columbus Avenue

Concord, NH 03301

(603) 224-8640 or 224-8430

- General Management - AS and BS
- Techni-Business - BS
- Graduate Program - Master of Business Administration

ACADEMIC STANDARDS AND REGULATIONS

ATTENDANCE

The major responsibility for education belongs to the student. An assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule in such a way that conflicting employment or personal activities are held to a minimum.

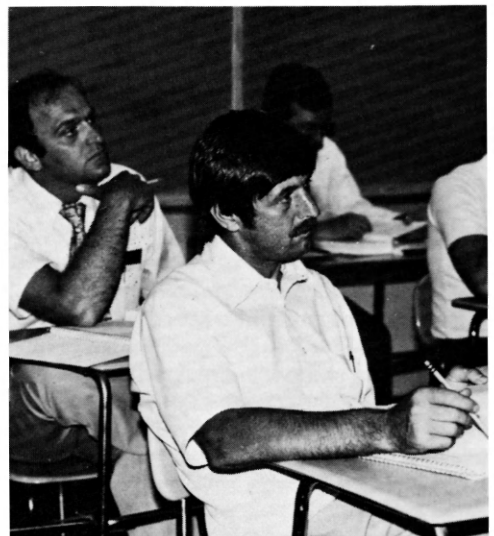
Attendance is required in all courses. Excessive absences may result in failure or dismissal. More than three absences may be considered as excessive. Attendance is especially required in all freshman-level courses.

Each student is responsible for all assignments and class work regardless of attendance requirements. Faculty office hours have been established to provide extra class assistance for students. These faculty office hours are not intended to make up missed class time.

PREREGISTRATION PROCEDURE

Students are to report on the scheduled date and at the scheduled time for preregistration for classes.

If a student wishes to take more than 19 credit hours per semester (credit overload), he must have the permission of the Academic Dean. The student will be required to pay \$160 per credit for each credit taken over 19 credits.



WITHDRAWAL FROM CLASS

If the class withdrawal occurs within the first eight weeks of a term, the course grade is to be a W. If the withdrawal occurs after the eighth week, the grade is to be WP or WF.

Upon withdrawal, a student has the right to ask permission of the instructor to audit the class.

After the tenth week of the semester, a student may not withdraw from a class; this prohibition includes not withdrawing for the purpose of auditing the course.

An instructor, however, may withdraw a student from a class at any time, including after the tenth week of a term, providing that the notice of withdrawal is in writing and signed by the instructor.

Withdrawal forms are to be obtained from the office of the Registrar and must be completed by the student, signed by the instructor, and returned to the Registrar's Office. Upon withdrawal a student has the right to ask permission of the instructor to audit the class.

ADD AND DROP

Beginning on the fourth school day, a student may add or drop classes from his schedule during the next seven school days.

To do so, the student must obtain permission on an add/drop form obtained at the Registrar's Office. Permission will be indicated by the signatures of all of the instructors involved. The add and/or drop is not complete or official until the signed add/drop form is received by the Registrar's Office.

A student's non-attendance in a class does not constitute a drop or a withdrawal. An instructor, however, may drop a student because of excessive cuts or non-attendance. Also, without giving notice to the student, an instructor may drop a student who misses the first two sessions of the instructor's class. The Registrar's Office is to be notified of any student dropped by an instructor and in turn it will notify the student.

Unless a student is dropped by an instructor or officially drops or officially withdraws from a class, he must receive a grade, and non-attendance will usually result in a failing grade.

WITHDRAWAL FROM THE COLLEGE

A student may withdraw from the College by obtaining a withdrawal form from the Dean of Student Affairs and obtaining all necessary signatures. Failure to file a withdrawal form with the dean will result in the automatic recording of F grades in all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received.

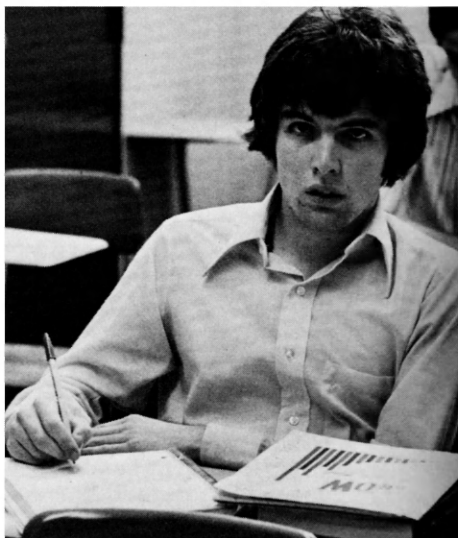
Refunds are determined by the date of completion and return of the withdrawal form.

Activity cards must be returned when withdrawing from the College.

PRIVACY OF STUDENT RECORDS

The policy and procedures concerning the privacy of student records maintained by New Hampshire College are in large measure governed by the Federal Family Education Rights and Privacy Act.

Except in the few instances stated in the College's policy, no one will have access to a student's record without the written consent of the student concerned. One exception provides that parents have a right to view and have copies of materials in their child's education record without their child's consent, providing the child is dependent upon the parents for federal income tax purposes.



GRADING SYSTEM

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

Grade		QP
A		4.00
A-	Excellent	3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Passing	1.00
E	Administrative Failure	0
F	Fail	0
IF	Incomplete/Fail	0
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
CR	Credit	
AU	Audit	
W	Withdrew	
WP	Withdrew Passing	
WF	Withdrew Failing	
T	Transfer Credit	
N	No grade received from instructor	

The grade point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the credit hours (Cr.) An example of a student's grades and grade point average is as follows:

Accounting 1	
3 Credits x A (4) = 12 QP	
English 10	
3 Credits x B (3) = 9 QP	
MA 10	
3 Credits x C (2) = 6 QP	
MIS 20	
3 Credits x D (1) = 3 QP	
History 9	
3 Credits x F (0) = 0 QP	
15 Credits	30 QP
30 QP DIVIDED BY 15 CR = 2	
GRADE POINT AVERAGE IS 2.00	

POSTING OF GRADES

Students have the privilege of receiving their grade average prior to final exams and of discussing this grade average with the instructor. In order to do this a student must make the request for an appointment with the instructor at least two weeks prior to the first day of final exams. All teachers will post, by student I.D. number, the grade of final exams outside his/her office.

INCOMPLETES

Faculty members may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an F, if work is not completed.

REPEATING COURSES

A student may repeat any course once for credit. A student who fails a course will want to or need to repeat the same course. In such an instance the first course grade will not be computed into the total grade point average (GPA); instead, the second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade. While the first course grade will not be computed into the total GPA, it will continue to appear on the student's transcript. To repeat a course, a student must obtain a permission form from the Registrar's Office. Students taking a course for the first time will be given priority in registration, however.

ACADEMIC REVIEW

At the end of each semester, and at any other time, the records of all students may be reviewed by the Committee on Scholastic Standing. A student in good standing is defined by NHC as a student who has a total grade point average of 2.00 or better, or as a student who has been approved for matriculation by the Scholastic Standing Committee.

Any student whose total grade point average (GPA) is less than 2.00 is subject to action by the Committee. Also, any student who earns less than a 2.00 academic average in two consecutive terms or who receives three or more F grades in any one term is subject to action by the Committee even though his or her total GPA may be satisfactory. Among the Committee's action may be scholastic warning, dismissal or other academic restrictions.

The offices of the Academic Dean and the Dean of Student Affairs will be responsible for working with students in academic difficulty.

Courses taken at other colleges during the period in which a student is academically dismissed will normally not be considered for transfer, if a student is later readmitted. Questions concerning this regulation should be referred to the Registrar.

SATISFACTORY PROGRESS

A student will be deemed to be making satisfactory progress by specific action of the Scholastic Standing Committee or when he/she is on schedule to complete a baccalaureate degree program within four years if pursuing full time studies, within six years on a $\frac{3}{4}$ time basis or within eight years if attending on a half time basis.

ACADEMIC RENEWAL

A New Hampshire College student who changes major, withdraws and returns, or in some other way changes academic attitude or ability, may apply for academic renewal. This allows the student to be considered as a student transferring from another institution. The following restrictions are imposed:

- It must be approved by the Committee on Scholastic Standing.
- It may be granted only once to a student.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.
- A minimum of 33 credits must be completed at New Hampshire College after renewal is granted. All academic regulations are the same as those for transfer students.

DISMISSAL

New Hampshire College reserves the right to dismiss any student, following due process procedures, whose presence is deemed detrimental to the best interest of the College.

READMISSION

A student who is dismissed from New Hampshire College for academic causes may petition the Committee on Scholastic Standing for permission to be readmitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters. The College has no leave of absence policy. If a student wishes to leave the College and return at a later date, he/she must go through the withdrawal procedures; to return to NHC, he/she must submit an application for readmission to the Admissions Office.

TRANSFER CREDITS

Students who wish to take courses at other colleges and transfer the credits to New Hampshire College, must receive approval from the Registrar. It will be necessary to furnish descriptions of the courses and to present an official transcript of the grades received.

STUDENT EXCHANGE COURSES

New Hampshire College students are eligible to take courses at NHCUC member institutions during the regular academic year. Courses must be approved by the Registrar and are subject to a space-available basis. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts and grades are computed into the NHC average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Franklin Pierce College, Keene State College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire, Daniel Webster College, and Merrimack Valley College.

AMENDMENT OF DEGREE REQUIREMENTS

The courses required in a specific degree program are listed on each student's worksheet. Any change in course requirements (program change) must be approved by the student's Department Chairman and by the Academic Dean. A form for this purpose can be obtained from the Registrar's Office. The completed and approved form must be received by the Registrar's Office before the change will become effective.

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 a specific program of study in order to receive a degree.

RESIDENCY REQUIREMENTS

To graduate from New Hampshire College, students must complete 33 credits in residence at New Hampshire College. Students who expect to graduate from the College with a Bachelor of Science degree must include in their 33 residence credits 12 credits from their major field. Students who expect to earn an Associate Degree at New Hampshire College must include in their 33 residence credits nine credits from their major field. Their 33 residence credits cannot be used simultaneously to satisfy the requirements of more than one program. It is not permissible, therefore, for a student to receive two degrees from New Hampshire College at the same time.

If a holder or a prospective holder of a New Hampshire College degree wants another degree from New Hampshire College, he or she must complete an additional 33 credits in residence at the college following completion of the original degree requirements.

GRADUATION REQUIREMENTS

1. A student is awarded a degree for successful completion of the program in which he is enrolled.
2. Students must file petitions for graduation the semester before graduation. Those who are graduating in May must file by March 1; those completing in September must file by March 15, and those who will complete their courses in December must file by May 15. This form must be accompanied by the \$50 graduation fee. Forms may be obtained from the Registrar's Office and must be returned as follows:

MBA	- Graduate School of Business Office
Continuing Education	- Continuing Education Office
Day	- Registrar's Office
Human Services	- Human Services Office

All degree requirements are to be completed by graduation day.

3. A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to the Registrar.
4. All obligations to the College, such as library fines, tuition, dues and fees, must be met; all athletic equipment must be returned.
5. All students are expected to attend the graduation ceremonies.

TRANSCRIPT REQUEST

Policies and procedures concerning request for transcripts are in large part designed to comply with the provisions of the Federal Education Rights and Privacy Act. Except as provided by that Act, and in instances where a student consents to release his transcript to another party, the Registrar's Office will not furnish a transcript to any person other than to the person identified by name on the transcript. The Act provides that parents of a student may receive their son's/daughter's transcript if the son/daughter is dependent upon his/her parents for federal income tax purposes. A request for a transcript must be made in writing and must include the student's signature (or parent's, where applicable).

No transcript will be furnished a student or former student whose financial obligations to the College have not been satisfied.

TRANSCRIPT COST

Active students other than BS seniors and AS sophomores are required to pay \$1.00 for each transcript. The Registrar's Office will provide senior BS and sophomore AS students up to six transcripts at any one time without cost.

Graduates may receive their transcript (up to six copies at any one time) without cost for one year after graduating from the College; thereafter, a graduate's cost per transcript is \$1.00. There is always a charge of \$1.00 per transcript for former students who did not graduate.

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 3.50 for the semester are named to the President's List, the highest academic honor at the College. Students who have earned a minimum grade point average of 3.00 but less than 3.50 for the semester are named to the Dean's List.

DELTA MU DELTA

The New Hampshire College Honor Society is the Gamma Nu Chapter of Delta Mu Delta, a national honorary society in business administration. The purpose of the society is to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects. Student membership must be selected from the top twenty percent of their total class in cumulative grades. Membership is restricted to business or commerce students of good character, day or evening division, who are candidates for the baccalaureate degree, who have completed at least one half of the work required, and who have achieved an average qualitative grade record of 3.2.

NBEA AWARD OF MERIT

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business education. This award may not be presented annually, but at the discretion of the Business Education Department.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Each year a number of students in the Sophomore, Junior and Senior class and students in the graduate program are elected to be listed in the publication of Who's Who Among Students in American Universities and Colleges. This is an honor accorded students in good scholastic standing who have contributed particularly to the College's extra-curricular life. The Selection Committee is chaired by the Assistant Director of Residence Life.

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.

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 completed a minimum two years residency requirement, including completion of 63 credit hours in a Bachelor of Science program, and who have met the following standards:

Students who have earned a minimum grade point average of: **3.80** Bachelor of Science summa cum laude; **3.50** Bachelor of Science magna cum laude; **3.00** 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 of 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: **3.80** Associate in Science with highest honors; **3.50** Associate in Science with high honors; **3.00** 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 grade point average of 3.50 and must be eligible for graduation with distinction.



New
Hampshire
College

Graduate
School of
Business

GRADUATE SCHOOL
OF BUSINESS



GRADUATE SCHOOL OF BUSINESS

HISTORY AND ACCREDITATION

New Hampshire College is a private, non-profit coeducational institution in Manchester, New Hampshire. The College was founded in 1932 as the New Hampshire School of Accounting and Secretarial Science by the late H.A.B. Shapiro. In 1961, it was incorporated as the New Hampshire College of Accounting and Commerce, and two years later was chartered by the State of New Hampshire as a degree-granting institution of higher learning. Associate degrees were initially conferred in the same year, and the first baccalaureate degrees were awarded in 1966. On September 1, 1968, the College became a non-profit institution, shortly thereafter electing its first Board of Trustees, and on September 19, 1969, the name was officially shortened to New Hampshire College. Since that time, the charter has been amended to permit the awarding of the degrees of Master of Business Administration, Master of Science, and Master of Human Services.

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

New Hampshire College is accredited by the New England Association of Schools and Colleges, Inc., and is listed in the Department of Health, Education and Welfare Directory, Part 3: Higher Education.

OBJECTIVES

New Hampshire College defines its mission as that of career education of men and women, preparing them for careers in business management and related areas, such as accounting and information systems. On this basis, the Graduate School of Business has been designed to accomplish the following objectives:

- To provide individuals with advanced academic work in the field of business and management education.
- To provide individuals with a graduate program that is oriented toward a pragmatic study of business and management education.
- To provide individuals with a program that will prepare them for management positions in profit and non-profit institutional units in society.
- To provide individuals with an opportunity to develop a capacity for self-directed study and professional growth.
- To provide individuals with a program that has, as its core, a broad-base exposure to the general concepts of management and allows for specialization in an area of interest.
- To provide individuals employed full-time who have an undergraduate degree in business an opportunity to secure graduate business education on a part-time basis in the evening.

ADMINISTRATION

The Dean of the Graduate School of Business heads the Graduate Programs. The Graduate Committee sets policies and procedures for the Graduate Programs. It is composed of two members from the Management Arts area and one member from each of the remaining departments, all being elected. Other members are the Dean of the School, the Associate Dean for Continuing Education, and student and business representation to be determined by the Graduate Committee. The chairman of the committee is elected by the members.

ADMISSION TO THE PROGRAM

GENERAL REQUIREMENTS

Students will be admitted to the School by the Dean of the Graduate School of Business of New Hampshire College. Admission requirements include:



- Possession of a baccalaureate or higher degree from an accredited institution.
- 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. The Graduate Management Admission Test is required, but no minimal score has been determined.
- 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. This provisional status may be removed and the student admitted in good standing to the program if he/she achieves an overall B (3.0) average in the first nine credits of the MBA program.
- Unclassified Students—Students who have not been accepted into the MBA program may enroll in courses as unclassified students. They must be accepted into the MBA program for unclassified credits to be used toward the MBA degree. A maximum of six credits earned as an unclassified student may be used in the degree program.

TRANSFER OF CREDIT

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:

- 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.
- The credits must be applicable to the MBA program at New Hampshire College.
- A maximum of six semester hours of credit may be accepted.
- The credits must have been earned within a five year period prior to the student's admission.
- No credit for correspondence courses will be accepted.
- A minimum of 27 semester hours of graduate credit must be earned at New Hampshire College.

GRADUATE MANAGEMENT ADMISSION TEST

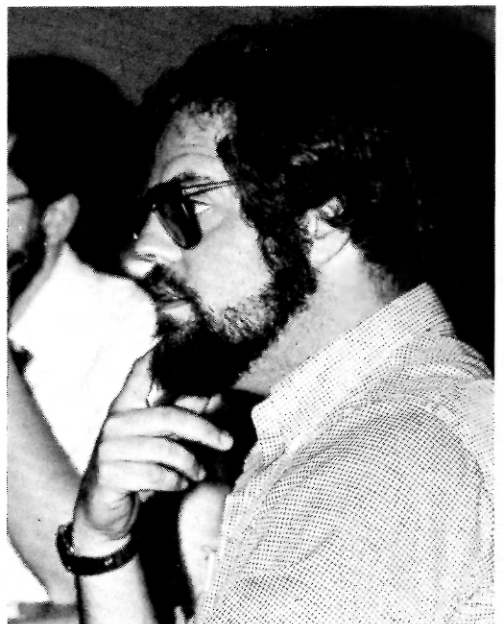
A separate schedule of test dates and centers is available to applicants. Further information on the GMAT may be obtained from: Graduate Management Admission Test, Educational Testing Service, Box 966-R, Princeton, NJ 08540.

MBA BACKGROUND REQUIREMENTS

Prospective students must have completed the courses listed below **or their equivalent**. If not, the student must complete these courses **in addition** to the 33 credits required for the MBA degree.

Prerequisite Courses	Credits
Accounting	6
Economics	6
Mathematics	6
Business Law	3
Computer Data Processing	3
Business Organization	3
Marketing	3
Statistics	3
Total prerequisite credits	33

Any courses taken to make up for deficiencies in background requirements may not be counted toward the number of graduate credits required for the MBA degree.



MBA PREREQUISITES/CLEP

Some students who have not taken college courses equivalent to one or more MBA prerequisites have, through life or work experience, gained comparable knowledge. The College Level Examination Program (CLEP) allows students to test out of such prerequisite courses. Administered at New Hampshire College monthly (third Saturday of each month), CLEP provides an opportunity

for students to gain college credit through a national testing program. The following list indicates the CLEP examinations which will satisfy the prerequisite requirements.

Questions regarding CLEP may be directed to Mr. Richard France, Registrar and CLEP Administrator at New Hampshire College (603/668-2211). New Hampshire College is Test Center #3649. There is a fee for each CLEP examination.

Prerequisites	CLEP Exam
Accounting	Introductory Accounting
Economics	Microeconomics and Macroeconomics (2 tests)
Business Law	Introductory Business Law
Computer Data Processing	Computers and Data Processing or Computer Programming - Elem FORTRAN
Mathematics	Mathematics (General Exam)
Business Organization	Introduction to Business Management
Marketing	Introductory Marketing
Statistics	Statistics

CALENDAR

ACADEMIC YEAR 1981-82

Term I Sept. 14, 1981–Dec. 5, 1981
 Term II* Dec. 7, 1981–March 13, 1982
 Term III March 15, 1982–June 5, 1982
 Term IV June 7, 1982–August 28, 1982
 *Holiday break Dec. 21, 1981–Jan. 1, 1982
 (Classes resume Monday, January 4, 1982.)

CLASS MEETING TIMES

Classes meet one evening each week during a twelve week term. Classes meet on Monday, Tuesday, Wednesday and Thursday evenings. Class hours are from 6:00 - 9:00 pm. New twelve-week terms start in September, December, March, and June. Four times a year New Hampshire College publishes schedules of courses offered.

Saturday classes are offered at the north campus, Portsmouth and Salem from 9:00 am to 12:00 noon.

LOCATION OF GRADUATE CENTERS

BRUNSWICK, ME
 Naval Air Station
 Contact: Mr. Charles Pettigrew
 Center Director
 Box 4
 NAS Brunswick, ME 04011
 (207) 725-6486
 CONCORD
 Bishop Brady High School
 Contact: Mr. Robert Losik
 Center Director
 25 Columbus Avenue
 Concord, NH 03301
 (603) 224-8430
 KEENE
 Keene High School
 Contact: Mr. Thomas McGrevey
 Assistant to the Dean
 New Hampshire College
 North Campus
 Manchester, NH 03104-1394
 (603) 668-2211 or 357-5538
 MANCHESTER
 New Hampshire College
 North Campus
 Manchester, NH 03104-1394
 Graduate School of Business
 (603) 668-2211

NASHUA

Sanders Associates
Daniel Webster Highway South
Contact: Mr. Gerald Reilly
Center Director
7½ Harris Road
Nashua, NH 03060
(603) 888-0342 or 888-0343

PORTSMOUTH

Pease Air Force Base
Contact: Dr. Cletus Kohake
Center Director
10 Vaughn Street
Portsmouth, NH 03801
(603) 436-2831

PUERTO RICO

Roosevelt Roads Naval Air Station
Contact: Ms. Providencia Vales
Center Director
PO Box 1368
Hato Rey, Puerto Rico 00919
(809) 754-1632

SALEM

St. Joseph's School
Contact: Mr. Douglass Jack
Center Director
PO Box 871
151 Main Street
Salem, NH 03079
(603) 893-3598 or 893-9600

AVAILABILITY OF GRADUATE COURSES**BRUNSWICK**

- Core courses
- Specialization in management

CONCORD

- Core courses
- Specialization in management

KEENE

- Core Courses
- Specialization in management

MANCHESTER

- Core courses
- Specialization in accounting
- Specialization in management

NASHUA

- Core courses
- Specialization in management

PORTSMOUTH

- Core courses
- Specialization in accounting
- Specialization in management

PUERTO RICO

- Core courses

- Specialization in management

SALEM

- Core courses
- Specialization in management

NOTE: Accounting specialization courses are not offered at Concord, Keene, Nashua, Puerto Rico and Salem. However, students may take the core courses at any center, and then complete a desired specialization at the centers where it is offered.

ACADEMIC POLICIES**STUDENT EVALUATION**

It is expected that each student will maintain at least a 3.0 (4.0 basis) average in all graduate work attempted. A maximum of six semester credits of C grades are allowed in the student's overall program. Any student failing to maintain a satisfactory average will be referred to the Committee on Scholastic Standing to determine whether or not he/she should be permitted to continue in the program. A student may withdraw from a course any time prior to the final exam with approval of the professor. Any student dismissed from the MBA program may petition the Graduate Committee to be reconsidered.



GRADING SYSTEM

The College's grading system for the MBA program is as follows:

	Point Value
A	= 4.00
A-	= 3.66
B+	= 3.33
B	= 3.00
B-	= 2.66
C+	= 2.33
C	= 2.00
F	= 0
W	(Withdrawal)
I	(Incomplete)

NOTE:

All grades are computed in the cumulative grade point average.

The grade point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the credit hours (CR). An example of a student's grades and GPA is as follows:

Graduate course #1:	
3 credits x A (4.00)	= 12.00 points
Graduate course #2:	
3 credits x B+ (3.33)	= 9.99 "
Graduate course #3:	
3 credits x B (3.00)	= 9.00 "
Graduate course #4:	
3 credits x C+ (2.33)	= 6.99 "
12 credits	37.98 points
37.98 points divided by 12 credits	= 3.165 GPA.

WITHDRAWALS

A student withdrawing from a course must complete a withdrawal slip from the Graduate School, bearing both the date of withdrawal and the signature of the instructor. Completed slips are to be returned to the Graduate School. Failure to do this will result in an "F" for the course.

Instructors will reserve the right to withdraw any student from a course after three absences if, in the instructor's opinion, the student will not be able to complete the course satisfactorily.

INCOMPLETES

The grade of "I" (Incomplete) is given when specific work is lacking in a course. The **student** is responsible for making up an "I", otherwise, it will become an "F" eight weeks after the start of the following term.

GRADUATION REQUIREMENTS

- Completion of all required MBA courses (minimum of 33 semester hours), not later than the end of the last full term prior to the graduation date.
- Minimum overall grade point average of 3.0 (4.0 basis) with no more than two "C" grades.
- All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Graduate Committee and will have to be based on good cause.

EXPENSES

TUITION AND FEES

Cost per course	\$350.00
Parking Fee	5.00
Graduation Fee	50.00
Transcript Fee	1.00

BOOKS AND SUPPLIES

Books are sold at the main campus bookstore and through each center office. Each student is responsible for purchasing his or her own textbooks and supplies. No credit is permitted on textbook purchases.

DEFERRED PAYMENT PLAN

Students receiving educational benefits from the Veterans Administration or other sources may use a deferred payment plan for tuition costs. A carrying charge of 1½% per month is assessed on any unpaid balance and the student remains responsible for the payment of any amount owed, including interest.

VETERANS BENEFITS

Veterans enrolling for the first time may experience a delay of six to eight weeks before receiving their first VA checks. If no check has been received by the eighth week, contact the VA or the Office of Veterans Affairs at the south campus (603/668-2211).

A veteran transferring directly from another school should ensure that the other school sends in a prompt notice of the veteran's effective date of termination.

REFUND OF TUITION

After first class	80%
After second class	50%
After third class	0%

COURSE REQUIREMENTS

GRADUATE DISCIPLINE IN MANAGEMENT

Graduate Core (required)

- GR 200 Managerial and Financial Accounting
- *GR 202 Research Methods in Business
- GR 220 Organization Behavior and Development
- GR 221 Quantitative Analysis in Business
- **GR 228 Business Policy
- GR 240 Management Information and Control Systems

Required Courses

- GR 224 Marketing Strategy
- GR 225 Business, Government and the Environment
- GR 239 Financial Management

Elective Courses (choose two)

Graduate business management electives
Graduate accounting electives

GRADUATE DISCIPLINE IN ACCOUNTING

Graduate Core (required)

- GR 200 Managerial and Financial Accounting
- *GR 202 Research Methods in Business
- GR 220 Organization Behavior and Development
- GR 221 Quantitative Analysis in Business
- **GR 228 Business Policy
- GR 240 Management Information and Control Systems

Required Courses

- GR 203 Financial Reporting I
- GR 204 Budgeting and Cost Accounting
- GR 205 Financial Reporting II

Elective Courses (choose two)

- GR 206 Auditing
- GR 207 Federal Taxes

Two graduate business management electives

* Recommended during **first** nine hours of the program.

** Required during **last** nine hours of the program.

NOTE: The accounting specialization is primarily designed for students who did not major in accounting at the undergraduate level. Upon completion of the accounting specialization, the student will have obtained a fundamental background necessary for entrance into the field of accounting. Students planning to take the examination for Certified Public Accountant should complete both the Auditing and Federal Taxes courses.

THESIS OPTION

A student may elect to write a thesis in place of two elective courses after at least six courses have been satisfactorily completed. The thesis must be completed within nine months of the approval of the proposal. Extension of time will be granted only with the approval of the Graduate Committee. Further information on the thesis option is available from the Dean of the Graduate School of Business.

THE CERTIFICATE PROGRAM

ADVANCED BUSINESS EDUCATION FOR THE PROFESSIONAL MANAGER

The advanced business certificate program is designed for mid-career or above professionals who desire to acquire or update skills in a specific business discipline. The program provides an in-depth educational experience in the form of three graduate level courses concentrated in a defined business skill area. The courses are offered in sequence over a nine month period. In some cases, the certificate student may be required to complete prerequisite courses or demonstrate equivalent knowledge in the subject matter prior to beginning the certificate program.

The advanced business certificate program is considered to be equivalent to the course work that an MBA student would undertake to achieve a specialized area of studies within his program. The professional completing the certificate program will have achieved a high degree of competency in an area of advanced academic study.

CERTIFICATE IN INTERNATIONAL BUSINESS

INTERNATIONAL BUSINESS STUDIES

The Certificate in International Business studies is designed to familiarize the business professional with the operational, environmental and current business practices used by multinational corporations. Applicants who wish to obtain a certificate must successfully complete three international business courses. Business professionals who wish to acquire knowledge in just one or two of the following areas of study will be admitted on a space available basis.

THREE OF THE FOLLOWING COURSES
ARE REQUIRED:

- GR 234 The Multinational Corporate Environment
- GR 238 Multinational Marketing
- GR 251 Multinational Corporate Management
- GR 252 Multinational Corporate Finance
- GR 253 Multinational Accounting

ADMISSIONS PROCEDURE

An applicant who has attained a bachelor's degree based on a four-year curriculum in an accredited college or engineering school and can present sufficient evidence of preparation in basic business knowledge may be admitted to the Certificate Program. The applicants accepted to the Certificate Program will be considered special students who wish to take courses for professional development, but who are not seeking the MBA degree. Courses taken as a special student may later be applied toward the MBA requirements if accepted into the degree program.

Official records of previous academic work should be submitted at the time of application. Previous business knowledge is required in the following areas:

1. Marketing
2. Corporate Finance
3. Macroeconomics

Competency in these subjects can be demonstrated by academic work or relative business experiences.

Application forms may be obtained from the Graduate School of Business, New Hampshire College.

For further information, please call (603/668-2211).

COURSE DESCRIPTIONS

GR 200 • Managerial & Financial Accounting

The course will stress the theory and practice of accounting. It will be set within a broad business background. The course will reflect the fact that the strength of an accounting system lies in the usefulness of its applications rather than in the information gathering and processing aspects. Accounting with its relationships to the nature and objectives of business decisions, what information is necessary to make them, what data are relevant and what are the uses and limitations of these data will be stressed. This course presumes that the student has knowledge of the basic accounting equation: $ASSETS = LIABILITIES AND OWNERSHIP$ and some proficiency in accounting procedures (preparing books of original entry, posting and preparing trial balances).

GR 202 • Research Methods in Business

The course will stress the basic methods of designing research and analyzing business and economic data. Students are required to carry out a research study and to present their findings both orally and in writing.

GR 203 • Financial Reporting I

A comprehensive examination of accounting theory and concepts in greater depth and scope than that found in first year accounting. The emphasis will be on general financial accounting including coverage of the opinions of the American Institute of Certified Public Accountants and the Financial Accounting Standards Board. The topics extensively examined include current assets, plant and equipment, intangible assets, current liabilities, long-term debt, stockholder's equity and statement of changes in financial position. This course will require problem solving as well as the preparation of journal entries.

Prerequisite:

GR 200 Managerial & Financial Accounting

GR 204 • Budgeting and Cost Accounting

This course consists of an in-depth study of the operations budgeting procedures and the costing systems used in manufacturing, distribution and service firms. Accounting procedures employed in recording and reporting operations will be stressed. Upon completion of the course, the successful student will have developed the ability to recognize and analyze the causes and effects of economic events that result in deviations from a firm's operating plan.

Prerequisite:

GR 200 Managerial & Financial Accounting

GR 205 • Financial Reporting II

This course is an intensive examination of accounting principles applicable to special areas of financial reporting. There is an in-depth coverage of topics such as partnerships, business combinations and consolidated financial statements, foreign operations, firms in financial difficulty, and estates and trusts. A great deal of emphasis is placed on the proper techniques, including journal entries, required for the solution of problems.

Prerequisite:

GR 203 Financial Reporting I

GR 206 • Auditing

This course emphasizes the conceptual as well as the procedural aspects of auditing. It directs attention to the importance of suitable internal controls, auditing standards and procedures, statistical sampling techniques, and auditing through the computer. A review is made of many auditing questions and problems from CPA examinations.

Prerequisite:

GR 205 Financial Reporting II

GR 207 • Federal Taxes

The objective is to learn the most frequently applied provisions of the income tax law, be familiar with original source materials, and learn the importance of tax planning in financial matters. During the course, the following income tax returns will be prepared: (1) Individual income tax return for the proprietor of a small business, (2) Corporation, (3) Partnership, and (4) Subchapter S Corporation.

Prerequisite:

GR 200 Managerial & Financial Accounting

GR 220 • Organization Behavior and Development

An analysis of theories, research and practice from the three characteristics common to organizations: behavior, structure and process. The course examines the psychological, sociological and cultural makeup of people through such recent subject matter approaches as intergroup behavior and conflict, organization climate, personal stress, alternative work schedules, team building, and normative versus contingency approaches to leadership/management. Students develop deeper insights and understanding of individual, group and organizational decision-making, communications, quality of work life, growth patterns, management of stress within a business and organization performance or effectiveness.

GR 221 • Quantitative Analysis in Business

An introduction to fundamental theories underlying various techniques, mathematical and statistical, developed to facilitate management deci-

sion-making under uncertainty. Emphasis will be on the role and evaluation of modern quantitative techniques rather than technical expertise.

GR 223 • Institutional Economics

The course will acquaint the student with the evolution of institutions within the economy of the United States. It will explore how they have affected, and been affected by, economic-political-social forces; however, the emphasis is clearly on economic phenomena, including regional shifts in economic influence. The current dilemma facing key institutions in our economy and the effect on business and the nation will also be examined.

GR 224 • Marketing Strategy

A study of the procedure and application of market research. Such areas as the organization and operation of a research department, methodology of research, with measurements of potential demand, and the analysis of distribution costs will be considered. Emphasis on developing the student's ability to apply these and other techniques toward the solution of marketing problems.

GR 225 • Business, Government, and the Environment

Business activity occurs in an environment of interaction among business firms, employee and public interests, and government activity. This responsiveness is enhanced by the pluralist nature of our society. Consequently, business activity is subject to demands placed upon it by both the public as well as government. How businesses respond to such demands, generally and specifically, is considered by reference to current periodical literature as well as text material. Classes are conducted in seminar form.

GR 226 • Small Business Management and Entrepreneurship

Aspects of management that are uniquely important to small firms or departments, in the interest of developing an understanding of the economic and social environment in which the small unit functions. Practice in decision-making on the same types of problems that managers face. Problems relevant to small unit operations in New England will be stressed.

GR 227 • Personnel: The Management of Human Resources

This course is designed to develop more effective managers and staff specialists who may work directly in people management functions. Examines what is, can be and should be done to make people more productive and more satisfied with their working lives. Includes consideration of such areas as recruitment and selection, training, career development, compensation, collective

bargaining and affirmative action. Readings and case studies are drawn from a cross-section of private (business), public (government) and third (health, non-profit, education) sector settings of various sizes.

GR 228 • Business Policy

This is the MBA capstone course. It is designed to integrate the material learned in other courses into a framework of corporate strategy and tactics. Students investigate and report on policy formulation as practiced in several industries. Pressures for and against corporate growth are viewed through several "windows", including government regulation, the dynamics of the socio-economic environment of the corporation, and global trends of trade unionism and multinational corporations. The course is conducted in a boardroom atmosphere with each student sharing his or her research efforts with the group. Emphasis is on proper written and oral communications of experience, research findings, and current topical material.

GR 229 • New Organization Structures, Change, and Process Consultation

Explores an in-depth analysis of human behavior within an organization and structure. The role of effective senior executive control patterns, utilization of power, meaning of power, goals and objective congruency, psychological transference within a total and sub-total system is defined as well as the role of a consultant as an exterior force. The class will be exposed to actual consultation for various businesses.

Prerequisite:

GR 220 Organization Behavior & Development
GR 240 Management Information & Control Systems

GR 230 • Production and Operations Management

The nature of production, both job order and continuous process, is explored in this course. The major topics of standards, capacity, scheduling, inventory, and control are addressed through the use of case studies. Both qualitative and quantitative methods are utilized in case solutions.

GR 231 • Seminar in Interpersonal Behavior

The direct and personal interaction of students in a group is the focus of the course. As students learn to exchange descriptive feedback about self and others they develop a heightened awareness of the impact of their personal behavior on others and are stimulated to re-examine prior assumptions concerning their motives and behavior.

Prerequisite:

GR 220 Organization Behavior & Development

GR 232 • Business Cycles and Forecasting

The primary objectives are to allow the student the opportunity to develop: (1) a firm understanding of the business cycle phenomenon; (2) the ability to correctly understand and evaluate current developments in light of business cycle theory (3) the ability to project the relevant business conditions ahead, based on current economic indicators.

The course will break down into two parts:

The first part will deal with business cycle history and theory, and the second part will deal with the use of lagging, coincident and leading economic indicators.

In addition to reviewing the foregoing and giving recommended readings, this course at the graduate level will: (1) Require the class as a whole to develop a one year forecast for the United States economy on a sectoral basis; and (2) Require each individual student to develop the cycle of a particular business or industry and a one year forecast for that business or industry.

GR 233 • Labor Relations and Arbitration

This course will focus on the union-management relationship. Key elements to be explored in this course are: (1) Wage determination, including wage contours; (2) Bargaining models and strategies; (3) A brief review of labor history and legislation; (4) Current labor law; (5) Elements of a good union-management contract; and, (6) The role and powers of an arbitrator.

GR 234 • The Multinational Corporate Environment

This course will focus on the United States' business relations with the rest of the world. Key elements to be explored in this course are: (1) Role and ramifications of the multinational firm; (2) Review of GATT (General Agreement Trade and Tariff) negotiations; (3) Examination of exchange rate mechanisms and institutions; (4) Impact of international trade and finance on the United States economy.

GR 235 • Investment Analysis and Evaluation

This course will focus on the process of investment analysis and evaluation. Focus of the course will revolve around analysis of the three major risk factors: Market risk, business risk, and money risk as they apply to the major investment vehicles in the United States economy. Investment vehicles to be examined should include: Stocks, bonds (including debentures), commodities (including real estate), and direct business investments.

GR 236 • Management of the Non-profit Institution

Non-profit institutions are a growing entity within our society today. This sector includes not only government but all private activities which are not

pursued for a profit. Included among the not-for-profits are such institutions as universities, colleges, hospitals, religious organizations and such businesses as "think tanks" like The Rand Corporation.

This course will endeavor to introduce the learner to the many aspects of the not-for-profits which include organizational characteristics, control structure, precise budgeting and management activities. Profit making organizational tools, concepts and views will be examined as they relate to and can assist the manager of the non-profit organization.

GR 237 • Non-profit Corporate Market Strategies

The non-profit organization has many problems when attempting to obtain funds to carry on their activities. These problems have long since been faced up to and in many instances been viewed as straight forward marketing problems within the profit making sector.

This course will look at the application of conceptual systems of marketing to the marketing problems of non-profit organizations.

GR 238 • Multinational Marketing

This course focuses on the techniques needed for successful marketing operations abroad. It will introduce and develop global marketing concepts such as importing and exporting procedures; differences in host-country channels of distribution; international research and promotion problems; legal conflict areas; and international marketing strategy.

GR 239 • Financial Management

This course is designed to familiarize the graduate student with financial decision making under real world considerations of risk and uncertainty. Emphasis is placed on understanding the roles and functions of financial institutions, the functioning of money and capital markets, the financing of the firm (capital structure) and the allocation of funds within the firm.

Prerequisite:

GR 200 Managerial & Financial Accounting

GR 240 • Management Information and Control Systems

General Systems Theory is the theoretical base from which information systems have evolved. GST is a "new" way of thinking about holistics—that is, total systems and the dynamics of systems interrelationships. Common characteristics of systems, such as inputs, outputs, processes, feedback, entropy, equifinality, and differentiation, aid in understanding complex, multi-loop, non-linear systems. Cybernetics and management science fall into the realm of Applied General Systems Theory. Techniques of Applied General Systems Theory form the first half

of this course—an educational experience in which the student is encouraged to find new "windows" through which to view a dynamic reality. Non-static tools and techniques are provided the student to aid him or her in perceiving reality as an interrelated set of dynamic processes. With this new "world view" in mind, the student is then encouraged to use these insights in the analysis and synthesis of information and control systems for real-world application in the business, governmental, and institutional arenas. Principles of information systems, including hardware concepts, software basics, and data management concepts are introduced from a "systems" perspective.

GR 242 • System Dynamics

Modern managers must ply their trade in increasingly complicated organizations - corporations, hospitals, school systems, and/or governmental agencies. In a day and age when traditional methods of management frequently produce unanticipated and counterintuitive results, a "new look" at management is needed. System Dynamics is an approach which forces the manager to view the system being studied from a holistic vantage point. The course introduces the student to the fundamentals of causal-loop diagramming, principles of System Dynamics flow diagramming, equation writing, programming in the DYNAMO language, and testing policies and structural changes to the system via computer-based simulation models. Students work on simple models as group exercises, graduating to the development of a more complex model of a management problem of particular interest to each individual student.

GR 251 • Multinational Corporate Management

This course is an analysis of international similarities and differences in management functions, processes, structures, and factors as related to the cultural, political, economic, and physical dimensions of a host country. Problems and policies involved with organization, evaluation, personnel staffing and control of foreign operations as well as operating strategies are studied. The course should aid the student in developing knowledge, attitudes, and skills which lead to effective intercultural management of international business activities.

GR 252 • Multinational Corporate Finance

This course is an analysis of problems affecting the flow of funds of the multinational firm and their effect on the capital and asset structure of the firm. Methods of foreign project risk evaluation are examined. Budgeting in inflation, devaluation, reevaluation and foreign exchange controlled environments is studied.



GR 253 • Multinational Accounting

This course is a study of the diverse accounting practices employed by different countries, their courses and their effect on the interpretation of financial statements. Current issues in trans-national consolidation and management information systems are examined.

**MBA DEGREE
BUSINESS MANAGEMENT
SPECIALIZATION**

Core Courses

GR 200	Managerial & Financial Accounting	3
GR 202	Research Methods in Business	3
GR 220	Organization Behavior & Development	3
GR 221	Quantitative Analysis in Business	3
GR 228	Business Policy	3
GR 240	Management Information & Control Systems	3
		<hr/> 18

Required Courses

GR 224	Marketing Strategy	3
GR 225	Business, Government & the Environment	3
GR 239	Financial Management	3
		<hr/> 9

Electives

Select Two Courses

Graduate business management electives	
Graduate accounting electives	
	<hr/>
	6

Total credits **33**

ACCOUNTING SPECIALIZATION

Core Courses

GR 200	Managerial & Financial Accounting	3
GR 202	Research Methods in Business	3
GR 220	Organization Behavior & Development	3
GR 221	Quantitative Analysis in Business	3
GR 228	Business Policy	3
GR 240	Management Information & Control Systems	3
		<hr/> 18

Required Courses

GR 203	Financial Reporting I	3
GR 204	Budgeting & Cost Accounting	3
GR 205	Financial Reporting II	3
		<hr/> 9

Electives

Select Two Courses

GR 206	Auditing	
GR 207	Federal Taxes	
Graduate Management Elective Courses		<hr/> 6

Total Credits **33**

GRADUATE SCHOOL OF BUSINESS

ADMINISTRATION

Jacqueline F. Mara
Dean
B.S., Mount Saint Mary College
Ed.M., Ed.D., Boston University

Thomas P. McGrevey
Assistant to the Dean
B.S., U.S. Military Academy
M.B.A., New Hampshire College

Dwight S. Wilder
Staff Assistant to the Dean
B.A., Johns Hopkins University
M.B.A., New Hampshire College

VISITING PROFESSOR

John A. Beckett
B.S., University of Oregon
M.B.A., Harvard University
C.P.A.

FACULTY

Paul Schneiderman
Associate Professor
B.B.A., M.B.A., University of Massachusetts
M.A., Ph.D., Clark University

Patricia E. Khani
Assistant Professor
B.S., Suffolk University
M.S., Northeastern University
C.P.A.

Gerald E. Karush
Assistant Professor
B.A., University of Pennsylvania
M.A., Brown University
Ph.D., University of Pennsylvania

PROGRAMS OF STUDY

UNDERGRADUATE COLLEGE OF BUSINESS

THE BACHELOR OF SCIENCE DEGREE

DEPARTMENT OF ACCOUNTING

Accounting is one of the fastest growing professions in the United States. 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.

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. The compensation received by the student, during the internship experience, will aid the financing of college expenses.

ACCOUNTING CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acctg. 3 & 4)	6
Advanced Accounting (Acctg. 5 & 6)	6
Cost Accounting (Acctg. 7 & 8)	6
Auditing Principles (Acctg. 11)	3
Federal Taxation I (Acctg. 15)	3
Institutional Accounting (Acctg. 22)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3

Financial Policy and Decision Making (Fin. 35)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Production Management Control or Production Management Techniques (MA 30 or MA 35)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming or FORTRAN IV or RPG II (MIS 22 or MIS 24 or MIS 26)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Free Elective	3
	129

NOTE: An accounting internship (3 credits) may be taken in place of the Free Elective.

MINOR IN ACCOUNTING

A student may declare a minor in accounting. Minimum requirements are:

- Elementary Accounting (Acct. 1 & 2)
- Intermediate Accounting (Acct. 3 & 4)
- Cost Accounting (Acct. 7 & 8)

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 skill 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 Services students will be taught the skill areas required for the design and maintenance of financial accounting systems and 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 experiences.

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

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
File Concepts (MIS 28)	3
Systems Hardware and Software (MIS 30)	6
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Advanced Accounting (Acct. 5 & 6)	6
Cost Accounting (Acct. 7 & 8)	6
Auditing Principles (Acct. 11)	3
Federal Taxation I (Acct. 15) (optional)	(3)
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3
Financial Policy and Decision Making (Fin. 35)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Production Management and Control (MA 30)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Logic Language and Argumentation (Phil. 14)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
	129-132

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. They 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.

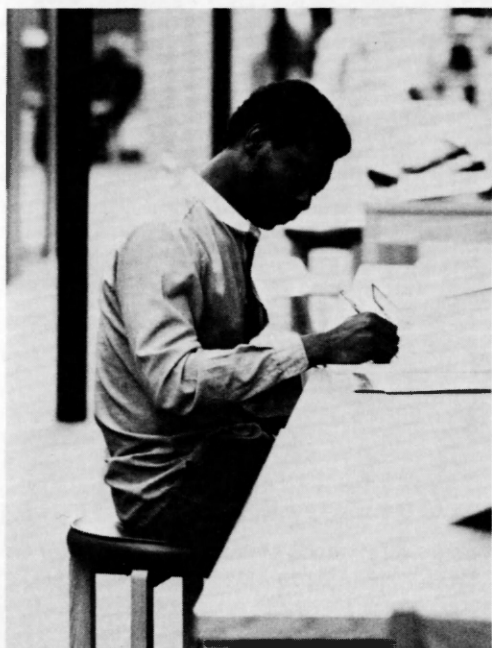
Management Information Systems students learn these systems and concepts through a balanced academic program which combines lecture material, practical exercises, and real-world problem situations which are relevant to contemporary society, its culture and its environment. It is the objective of the 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.

MINOR IN MANAGEMENT INFORMATION SYSTEMS

New Hampshire College offers students the opportunity to minor in Management Information Systems. The minimum requirements are:

Business Data Processing (MIS 20)
 Introduction to Systems (MIS 21)
 COBOL Programming (MIS 22)
 FORTTRAN IV (MIS 24)
 Systems Practicum I (MIS 25)
 File Concepts (MIS 28)

At least five of the preceding courses must be taken at New Hampshire College.



MANAGEMENT INFORMATION SYSTEMS CURRICULUM

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Systems Practicum II (MIS 29)	3
Systems Hardware and Software (MIS 30)	6
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Production Management and Control (MA 30)	3
Production Management Techniques (MA 35)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
*Free Electives	12
	129

NOTE: Management Information Systems Internship may be taken in place of Systems Practicum I and one liberal arts elective.
*Secretarial science courses may not be used as Free Electives in this program.

DEPARTMENT OF BUSINESS EDUCATION/OFFICE ADMINISTRATION

The Department of Business/Teacher Education is dedicated to educating men and women who intend to enter the field of business education, secretarial sciences and office management. The Business/Distributive Teacher Education programs of study are designed to prepare the graduate to meet the needs and objectives of sound relevant business and distributive education on the secondary school level.

ADMISSION TO THE BUSINESS/DISTRIBUTIVE TEACHER EDUCATION PROGRAM

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

- Have accumulated a minimum of 63 hours of credit.
- Have an accumulated grade point average of at least 2.50.
- Demonstrate the capabilities for success in the teaching profession.
- Display competency in oral and written communications.

REQUIREMENTS FOR MAJOR IN BUSINESS/DISTRIBUTIVE TEACHER EDUCATION

In addition to those courses specified in the business/distributive curriculum, each student must prepare to teach in those areas required to meet the certification he or she is seeking. All students must be prepared in Area A, Typing and Office Practice. Business electives must be filled to meet the area of certification as follows:

- Comprehensive Business Education Certification (required)
6 credits in a second area
3-6 credits in third area
3 credits in a fourth area
0-3 credits in a fifth area
- Accounting Business Education Certification (required)
9 credits in Area B
3 credits in a third area
3 credits in a fourth area
- Secretarial Business Education Certification
9 credits in Area C
3 credits in a third area
3 credits in a fourth area
- Comprehensive Distributive Education Certification
Distributive Education (required)
9 credits in Area D
3 credits in a third area
3 credits in a fourth area
- Dual Certification in Business and Distributive Education
Requirements for both areas of certification must be filled.

The areas follow. All courses are three-credit courses.

Comparable courses may be approved by the department head.

AREA A

Typing and Office Practice

(Three of the following courses, including Office Procedures)

- Typing 1
- Typing 2
- Typing 3
- Office Procedures

AREA B

Accounting/Finance

(Choose from the following courses)

- Intermediate Accounting
- Cost Accounting
- Advanced Accounting
- Finance 1, 2, 20

AREA C

Secretarial

(Choose from the following courses)

- Shorthand 1
- Shorthand 2
- Shorthand 3
- Office Simulation

AREA D

Distribution

(Choose from the following courses)

- Principles of Retailing
- Sales
- Introduction to Marketing
- Consumer Behavior
- Principles of Advertising
- Retail Sales Promotion

AREA E

Management Information Systems

(Choose from the following courses)

- Introduction to Systems
- COBOL Programming
- FORTRAN IV

AREA F

General Business

(Choose from the following courses or comparable courses approved by the department chairman)

- Business Law II
- Risk and Insurance
- Social Environment of Business
- Introduction to Marketing
- Office Administration

BUSINESS/DISTRIBUTIVE TEACHER EDUCATION CURRICULUM

Course Title	Credits
Evaluation, Measurement & Testing (Ed. 5)	3
Introduction to Education (Ed. 10)	3
Educational Psychology (Ed. 14)	3
Principles of Business Education (Ed. 18)	3
Internship (Ed. 20)	3
Student Teaching (Ed. 30)	15
Methods Courses (see Note 1, below)	9-12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Typing	6
Office Procedures (SS 20)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Human Growth and Development (Psych. 11)	3
Individual Differences & Special Needs (Psych. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	12
Area (Business) Electives	15
Free Electives (see Note 2, below)	0-3
	129-130

NOTE 1: Two methods courses, Bookkeeping and General Business (ED 13) and Distributive Education (ED 17) are three credit courses; three methods courses, Cooperative Education (ED 15), Typing and Office Practice (ED 12), Shorthand and Word Processing (ED 16) are two-credit courses. Four methods courses are required of all majors.

NOTE 2: A person seeking dual comprehensive certification should take five methods courses; others take one free elective and four methods courses.

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.

OFFICE ADMINISTRATION CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Word Processing (SS 22)	3
Office Administration (SS 23)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Public Speaking (Eng. 12)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Personal Finance (Fin 1)	3
Personnel Management (MA 11)	3
Introduction to Systems (MIS 21)	3
Office Administration Internship (SS 30)	3
Liberal Arts Electives	24
Free Electives	6
	129



DEPARTMENT OF MANAGEMENT GENERAL MANAGEMENT

The Department of Management is concentrating upon developing “decision-makers.” Classes center around utilization of management tools for implementing decisions. The general management curriculum provides an inter-relationship of disciplines for the student’s choice. In addition, a senior internship program is made available to some students.

GENERAL MANAGEMENT CURRICULUM

Course Title	Credits
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Management Decision Making (MA 20)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Elementary Accounting (Acct. 1 & 2)	6
Management Accounting (Acct. 14)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Managerial Economics (Fin. 12)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Business Electives	24
Free Elective	3
	129

NOTE: Management Internship (12 credits) and Independent Study (3 credits) may be taken in place of 9 business elective credits and 6 liberal arts elective credits.

DEPARTMENT OF ECONOMICS/FINANCE ECONOMICS/FINANCE

The Department of Economics/Finance offers an entire discipline in Economics/ Finance management. Stockbrokers, security analysts, economists, insurance and bank financial managers are some of the positions for future employment from this major.

The program not only introduces the student to economics and financial management, but also provides an inter-relationship 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.

ECONOMICS/FINANCE CURRICULUM

Course Title	Credits
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3

Labor Economics (Eco. 14)	3
Personal Finance (Fin. 1)	3
Introduction to Investments (Fin. 2)	3
Managerial Economics (Fin. 12)	3
Money and Banking (Fin. 16)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Business Cycles and Forecasting (Fin. 34)	3
Elementary Accounting (Acct. 1 & 2)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	30
Business Electives	24
Economics/Finance Electives	12
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NOTE: Management Internship (12 credits) and Independent Study (3 credits) may be taken in place of 9 business elective credits and 6 liberal arts elective credits or 6 Eco/Fin electives.

DEPARTMENT OF HOTEL/RESTAURANT MANAGEMENT

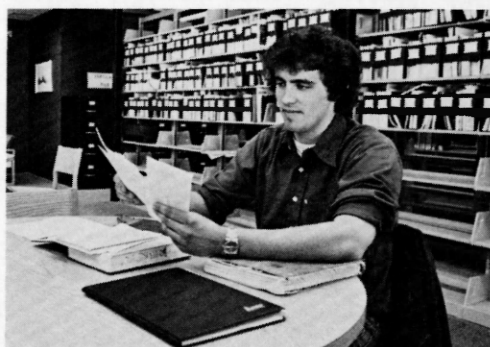
HOTEL/RESTAURANT MANAGEMENT

The hospitality field is one of the fastest growing industries in the world. New Hampshire College, located near the heart of the New England hotel resort industry, offers a major in this field that combines the practical course work necessary to succeed in the hotel industry with a broad education encompassing liberal arts electives and business subjects. A required internship provides the student a choice of summer or academic semester work experience. Opportunities in the hospitality industry are excellent for those persons with academic training and education. Salaries, while modest in beginning jobs, are excellent in middle and upper management. Youth is generally no barrier to advancement in this field. Many hard working management personnel are in their early 20's. It should be noted that hours and days of work do not necessarily follow the normal 9:00 to 5:00 or Monday to Friday schedule. The hotel industry provides majors an opportunity to work and travel throughout the United States and abroad.

HOTEL/RESTAURANT MANAGEMENT CURRICULUM

Course Title	Credits
Food Purchasing (HR 9)	3
Quantity Food Production 1 (HR 10)	3
Quantity Food Production 2 (HR 11)	3
Introduction to Hotel/Resort Operations (HR 12)	3
Food, Beverage and Labor Control (HR 13)	3
Promotional Activities (HR 14)	3
Hotel Office Management (HR 15)	3
Law of the Hospitality Industry (HR 16)	3
Hotel/Resort/Tourism Seminar (HR 18)	3
Restaurant Management (HR 19)	3
Hotel Accounting (HR 20)	3
Hotel Facilities Management (HR 21)	3
Tourism (HR 22)	3
Internship (HR 50 or 51)	6 or 12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance (Fin. 20)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Risk and Insurance (MA 12)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	30
Free Elective	3
	<hr/> 129

NOTE: Students will normally be required to take HR 50, Internship, for 6 credits. However, students may, with the permission of the department, take in its place HR 51, Internship, for 12 credits. HR 50 involves work experience over one summer and HR 51 involves work experience over an academic semester. Those students taking HR 51 would not be required to take HR 18 and the free elective.



DEPARTMENT OF MARKETING
MARKETING

Exploring an exciting dynamic field, the marketing major will have the opportunity to inter-relate 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 selected students.

MARKETING CURRICULUM

Course Title	Credits
Introduction to Marketing (Mkt. 13)	3
Sales and Sales Management (Mkt. 20)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 27)	3
Principles of Advertising (Mkt. 29)	3
Marketing Research (Mkt. 37)	3
Consumer Behavior (Mkt. 45)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Central Management and Policy Making (MA 21)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Marketing Electives	6
Liberal Arts Electives	21
Business Electives	6
Free Electives	12
	129

NOTE: Management Internship (12 credits) and Independent Study (3 credits) may be taken in place of MA 21, two business electives, one free elective, and one of the following: MA 26 or MA 42.

RETAILING

One of the most dynamic areas in business today is the field of retailing. The art of selecting, pricing, promoting, and selling goods 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 this training, and New Hampshire College prepares students for these challenging careers with its retailing curriculum. 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 may participate in an internship for a full semester, and selected students may opt for a foreign internship in the summer.

RETAILING CURRICULUM

Course Title	Credits
Fashion Merchandising (FM 1)	3
Retail Sales Promotion or Principles of Advertising (FM 3 or Mkt. 29)	3
Product Analysis and Design (FM 4)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 27)	3
Marketing Research (Mkt. 37)	3
Retail Management (Mkt. 42)	3
Consumer Behavior (Mkt. 45)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment in Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	21
Business Electives	12
Free Electives	9
	129

NOTE: Management Internship (12 credits) and Independent Study (3 credits) may be taken in place of 9 business elective credits and 6 liberal arts elective credits.

TECHNI-BUSINESS

New Hampshire College has established the Techni-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 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 technol-

ogy, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing the technical skills.

TECHNI-BUSINESS CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	33
Business Electives	15
Free Electives	48
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THE ASSOCIATE IN SCIENCE DEGREE

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 those not sure about going to college for four years. A two-year program offers solid preparation for a job — in addition to the opportunity to continue easily on to a bachelor's degree.

ACCOUNTING CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	6
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GENERAL MANAGEMENT CURRICULUM

Course Title	Credits
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	12
Business Elective	3
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ELECTRONIC DATA PROCESSING

Electronic Data Processing is considered the most exciting 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

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTRAN IV (MIS 24)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Elective	3
Business Elective	3
Free Electives	6
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FASHION MERCHANDISING

One of the most interesting areas in business today is the field of fashion merchandising. New Hampshire College prepares students for a challenging career with this program of study. The program is geared to the needs of various phases of the fashion field, with the objective to help students enter the field in organizations where they may progress well. Students 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. Superior students may also choose to experience a foreign internship in the summer.

FASHION MERCHANDISING CURRICULUM

Course Title	Credits
Fashion Merchandising (FM 1)	3
Fashion Merchandising Internship (FM 2)	3
Retail Sales Promotion (FM 3)	3
Product Analysis & Design (FM 4)	3
Microeconomics (Eco. 1)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Merchandising Math or Modern Math (Math 9 or Math 10)	3
Liberal Arts Electives	9
Free Elective	3
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ADMINISTRATIVE ASSISTANT - WORD PROCESSING SPECIALIST

The Administrative Assistant program is designed to prepare specialists in the operation of Word Processing Equipment - Magnetic Card Typewriter, Memory Typewriter, CRT Text-Editor, Dictaphone - and the principles of administrative management for jobs in the modern office.

ADMINISTRATIVE ASSISTANT - WORD PROCESSING SPECIALIST CURRICULUM

Course Title	Credits
Shorthand (SS 3)	3
Shorthand (SS 4)	3
Word Processing (SS 22)	3
Typing (SS 11, 13)	6
Office Administration (SS 23)	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Internship (SS 30)	6
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	6
Free Elective	3
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EXECUTIVE SECRETARIAL

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

EXECUTIVE SECRETARIAL CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	9
Business Elective	3
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NOTE: Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing I and/or Shorthand 1.



LEGAL SECRETARIAL

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

LEGAL SECRETARIAL CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Legal Shorthand (SS 6)	3
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	9
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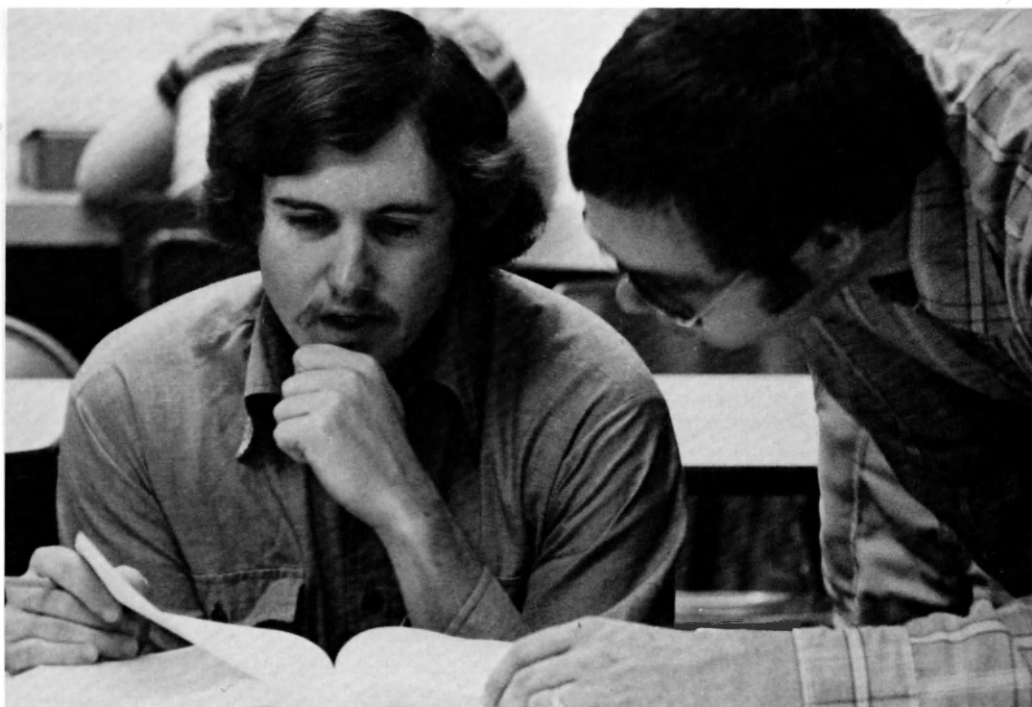
NOTE: Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing I and/or Shorthand 1.

GENERAL STUDIES

This two-year program is available to all students, but primarily those who find the specialized curricula of the College are not what they want. 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

Course Title	Credits
Composition (Eng. 10 & 11)	6
Introduction to Psychology (Psych. 8)	3
Introduction to Sociology (Soc. 12)	3
Modern Math (Math 10 & 11)	6
History or Government Electives	6
Liberal Arts Electives	21
Free Electives	18
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New
Hampshire
College

School of
Human
Services



SCHOOL OF HUMAN SERVICES

New Hampshire College's School of Human Services provides the institutional framework for a series of academic, research and community action programs aimed at improving the social, economic and political conditions of our nation's "disadvantaged" citizens. The School's academic programs are designed to enable people working in the areas of human service and institutional change to obtain their undergraduate (A.S., B.S. in Human Services) or graduate (Master of Human Services) degrees without interrupting their current employment or otherwise endangering their sources of income. All of the School's programs are organized around a set of principles that stress:

- The provision of quality education within a framework of study that integrates theory and practice;
- Group study and cooperative learning as a means of growth and development;
- Community development and social action as vehicles for individual and institutional change.

The Undergraduate and Graduate Programs in the School of Human Services were created for responsible, dedicated and mature students. They are not easy programs of study. They are intense and demand an enormous commitment from both students and faculty. The School of Human Services' academic integrity, professional credibility and social responsibility are non-negotiable and will always remain so. There are no compromises where the legitimate needs and aspirations of communities are ultimately involved.

SCHOOL OF HUMAN SERVICES

THE ASSOCIATE'S DEGREE PROGRAM

M.O.V.E. is a unique and innovative Associate Degree program in Human Services for adults. The Program takes seriously the previous life and work experiences of its students. The M.O.V.E. Program addresses the personal and career needs of women and single parents and has a unique combination of classroom work, supervised internships in human service agencies and support groups.

The M.O.V.E. Program places great emphasis on communications skills, both written and verbal. In addition, the curriculum focuses on the development of job related skills needed in the field of human services and similar positions within private industry, such as:

- An understanding of human services, the economy and education;
- Organizational analysis;
- Interviewing skills;
- Counseling and interactional skills;
- Referral, advocacy and outreach skills;
- Time management techniques and survival skills.

The faculty for this program have been selected for their practical experience in the human services field, as well as their academic credentials.

UNDERGRADUATE PROGRAM

BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES

The Undergraduate Program in Human Services (FRED) has been developed to provide quality education to people who already possess extensive experience in the development and delivery of human services at the community level. The program, both in terms of its courses and structure, is designed to allow people to pursue their career goals in an educational context developed around their own professional experiences and organized in such a manner as to enable persons admitted into the program to earn their Bachelor of Science degree normally in two years or less. We take seriously the fact that our students are adults with experience, skills, and knowledge that are educationally valid. Consequently, our classrooms and courses are places for the exchange, clarification, and generalization of knowledge—not for those "who know" to give the word to those "who don't know."

The program is organized on a trimester basis, has a tuition of \$2400 per year (\$800 per trimester), and is open to all people who, on the basis of formal education, work experience and in-service training, can be granted a minimum of two years advanced standing in college. Human Service students are eligible for Special Human Service Scholarships.

The Undergraduate Program (FRED) is comprised of three academic components.

1. Core Curriculum: Thematic seminars dealing with the history, politics, economics, sociology, psychology and practice of the human services and community development. These include: Oppression, Social Intervention, and Social Change; Family and Social Network; Professionalism and Bureaucracy; Individual and Social Change; Community Development; Law and Social Control; and Work and Welfare.
2. Elective Curriculum: Courses (e.g., counseling, community organizing, administration, cultural and racial perspectives, group dynamics, resource development, communication skills, practical politics, child development, law and advocacy, health delivery systems, research, writer's workshop, the creation of alternative settings) designed to provide students with skills applicable to the broad spectrum of existing human service programs and directions. These courses both deal with concrete skills and the implications of using these skills.
3. Project in Community Development and Change: A group project in which students look at problems in their community and design, implement, and evaluate projects to address these problems. Through these projects students improve on their ability to innovate, provide service, and deal with problems collectively. Projects have included:
 - a. Creating A Foster Parent Support Group and Newsletter
 - b. Providing A Bilingual Medical Services Directory
 - c. Organizing Tenants in a Housing Project to Purchase the Property as a Coop
 - d. Developing a Housing Plan for the Poor in Connecticut
 - e. Preparing a Proposal for An Alternative Alcohol Service Delivery
 - f. Developing and Delivering a Hypertension Screening, Counseling, and Referral Service for Children in the Dixwell-Newhallville Community

The program is one for, of, and by committed practitioners. Both students and faculty share their knowledge and commitments to the field. The program provides

a unique structure (day-long classes once a month, study groups, group projects, independent study) which takes advantage of the variety of unique resources which students and faculty bring to the program.

The Undergraduate Program is offered from administrative bases at two locations:

New Hampshire College
2500 River Road
Manchester, NH 03104-1394
603-668-2211

New Hampshire College
Connecticut Campus
88 Ford Street
Hamden, Connecticut 06517
203-281-7941

NEW ENGLAND INSTITUTE OF HUMAN SERVICES

The New England Institute of Human Services (NEIHS) is the ongoing research, program development and technical assistance arm of the School of Human Services. It was created in order to enable the School's faculty, students and staff to make their skills and expertise available to both public and private agencies engaged in the search for more productive and progressive ways of developing, implementing and evaluating programs oriented toward meeting important human needs in the areas of health, education, employment, and community economic development.

The Institute is currently engaged in programs and projects involving:

- Attempts by the State of New Hampshire to assist local communities to prepare for the consequences of de-institutionalization;
- Attempts by the federal government to develop a national program oriented toward helping low-income communities become economically self-sufficient;
- Staff development in community-based programs serving as alternatives to institutionalization for youthful offenders; and
- Inservice training for members of the boards of directors of local community action agencies.

It is through the New England Institute of Human Services that the School hopes and expects to play a critical role in influencing the direction of future human service developments in the New England region.

SCHOOL OF HUMAN SERVICES

THE MASTER'S DEGREE PROGRAM

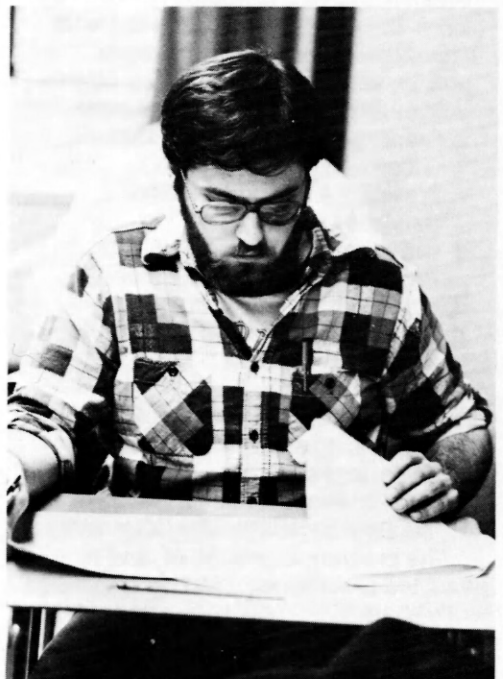
Like the Undergraduate Program, the Graduate Program in Human Services is oriented towards collective analysis, application and sharing of both theoretical and practical skills necessary for individual, institutional and social change. Unlike other graduate programs, however, the Master's Program is committed to a vision that goes beyond issues of direct service delivery. It is a program predicated on the assumption that consumer empowerment is the critical variable in the process of creating a more equitable, responsive and liberating society.

The program is particularly geared to the professional in the field of human services, who wishes to advance his/her career through educational attainment, while continuing to work. An external degree program, the Master's requires that students take eight courses over a period of sixteen months. The program is divided into four, four-month trimesters; each trimester consists of two courses. Classes are held once a month, on sequential Fridays and Saturdays. An additional Saturday is spent on campus in workshop, a skill-oriented gathering of students within program tracks. Students can attend the program full-time, graduating in sixteen months, or part-time, taking 32 months to finish.

Three tracks are offered by the program: Counseling and Community Psychology; Human Services Administration; Community Organizing and Development. Instead of a Master's thesis, students in the tracks participate in intensive internships and special placements.

The Master's in Human Services program is designed for mature adults with experience, either working or volunteer, in the human services. To be accepted by the program, an applicant must have a Bachelor's degree from an accredited college or university and a minimum of five years experience in human services work. Students will spend three days on campus for all sixteen months of the program. Their work for classes will be prepared in study groups, which encourage the professionals to work together to complete tasks, a skill that has ramifications in the rest of their lives. Individual knowledge and skills are emphasized in the internships and special placements, as well as in class discussions.

The faculty for the program have been selected for their practical experience in human services delivery, as well as their academic credentials. Faculty and students work together as adults with common interest in, and concern for, the entire spectrum of human services, so that classes, study groups, workshops, internships, and special placements all reflect the shared desire to improve the quality and delivery of human services, to benefit the individual and the community and to empower the disadvantaged.



SCHOOL OF HUMAN SERVICES FACULTY AND STAFF

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Program Staff

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M.A., Ph.D., Harvard University

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L.L.B., Harvard University

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B.A., Wesleyan University

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B.A., Jackson State University

M.S., Southern Connecticut State College

Linda Walton

B.S., New Hampshire College

Helen Wood

B.Ed., Plymouth State College

M.Ed., University of Hartford

Ruth Zax

B.Mus., Boston University

M.Ed., University of New Hampshire



DESCRIPTION OF COURSES

UNDERGRADUATE COLLEGE OF BUSINESS

Courses listed in this catalog are subject to changes in normal academic policy.

ACCOUNTING

Acct. 1 and 2 • Elementary Accounting (2 semesters) • 3 credits each semester

Elementary Accounting is a two semester course designed to:

- Introduce the student to the need for accounting in business and its relevance to society.
- Develop an understanding of the basic financial statements used by business.
- Develop an understanding of the composition of basic asset, liability, equity, and income determining accounts, in accordance with current accounting concepts and principles.
- Introduce the student to the fundamental mechanics of accounting for proprietorships, partnerships, and corporations.

Success in the first semester is a prerequisite to the second semester. Success in both will enable the student to pursue advanced subjects.

Acct. 3 and 4 • Intermediate Accounting (2 semesters) • 3 credits each semester

This course covers an intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions along with problem solving.

Prerequisite:

Acct. 2.

Acct. 5 and 6 • Advanced Accounting (2 semesters) • 3 credits each semester

Included in Advanced Accounting is a comprehensive examination and analysis of the accounting principles and procedures applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange, and estates and trusts. Particular emphasis is placed on problem solving.

Prerequisite:

Acct. 4.

Acct. 7 and 8 • Cost Accounting (2 semesters) • 3 credits each semester

This course includes a comprehensive coverage of the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs, and their use to management in the planning and control process. Budgeting, standard costs, job order and process cost systems are examined, along with special problems in cost accounting.

Prerequisite:

Acct. 2.

Acct. 11 • Auditing Principles • 3 credits

An in-depth examination of audit programs and procedures that are required during the course of a regular audit engagement is included in this course. The importance of reviewing internal controls is stressed.

Prerequisite:

Acct. 6.

Acct. 12 • Advanced Auditing • 3 credits

Included in this course is an analysis of auditing procedures applicable to the examination of computerized systems. The use of statistical sampling techniques are examined in detail. The statements on auditing standards and the more recent FASB opinions are covered. This course should be elected by those students who plan a career in public accounting.

Prerequisite:

Acct. 11.

Acct. 14 • Management Accounting • 3 credits

This course emphasizes the analysis, reporting and use of accounting data as a management tool in the planning and control process.

Prerequisite:

Acct. 2.

Acct. 15 • Federal Taxation I • 3 credits

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals.

Prerequisite:

Acct. 2.

Acct. 16 • Federal Taxation II • 3 credits

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for corporations, partnerships, estates and trusts.

Prerequisite:

Acct. 15.

Acct. 22 • Institutional Accounting • 3 credits

This course covers the accounting principles and procedures applicable to governmental and not-for-profit institutions.

Prerequisite:

Acct. 8.

Acct. 30 • Internship • 3 credits

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience.

Prerequisite:

Consent of the Director of Cooperative Education.

BUSINESS/DISTRIBUTIVE TEACHER 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:

Math 11 and 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 & Office Practices • 2 credits

This course provides a study of the methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the skill-oriented courses. Other topics include machine rotation, office simulation, and the use of typing labs.

Ed. 13 • Methods of Teaching Bookkeeping and General Business • 3 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. 8.

Ed. 15 • Coordination of Cooperative Programs • 2 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 Word Processing • 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 Teaching Distributive Education • 3 credits

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

Prerequisite:

Junior standing.

Ed. 18 • Principles of Business Education • 3 credits

A study in the field of business education: its curriculum, levels, facilities, materials, research and issues. Emphasis will be on current practices in Business 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 and visitations to a variety of schools. Periodic written reports are required throughout internship.

Ed. 30 • Student Teaching • 15 credits

Business/Distributive Teacher 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. In-school seminars are also held.

Prerequisite:

Senior standing.

ECONOMICS**Eco. 1 • Microeconomics • 3 credits**

This course covers microeconomics — the market system, demand and supply, prices, distribution of income, economics of the firm, diminishing returns to scale, monopoly and oligopoly, and international trade including foreign exchange, balance of international payments.

Eco. 2 • Macroeconomics • 3 credits

The 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:

Eco. 1.

Eco. 7 • Economic Development • 3 credits

The course examines the process and problems of economic development. Emphasis is on "Third World" less developed nations, their problems and relationships with the United States.

Prerequisite:

Eco. 1 and 2.

Eco. 8 • U.S. Economic History • 3 credits

The course examines the United States as a "successful" case study in economic development. The clash of social-political economic forces in institutional development is examined.

Eco. 14 • Labor Economics • 3 credits

This course introduces the student to the field of labor economics. The labor market, wages, productivity, inflation-unemployment relationship and the role of unions are among the subjects covered.

Prerequisite:

Eco. 1 and 2.

Eco. 20 • Comparative Economic Systems • 3 credits

This course examines alternative economic systems ranging from planned systems to non-planned and mixed systems. The systems of the major developed and developing countries are examined. In addition the elements and problems that go into "putting an economic system together" are explored.

Prerequisite:

Eco. 1 and 2.

Eco. 22 • International Economics • 3 credits

The course examines the basis of international trade and the mechanisms involved in international finance. The implications for United States industries, as well as the national economy, are also examined.

Prerequisite:

Eco. 1 and 2.

Eco. 23 • Urban and Regional Economics • 3 credits

This course examines the diversity of regional economics in the United States economy. Questions and problems of regional autonomy and policies are examined.

Prerequisite:

Eco. 1 and 2.

Eco. 26 • History of Economic Thought • 3 credits

The course examines the development of economic thought from philosophy to political economy to "economics as a science today."

Prerequisite:

Eco. 1 and 2.

Eco. 29 • Labor Relations and Arbitration • 3 credits

This course examines union-management relationships. Elements of a good union-management contract, the law, and the role of the arbitrator.

Prerequisite:

Eco. 14 or MA 11.

Eco. 30 • Principles and Concepts of the World Economic System • 3 credits

This is a broad study of the major forms of international trade; export and import trade, overseas investment, production and marketing operations, international policies. Theoretical principles, government policies and business practices are covered.

Prerequisite:

Eco. 2; and Junior standing or permission of the instructor.

Eco. 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.

FINANCE

Fin. 1 • Personal Finance • 3 credits

This course introduces the student to the concepts involved in budgeting, capital budgeting, cash flow, and investments at the personal level. The course also provides valuable practical knowledge in the field of personal finance.

Fin. 2 • Introduction to Investments • 3 credits

Various investment vehicles, including stocks, bonds and commodities, are introduced and examined. The course emphasizes the investment decision-making process that underlies all investment decisions.

Fin. 12 • Managerial Economics • 3 credits

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making.

Prerequisites:

Eco. 1 and 2; Acct. 1 and 2.

Fin. 16 • Money and Banking • 3 credits

This course covers two broad areas. The first is the banking industry, as it operates internally and is regulated. The second area is the banking industry in the national economy. This includes monetary policy and its macroeconomics effects on prices, employment, growth and the international balance of payments.

Prerequisite:

Eco. 1 and 2.

Fin. 20 • Introduction to Business Finance • 3 credits

This course is designed to survey the finance discipline, to develop skills necessary for financial decision-making and to acquaint the student with financial markets and institutions.

Prerequisites:

Acct. 1 and 2; Math 10 and 11.

Fin. 24 • Security Analysis • 3 credits

The student becomes actively involved in fundamental industry and company analysis. Supply and demand factors are examined, as they effect individual firms and industries, so as to make a cogent investment decision.

Prerequisites:

Fin. 2; Eco. 1 and 2.

Fin. 30 • Public Finance • 3 credits

Methods of procedures of raising and expanding revenues at all levels of government are examined. In addition the course examines the implications of these methods and procedures on the macroeconomic variables of prices, employment, growth, and the international balance of payments.

Prerequisite:

Eco. 1 and 2.

Fin. 34 • Business Cycles and Forecasting • 3 credits

The course examines business cycle history, theory, and the use of lagging, leading and coincident economic indicators in business forecasting.

Prerequisites:

Eco. 1 and 2; Fin. 16.

Fin. 35 • Financial Policy and Decision-Making • 3 credits

This course is designed to pursue financial decision-making under real world considerations of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within the firm and managing the capital structure.

Prerequisites:

Either Fin. 20 or Acct. 6; Math 10 and 11.

Fin. 36 • Multinational Corporate Finance • 3 credits

Aspects of financial planning for corporations with overseas operations. Analysis of sources and uses of corporate funds abroad, including criteria for choice among alternative foreign investments. Includes the effects on international corporate financial planning such as factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices.

Prerequisites:

Either Fin. 20 or 35; Eco. 30; and junior/senior standing or permission of instructor.



HOTEL/RESTAURANT MANAGEMENT

HR 9 • Food Purchasing • 3 credits

An examination of the grades, types, and varieties of fruits, vegetables, meats, fish, and sundry products and the methodology of purchasing food in large quantities. Additional topics discussed include wholesale and retail meat cuts, standard purchase specifications, centralized purchasing, container sizes and types of frozen, canned, and fresh fruits and vegetables. Open to hotel majors only.

HR 10 • Quantity Food Production I • 3 credits

4 Laboratory Hours 1 Lecture Hour

An introductory course in the theory and preparation of haute cuisine. Students will prepare soups, sauces, appetizers, vegetables, meats, fish, and baked products including breads, cakes, and pies using professional equipment. Classical and modern methods of production will be compared. Open to hotel majors only. Laboratory fee \$50.

HR 11 • Quantity Food Production II • 3 credits

4 Laboratory Hours 1 Lecture Hour

Theory and preparation of haute cuisine under conditions of quantity preparation. Students will apply the principles from HR 10 to quantity service on the college premises. Open to hotel majors only. Laboratory fee \$50.

Prerequisite:

HR 10.

HR 12 • Introduction to Hotel/Resort Operations • 3 credits

The history and development of the hospitality industry from Greek and Roman times to present day, the organization of the modern hotel, the functions and personnel of each department, the layout and design of a modern hotel, the organizational differences between commercial and resort properties. Open to hotel majors only.

HR 13 • Food, Beverage, and Labor Control • 3 credits

The methods and procedures used in hotels and restaurants to control costs in food, beverage and labor. Topics discussed include menu pre-cost and abstract food standards and portion costs, sales forecasts, beverage purchasing guidelines, beverage production and storage controls, labor cost considerations and standard labor cost. Open to hotel majors only.

HR 14 • Promotional Activities • 3 credits

A study of the methods and tools used by hotels to promote business externally and internally. Included as a major part of the course is a study of the process of identifying primary and secondary markets, and feasibility studies for hotel construction. Open to hotel majors only.

HR 15 • Hotel Office Management • 3 credits

An examination of the methods and procedures used by hotels to effectuate and control the comings and going of hotel guests. Included in the course are discussions on check-in and check-out procedures, billing procedures, reservation methods and procedures, the hotel night audit, and the relationship between the front office and other parts of the hotel. Open to hotel majors only.

HR 16 • Law of the Hospitality Industry • 3 credits

An examination of the common and statutory law applicable to the hospitality industry. Included in the course are discussions of the innkeeper's duties and responsibilities for his guests, his duty to maintain his property, his duty to receive travelers, his vicarious liability for employee actions, and his liability for guests' property. Open to hotel majors only.

HR 18 • Hotel/Resort/Tourism Seminar • 3 credits

A review of current practices and procedures involving problem areas associated with the hospitality industry. An in-depth analysis of a current topic selected by the student in conjunction with the instructor. Open to hotel majors in their senior year.

HR 19 • Restaurant Management • 3 credits

2 Laboratory Hours 2 Lecture Hours

The various types of dining room service (French, Russian, English, and American) are studied and applied to on-campus college service. Students will operate a college restaurant. Additional topics discussed include menu theory and preparation, wine appreciation and service, and bar management. Open to hotel majors only. Laboratory fee \$15.

HR 20 • Hotel Accounting • 3 credits

A study of the Uniform Accounting System for hotels and motels. Topics include the impact of price-level changes, the tools of analytical analysis and comparison analysis, management information systems, internal control procedures, cost accounting, and cost-volume-profit analysis. Open to hotel majors only.

Prerequisite:

Acct. 1 and 2.

HR 21 • Hotel Facilities Management • 3 credits

An examination of the housekeeping department of a hotel, interior decoration, care and selection of carpeting, drapes, and furniture, and a study of basic engineering problems associated with hotels, including refrigeration, plumbing, heating, and air conditioning. Open to hotel majors only.

HR 22 • Tourism • 3 credits

The history, development and international implications of world tourism. Included in the topics discussed are the sociology of tourism, tourism components, the economic role of tourism, and marketing of tourism.

HR 50 • Internship • 6 credits

Guided internship work experience for integrating study and experience. Students will spend one summer working at approved hotels and restaurants. Open to hotel majors only.

Prerequisite:

Consent of the Director of Cooperative Education.

HR 51 • Internship • 12 credits

(Taken in place of HR 50)

Guided internship work experience for integrating study and experience. Students will spend one academic semester working at approved hotels and restaurants. Open to hotel majors only with permission of the department. Students taking HR 51 will not be required to take HR 18 and the Free Elective.

Prerequisite:

Consent of the Director of Cooperative Education.

FASHION MERCHANDISING

FM 1 • Fashion Merchandising • 3 credits

A study of fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores. Analysis of classification merchandising systems, merchandise assortment plans and inventory control methods are an integral part of the course.

Prerequisite:
MKT 22.

FM 2 • Fashion Merchandising Internship • 3 credits

The student shall have the option of (1) working as an intern anywhere in the United States 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. MA 53 may be substituted for this course.

Prerequisite:
Consent of the Director of Cooperative Education.

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. A fashion show is planned and executed by the entire class as a group project.

FM 4 • Product Analysis and Design • 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 explored and exposure is offered to non-textile materials used in the fashion industry.

MARKETING

MKT 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.

MKT 20 • Sales and Sales Management • 3 credits

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

Prerequisite:
MKT 13.

MKT 22 • Principles of Retailing • 3 credits

A study of the principles of retailing with special emphasis on store organization, merchandising and the personnel function; also the subjects of store location and layout and customer relations are explored.

Prerequisite:
MKT 13 (May be taken concurrently).

MKT 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.

Prerequisite:
MKT 13.

MKT 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.

Prerequisite:
MKT 13.

MKT 31 • Industrial Marketing and Channel Functions • 3 credits

This course concentrates on the concepts and policies affecting the characteristics of major industrial markets: Sales strategy, marketing budgets, purchasing, short term financial assessments, price and product management, distribution of goods, channel functions, integration of channels, problems of vertical and horizontal integration, and the results of government participation in the market.

Prerequisites:
MKT 13; MKT 20; and Fin. 20 or 35.

MKT 33 • Multinational Marketing • 3 credits

Analysis of the development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution and production activities. International similarities and differences in marketing functions, processes, structures, and agents, as related to the cultural, economic, political, social and physical dimensions of the environment are examined. The changes underway in marketing systems as well as the adaptation of marketing philosophies and practices to fit conditions in different countries are considered.

Prerequisites:
Eco. 30; MKT 13; Eco. 2; and junior/senior standing or permission of the instructor.

MKT 37 • Marketing Research • 3 credits

Introduces the student to application of statistics and model research building for marketing decision-makers.

Prerequisites:
Math 18 and MKT 13.

MKT 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.

MKT 42 • Retail Management • 3 credits

An advanced level course beyond the scope of MKT 22, MKT 42 is geared to the retailing major, general marketing and consumer behavior/research marketing majors. Extensive use of the case study method and computer simulations in such areas as quantitative decision making, inventory planning and control, operational budgeting, foreign markets, interpreting consumer demand and overall coordination of merchandising policies within a retail framework.

Prerequisites:
MKT 13, 22; and Math 18.

MKT 45 • 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.

Prerequisites:

MKT 13, MA 25, Psych. 8.

MANAGEMENT ARTS**MA 6 • Business Law I • 3 credits**

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

MA 7 • Business Law II • 3 credits

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

Prerequisites:

Acct. 1 and 2, MA 6.

MA 10 • Introduction to Business • 3 credits

An introduction to business which discusses business functions, how it is owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a system. A broad background in business practices, principles, and economic concepts are discussed toward future utilization in more advanced courses.

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 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.

MA 20 • Management Decision-Making • 3 credits

A quantitative approach to business decision-making. Topics covered include linear programming, queuing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems.

Prerequisites:

Fin. 20 or 35, MA 10, Acct. 1 and 2 and Math 18.

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. Text and case studies.

Prerequisites:

Acct. 2, MKT 13, Fin. 20 or 35, and senior standing; or permission of instructor.

MA 25 • Human Relations in Administration • 3 credits

A study of the relationship between the administrator and his superior, employees under his supervision, associates on his own level. Prob-

lems 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 30 • Production Management and Control • 3 credits

This course introduces the student to the production management environment. Elements such as the evolution of the modern production function; production processes in different industrial operations; production control as it encompasses the planning and control of the total production environment; and materials management are examined.

Prerequisites:

MA 10, Eco. 1, Acct. 1 and 2.

MA 33 • Real Estate • 3 credits

This comprehensive real estate course dealing with all the aspects of real estate necessary to operate as a real estate salesman or broker.

MA 35 • Production Management Techniques • 3 credits

This course presents techniques utilized for the management of production. Here working conditions and layouts are discussed as are elements of material handling, tools of production, time and motion study and quality control. In addition, inventory control and scheduling techniques such as PERT, CPM and Line of Balance are covered.

Prerequisites:

MA 10, Eco. 1, Acct. 1 and 2.

MA 38 • The Multinational Corporation • 3 credits

This is a study of the management of foreign operations; planning international objectives and strategies; multinational corporate structures; corporate skills for international operations; managerial communications and control of multinational organizations; and administrative practices and operating policies of the multinational corporation.

Prerequisites:

Eco. 30; and junior/senior standing or permission of the instructor.

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 11, MA 25 and MKT 13.

MA 45 • Small Business Institute Cases • 3 credits

Selected students evaluate and counsel small businesses that request management assistance. The course is conducted in conjunction with the U.S. Small Business Administration. The term of the course is one academic year for 3 credits.

Prerequisites:

Junior or Senior standing, and permission of instructor.

MA 50 • Management Internship • 12 credits

This is a supervised semester's career-related work experience. A final written analysis of the work program or a specific project report plus monthly on-the-job reports aid the student in relating academics to practice.

Prerequisite:

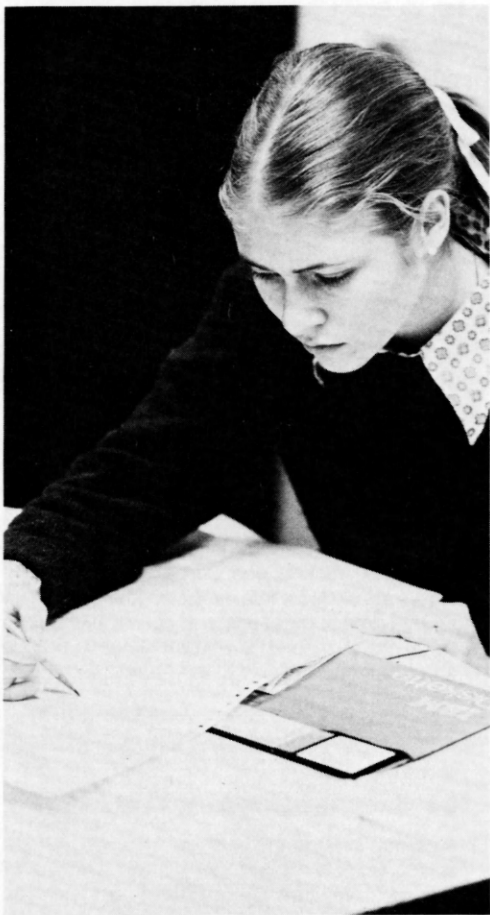
Consent of the Director of Cooperative Education.

MA 53 • International Internship • 3 credits

This exciting work-study experience allows a student to spend six weeks overseas working for one of the leading distribution firms in such places as Denmark, England, Belgium, Germany, France and Hong Kong. A dual cultural/business preparation for the world of international business.

Prerequisite:

Consent of the Director of Cooperative Education.

**MANAGEMENT INFORMATION SYSTEMS****MIS 20 • Business Data Processing • 3 credits**

An introductory survey of the principles of electronic data processing and computer programming and its interface with the major functions of an organization. Laboratory fee \$25.

MIS 21 • Introduction to Systems • 3 credits

A basic understanding of the systems theory and pragmatic approaches to systems analysis techniques. Feasibility studies and application studies are also covered.

Prerequisites:

MIS 20, MA 10, Acct. 2 (may be taken concurrently).

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. Laboratory fee \$25.

Prerequisites:

MIS 20 and Acct. I.

MIS 24 • FORTRAN IV • 3 credits

A problem solving language which provides the student with the knowledge to meet management's needs of supplying quantifiable information in the management science area. Laboratory fee \$25.

Prerequisite:

MIS 20.

MIS 25 • Systems Practicum I • 3 credits

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

Prerequisites:

MIS 22, 24, 30.

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. Laboratory fee \$25.

Prerequisites:

MIS 20; and MIS 22 or MIS 24.

MIS 28 • File Concepts • 3 credits

The techniques of designing and building efficient computer-based files. The course also includes data base design and management. Laboratory fee \$25.

Prerequisites:

MIS students: MIS 22, 24, 26 (one may be taken concurrently).

MAS students: MIS 22, 24.

MIS 29 • Systems Practicum II • 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 30 • Systems Hardware & Software • 6 credits

This course introduces the student to computer architecture and the interfaces with the system software. The hardware and software technology of mini and micro computers is also studied. Data communications, on-line real time processing and PACKET broadcasting are included in this course along with data management systems, languages and their translators. Laboratory fee \$25.

Prerequisites:

MIS 21 and two programming courses (MIS 22, 24 or 26) and junior standing.

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, the Director of Cooperative Education, and the chairman of the MIS department.

Prerequisite:

Consent of the Director of Cooperative Education.

SECRETARIAL SCIENCE

SS 1 • Shorthand I Theory and Dictation to 60 Words Per Minute • 3 credits (4 class hours)

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary.

SS 2 • Shorthand II Dictation: 60-80 Words Per Minute, and Transcription • 3 credits

Designed to increase the student's shorthand vocabulary, the emphasis is on developing speed and accuracy in typing mailable transcripts.

Prerequisite:

SS 1 or permission of department chairman.

SS 3 • Shorthand III Dictation: 80-100 Words Per Minute, and Transcription • 3 credits

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: Banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription practice with emphasis on mailable copy.

Prerequisite:

SS 2 or permission of department chairman.

SS 4 • Shorthand IV Dictation: 100-120 Words Per Minute, and Transcription • 3 credits

The material used for dictation includes longer and more difficult business letters from technical fields, editorials, and reports. Transcription drills are continued to increase speed and accuracy. Emphasis placed on expert shorthand outlines.

Prerequisite:

SS 3 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.

SS 8 • Typewriting I Theory and Speed up to 35 Words a Minute • 3 credits

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. Basic letter forms, tabulations, and manuscripts.

SS 10 • Typewriting II 35-50 Words a Minute • 3 credits

Arrangements of business letters and envelopes, carbon copies, stencils and masters, tabulation and statistical matter, and rough drafts. Drill to increase speed and accuracy.

Prerequisite:

SS 8 or permission of department chairman.

SS 11 • Typewriting III 50-60 Words a Minute • 3 credits

Manuscripts, billing, statements, legal documents and business papers, secretarial assignments. Drills to perfect production speed.

Prerequisite:

SS 10 or permission of department chairman.

SS 13 • Typewriting IV • 3 credits

This course will not only broaden the student's knowledge of typewriting, but will also develop the student's ability to use judgment, to be creative, to be responsible for complete projects, to be able to work under normal office conditions, and to be able to produce professional work.

Prerequisite:

SS 11 or permission of department chairman.

SS 20 • Office Procedures • 3 credits

Fundamental skills and knowledge in (1) operation of basic office machines, (2) filing, (3) letter and memo writing, and (4) human relations. Efficiency, organization, and versatility are stressed.

SS 21 • Office Simulation • 3 credits

Application of the basic skills learned in all previous secretarial courses is the thrust of this course. Students role-play in an office environment from the manager to the clerk.

Prerequisites:

SS 3, 10, 20 or permission of department chairman.

SS 22 • Word Processing • 3 credits

Application of Word Processing Systems and transcription skills in today's offices. Students learn machine transcription and dictation, magnetic typewriters, memory typewriters and the IBM System 6, and text-editors.

SS 23 • Office Administration • 3 credits

Students solve practical problems of managing an office by applying general management principles, office designs, modern equipment and techniques. Decision-making by the administrator of the office is emphasized.

SS 30 • Secretarial Science Internship • 6 credits

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience.

Prerequisite:

Consent of the Director of Cooperative Education and Department Chairman.



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 the more professional courses, enable the student to gain understanding, perspective, and knowledge outside restrictions of major field.

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

THE HUMANITIES FINE ARTS

FA 21 • Experiences in Art • 3 credits

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

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 24 • Music in the Romantic Period • 3 credits

A study of the importance of the Romantic Period of music. Music before (Renaissance, Baroque, Classical) and after (20th Century) is presented in a very condensed form illustrating characteristics of and comparison to the unique age of Romantic music.

FA 26 • Mass Media • 3 credits

A survey course covering the nature of mass media communication, its development and its effects. The course will focus on how and why the media operate as they do, as well as on how media performance might be improved to better meet the need of consumers.

FA 30 • Introduction to Films • 3 credits

This course involves viewing and analysis of representative films—fictional, documentary and experimental—through which students will become acquainted with film theory and basic technical terms, film history, aesthetics and production. Three lecture hours and two scheduled viewing hours per week. Lab fee.

FA 36 • Women in Art • 3 credits

A survey study of women artists from the Middle Ages to the 20th Century. Museum visits and slide presentations are included.

FA 38 • Drama • 1 credit (per year)

Auditions will be held each fall for a drama club. The group will perform throughout the year. To receive credit (1 per year), a student must participate both semesters. A maximum of three credits can be earned.

FA 76 • American Music • 3 credits

This course deals with all aspects of American (U.S.) music from the sacred music of the New England colonies (1620) to the present. The student is given a basis for the awareness, realization, and understanding of our musical culture. No musical background is presumed.

ENGLISH

English Proficiency Exam

At the end of English 10 (Freshman Composition I), the student must pass an English proficiency examination that is simultaneously a final examination for the course and an institutional test of writing ability. The student will be expected to write coherently, correctly, and thoughtfully about a pre-assigned topic, using a dictionary or other book as desired. If the student fails this English proficiency examination, he or she must repeat Freshman Composition before being retested.

Comm 10 • Communications • 3 credits

The objective of the course is to make reading an informative and enjoyable experience by raising the level of reading comprehension, improving the reading rate and increasing proficiency in basic skills such as information gathering and retention, interpretation, analysis and evaluation. Critical reading and vocabulary building are stressed. At least one novel is read; an oral report is presented.

Prerequisite:

Permission of instructor or as assigned by department.

Eng. 9 • Fundamentals of English • 3 credits

Grammar and language skills review. Required of all students testing below an established minimum of language usage. For these students a prerequisite for English 10.

Eng. 10 • Composition I • 3 credits

Stresses composition skills and rewriting. In order to receive credit for English 10, the student must pass a final English Proficiency Exam designed to test his or her ability to write coherently, correctly, and thoughtfully. Required of all freshmen.

Eng. 11 • Composition II • 3 credits

Major emphasis on writing a research paper and developing appreciation for imaginative literature. Required of all freshmen.

Prerequisite:

Eng. 10.

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.

Eng. 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.

Eng. 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

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

Eng. 20 • Business Communications • 3 credits

Practical study of the preparation of business correspondence, employment applications and resumes, and the formal research report. Emphasis on written communication skills.

Prerequisite:

English 11

Eng. 21 • Literature of New Hampshire and Surrounding Area • 3 credits

This course focuses on literature of New Hampshire and especially Robert Frost. Some authors from bordering New England states will be included.

Eng. 23 • English Literature I • 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 II • 3 credits

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

Eng. 25 • Contemporary American Poetry • 3 credits

An overview of trends in contemporary poetry begins with a review of traditional techniques: Metrics, figurative language, scansion. In addition to works of poets published in the United States today, the course examines the critical writings of Ransom, Tate, Trilling, Warren, Feidler and Brooks.

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. 31 • American Business in Literature • 3 credits

Applying humanistic perspectives to the business world, the course examines the ways in which important American writers express and critique the values, styles, rituals, symbols, psychology, and history of business. Close reading of novels, stories, poems, essays and plays.

Eng. 32 • The Nature Writers • 3 credits

A course designed to introduce students to prose and poetry by major writers and naturalists who observe nature vividly and who write about humanity's relationship to the natural environment. The writings of De Crevecoeur, Emerson, Hawthorne, Ruskin, Lawrence, Orwell, Commoner, Krutch, Leopold, and Dickinson will be included, among others.

Eng. 33 • Language Awareness • 3 credits

An introduction to selected topics in English linguistics: Dialects, levels of usage, history of English, taboos, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered.

Eng. 34 • Modern Authors • 3 credits

Contemporary readings of the 20th century — American, British, European. Mostly short stories, one short novel, some poetry. An historical approach is taken to trace the change from 19th century romanticism to 20th century realism.

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.

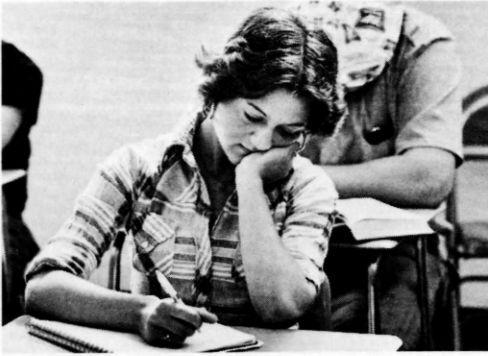
Phil. 14 • Logic Language and Argumentation • 3 credits

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

PHIL-30 • Comparative Religion • 3 credits

A study of the origins of religion, how man manifests his religious spirit in the most primitive period of history, how his religious spirit refines itself in accordance with the rise of his level of consciousness, the eventual emergence of the various world religions and the reasons for their differences as well as their similarities. Special emphasis in the study is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Mohammedanism.

THE SOCIAL SCIENCES



GOVERNMENT

Govt. 9 • Introduction to Politics • 3 credits

An introduction to the idea of politics is offered in which theories of the purpose of government and the nature of man are considered. Special attention is given to the democratic foundations of the United States and the qualities of democratic man.

Govt. 10 • American Politics • 3 credits

Policy-making in the American national political system is studied. Emphasis is placed on the interaction of institutions and political factors in them. This emphasis on process encourages the development of a political perspective applicable to social and economic activities as well.

Govt. 11 • International Relations • 3 credits

The study of international politics is considered from a national interest perspective. The means of formulating and executing policy in the context of a system of sovereign states is emphasized as well as are the limitations of the model. Application of the perspective to contemporary events is encouraged.

Govt. 13 • Comparative Government • 3 credits

The political systems of various countries of the world are studied and compared by an analytic approach which accentuates participation, policy and political culture. Countries are selected for study according to the interests of both prospective students as well as of the instructor.

Govt. 14 • Political Theory • 3 credits

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

Prerequisite:

Govt. 9 or 10 or Phil. 10.

Govt. 16 • Constitutional Freedom • 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 • 3 credits

Appreciation of those ideas, values, trends, and movements in Ancient and Medieval history that contribute significantly to Western Civilization and world culture. Emphasis is placed on the civilizations of Egypt, Mesopotamia, Greece, Rome and Western Europe.

Hist. 10 • Modern European History • 3 credits

Appreciation of those ideas, values, trends, and movements in nineteenth and twentieth century European history that have shaped and influenced contemporary civilization. The focus is primarily on Western Europe.

Hist. 13 • American History I • 3 credits

Political, economic, and social development of the American people from the colonial period to the end of the Civil War. Special attention is given to the Colonial era, early national period, Jacksonian Democracy, and the Civil War.

Hist. 14 • American History II • 3 credits

Political, economic, and social development of the United States from the end of the Civil War to the present. Special attention is given to the period since the end of World War II.

Hist. 18 • American Diplomatic History • 3 credits

Development and implementation of the foreign policy of the United States from 1900 to the present. Considerable time is spent on analyzing the conflict between ideals and national self-interest of American diplomatic policies.

Hist. 20 • Europe in the Twentieth Century • 3 credits

European history from the point of view of civilization in a constant state of crisis: World War I, the insecure 1920's and 1930's, World War II, and the Cold War era since 1945.

Hist. 23 • The Far East in Modern Times • 3 credits

This history of Japan and China from the 1840's to the present time. Special emphasis is given to the political, economic, and social impact of the Western nations on Japan and China.

Hist. 30 • Civil War • 3 credits

This course deals with the causes of the Civil War, with the events, personalities, battles, and campaigns which influenced the outcome of the war.

Hist. 41 • World War II • 3 credits

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930's which contributed to the outbreak of war.

Hist. 76 • The American Revolution • 3 credits

The course deals with the events and factors which led to the outbreak of rebellion, the revolution itself, and the period of nation-making which followed independence.

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 prenatal through death emphasizing normal, usual patterns of development.

Prerequisite:

Psych. 8.

Psych. 13 • Psychology of Individual Adjustment • 3 credits

Dynamics of adjustment to problems of modern living. Includes motivation and learning, individual differences, the self concept, and psychometrics. Research information and self understanding emphasized.

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.

Prerequisite:

Psych. 8.

Psych. 16 • Psychology of Personality • 3 credits

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation.

Prerequisite:

Psych. 8.

Psych. 17 • Reading and Research in Psychology • 3 credits

Seminar and/or individual meetings.

Prerequisite:

6 - 9 hours in psychology including Psych. 8 (at least 3 hrs. at NHC) and permission of instructor.

Psych. 20 • Psychology of Individual Differences and Special Needs • 3 credits

This course provides knowledge and understanding of exceptional children and adolescents. Approach is both theoretical and practical with required visits to schools and institutes.

Prerequisite:

Psych. 8.

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 Issues of the United States • 3 credits

Contemporary human problems in their historical context—crime and delinquency, poverty, prejudice, pollution, alcoholism, etc.

Prerequisite:

Psych. 8 or Soc. 12 or permission of instructor.

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.

Soc. 84 • Seminar on Soviet Society • 3 credits

An annual study tour of the USSR under the sponsorship of New Hampshire College and St. Anselm's College incorporates field observations, lectures by Soviet authorities, and meetings with Soviet citizens. An orientation program is conducted prior to the tour.



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 credits of general mathematics offerings with business applications. For the students who have an adequate algebraic background, as determined by a national standardized test, the requirement is met by taking Math 10 and Math 11. For the students with a weaker background, Math 5 is offered as a means of preparing for the Math 10-11 sequence. Math 5 is particularly helpful to those who have been away from school for several years, allowing them time to readjust to academics. In addition to the basic six hour requirement, Statistics is required in most of the four-year programs.

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 offered.

Math 5 • Fundamentals • 3 credits

This course includes a review of basic arithmetic and an introduction to elementary algebra.

Math 8 • Business Mathematics • 3 credits

A survey of the mathematical techniques essential in the operation of the business office: Operating statements, interest calculations, taxes, payroll preparation, depreciation, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed Math 10 or 11).

Math 9 • Merchandising Mathematics • 3 credits

A survey of the mathematics essential in the maintenance of the retail store: Operating statements, mark-up and mark-down, average maintained mark-up, turnover, open-to-buy, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed Math 10 or 11).

Math 10-11 • Modern Mathematics for Business Students (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 10 is a prerequisite to Math 11.

Math 12 • Introduction to Calculus for Business Students • 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 11.

Math 14 • Introduction to Quantitative Methods • 3 credits

This course develops the use of probability models in management decisions. Topics will be chosen from the following: Quality control, Bayesian Decision Theory, Markov Chains, inventory control, queuing theory, replacement theory, and simulation. The course may integrate computer work with classwork (at the discretion of the instructor).

Prerequisite:

Math 18 and MIS 20.

Math 15 • Modern Mathematics for Business Students • 3 credits

Modern Mathematics is a one-semester course that includes material usually covered in two semesters by Math 10 and 11. The course is designed for those students with a strong mathematics background in algebra.

Prerequisite:

Permission of the Registrar and chairman of the Mathematics Department.

NOTE: For those students who complete Math 15 and whose mathematics requirements are Math 10, 11 and 18, the additional requirements are Math 18 and either Math 12, 14 or 19. For those students who complete Math 15 and whose requirements are Math 10, 11, the additional requirement is either Math 12 or 18. Math 16 may replace Math 12.

Math 16 • Business Calculus A • 3 credits

This course is designed to provide a continued challenge for the Math 15 student. Differential and integral calculus will be discussed in greater depth than in Math 12. As a result, more time can be allotted to theory and a variety of applications to business and economics.

Prerequisite:

Math 15 or permission of the instructor and department chairman.

Math 18 • Statistics • 3 credits

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

Prerequisite:

Math 11 or permission of instructor.

Math 19 • Selected Topics in Statistics • 3 credits

Topics will vary from semester to semester but may include regression analysis, index numbers, analysis of variance, and others.

Prerequisite:

Math 18.

SCIENCE

Sci. 11 • Survey of the Biological Sciences • 3 credits

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

Sci. 12 • Principles of Physical Science I • 3 credits

A study of the basic concepts of Physical Science. Topics covered include: The influence of the scientific method in understanding science, energy and motion, Newtonian physics, fluids and waves, kinetic theory of matter, and electricity.

Sci. 13 • Principles of Physical Science II • 3 credits

A continuation of the study of the basic concepts of Physical Science. Topics to be covered include: Electricity and magnetism, light, meteorology, atoms and molecular theory of the atom, the periodic law, crystals, ions and solutions, chemical reactions, acid-based theory, and basic organic chemistry. Sci. 12 is not required for Sci. 13.

Sci. 17 • Introduction to Anatomy and Physiology • 3 credits

This 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.

Sci 19 • Man and His Environment • 3 credits

By examining major environment problems, the student is made aware of current and possible future issues from the perspective of society, business and the individual.

Sci. 20 • Energy and Society • 3 credits

A survey of the forms of energy that are available to and are currently being used by industrial society; the environmental impact of and continued availability of each form will be discussed. Special emphasis will be given to conservation of energy sources and the development of alternative sources of energy in the home and industry.

Prerequisite:

Math 10 or equivalent.

Additional science offerings are available through the NHCUC Consortium Student Exchange Program.

NOTE: All the above listed courses are not offered each academic year.

Students are responsible for program requirements in effect when a major is declared. A worksheet is maintained for each student indicating courses to be completed for a degree. Enrolled students should refer to their worksheets rather than the catalog to avoid confusion.

ACADEMIC WORKSHEETS



BACHELOR OF SCIENCE DEGREES ACCOUNTING

First Year

Acct 1 (Elem)	3
Math 10 (Mod)	3
Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
*	3
	15

Acct 2 (Elem)	3
Math 11 (Mod)	3
Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Second Year

Acct 3 (Inter 1)	3
Acct 7 (Cost 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Eng 12 (Pub Speak)	3
	15

Acct 4 (Inter 2)	3
Acct 8 (Cost 2)	3
Eco 2 (Macro)	3
Eng 20 (Bus Comm)	3
Mkt 13 (Market)	3
*	3
	18

Third Year

Acct 5 (Adv 1)	3
MA 30 (Product Mgt) or	
MA 35 (Prod Mgt Tech)	3
Math 18 (Stats)	3
MIS 22 (COBOL) or	
MIS 24 (FORTRAN) or	
MIS 26 (RPG)	3
*	3
	18

Acct 6 (Adv 2)	3
Acct 22 (Inst)	3
Fin 16 (Mon & Bank)	3
*	3
*	3
	15

Fourth Year

Acct 11 (Audit)	3
Acct 15 (Tax 1)	3
MA 6 (Bus Law 1)	3
*	3
*	3
	15

Acct 30 (Intern) or	
***	3
MA 7 (Bus Law 2)	3
Fin 35 (Fin Pol & Dec Mk)	3
*	3
*	3
*	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective
***Free Elective

MANAGEMENT ADVISORY SERVICES

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	<hr/>
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/>
	15

Second Year

Acct 3 (Inter 1)	3
Acct 7 (Cost 1)	3
Eco 1 (Micro)	3
MIS 24 (FORTRAN)	3
Math 12 (Adv A)	3
	<hr/>
	15

Acct 4 (Inter 2)	3
Acct 8 (Cost 2)	3
Eco 2 (Macro)	3
MIS 21 (Intro Sys)	3
Math 18 (Stats)	3
*	3
	<hr/>
	18

Third Year

MIS 30 (Soft/Hard 1)	3
MIS 22 (COBOL)	3
Acct 5 (Adv 1)	3
MA 30 (Prod Mgt)	3
Eng 12 (Pub Speak)	3
Eng 20 (Bus Comm)	3
	<hr/>
	18

MIS 30 (Soft/Hard 2)	3
MIS 28 (Files)	3
Acct 6 (Adv 2)	3
Phil 14 (Logic)	3
*	3
	<hr/>
	3
	<hr/>
	18

Fourth Year

Acct 11 (Audit)	3
MIS 25 (Sys Prac 1)	3
MA 6 (Bus Law 1)	3
*	3
	<hr/>
	3
	<hr/>
	15

Fin 35 (Fin Policy)	3
MA 7 (Bus Law 2)	3
Fin 16 (Mon & Bank)	3
*	3
	<hr/>
	3
	<hr/>
†Acct 15 (Tax) (Optional)	3

15-18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

†Students planning on sitting for CPA exams should take this additional course.

MANAGEMENT INFORMATION SYSTEMS

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	<hr/>
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/>
	15

Second Year

Acct 7 (Cost 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Math 12 (Adv A)	3
*	3
	<hr/>
	15

Acct 8 (Cost 2)	3
Eco 2 (Macro)	3
MIS 22 (COBOL)	3
Math 18 (Stats)	3
Eng 12 (Pub Speak)	3
*	3
	<hr/>
	18

Third Year

MIS 30 (Soft/Hard 1)	3
Mkt 13 (Market)	3
MIS 24 (FORTRAN)	3
MA 30 (Prod Mgt)	3
*	3
	<hr/>
	3

	18
MIS 30 (Soft/Hard 2)	3
MIS 26 (RPG II)	3
Eng 20 (Bus Comm)	3
MA 35 (Prod Mgt Tech)	3
*	3
	<hr/>
	15

Fourth Year

†MIS 25 (Sys Prac 1)	3
MIS 28 (Files)	3
MA 6 (Bus Law 1)	3
*	3
	<hr/>
	3
**	3
	<hr/>
	18

Fin 20 (Intro Fin)	3
MIS 29 (Sys Prac 2)	3
**	3
	<hr/>
	3
**	3
	<hr/>
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Free Elective (see note).

†MIS 35 (Intern) may be taken in place of MIS 25 and one free elective.

NOTE: Secretarial science courses may not be used as electives in this program.

BUSINESS/DISTRIBUTIVE TEACHER EDUCATION

First Year

Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
Acct 1 (Elem)	3
Psych 8 (Intro)	3
	<hr/> 15

Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
Acct 2 (Elem)	3
MA 25 (Hum Rel Adm)	3
	<hr/> 15

Second Year

Eco 1 (Micro)	3
Ed 10 (Intro Ed)	3
Psych 11 (Hum Gro & Dev)	3
**	3
†Typing	3
	<hr/> 15
Eco 2 (Macro)	3
Eng 12 (Pub Speak)	3
MA 6 (Bus Law 1)	3
Ed 20 (Intern)	3
**	3
†Typing	3
	<hr/> 18

Third Year

SS 20 (Off Proc)	3
Ed 18 (Prin Bus Ed)	3
Ed 5 (Tes Meas)	3
**	3
*	3
*	3
	<hr/> 18

†Ed (Methods)	
†Ed (Methods)	
Ed 14 (Ed Psych)	3
Eng 20 (Bus Comm)	3
**	3
Psych 20 (Ind Dif)	3

Fourth Year

‡Ed (Methods)	
‡Ed (Methods)	
*	3
*	3
**	3
*** (Ed methods course recommended)	
Ed 30 (Student Teach)	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3
*Liberal Arts Elective	
**Business Elective	
***Free Elective	
†Typing Course (2 required)	
Choose from:	
SS 8 (Type 1)	3

SS 10 (Type 2)	3
SS 11 (Type 3)	3
SS 13 (Type 4)	3
‡Ed Method Courses (4 required)	
Choose from:	
Ed 12 (Type & Off Prac)	2
Ed 13 (Bkkeep & Bus)	3
Ed 15 (Coord Coop Progs)	2
Ed 16 (Short & Word Proc)	2
Ed 17 (Dist Ed)	3

OFFICE ADMINISTRATION

First Year

Acc 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

Acc 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 25 (Hum Rel)	3
MA 10 (Intro Bus)	3
	15

Second Year

Math 18 (Stats)	3
SS 1 (Short 1)	3
SS 8 (Type 1)	3
Eco 1 (Micro)	3
Eng 20 (Eng Comm)	3
*	3
	18

Fin 1 (Per. Fin)	3
MA 11 (Personnel)	3
SS 2 (Short 2)	3
SS 10 (Type 2)	3
Eco 2 (Macro)	3
*	3
	18

Third Year

SS 3 (Short 3)	3
SS 20 (Off Proc)	3
Mkt 13 (Market)	3
SS 22 (Word Proc)	3
SS 11 (Type 3)	3
	15

SS 4 (Short 4)	3
SS 21 (Off Sim)	3
MIS 21 (Systems)	3
SS 23 (Off Admin)	3
MA 6 (Bus Law 1)	3
*	3
	18

Fourth Year

Eng 12 (Pub Spk)	3
SS 13 (Type 4)	3
***	3
*	3
*	3
	15

SS 30 Office Admin. (Internship)	6
***	3
*	3
*	3
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

- * Liberal Arts Elective
- *** Free Elective

GENERAL MANAGEMENT

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

Second Year

Acct 14 (Mgt)	3
Eco 1 (Micro)	3
MA 6 (Bus Law 1)	3
*	3
**	3
	15

MIS 21 (Intro Systems)	3
Eco 2 (Macro)	3
MA 11 (Personnel)	3
Mkt 13 (Market)	3
*	3
*	3
	18

Third Year

Eng 20 (Bus Comm)	3
MA 26 (Soc Env)	3
MA 42 (Org Beh)	3
**	3
*	3
	15

Fin 12 (Mgt Eco)	3
Math 18 (Stats)	3
*	3
*	3
**	3
***	3
	18

Fourth Year

MA 50 (Intern)	12
MA 40 (Indep Study) or	
**	3
	15

OR

*	3
*	3
**	3
**	3
**	3
	15

Fin 20 (Intro Fin)	3
MA 20 (Mgt Dec)	3
*	3
*	3
**	3
**	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

***Free Elective

ECONOMICS/FINANCE**First Year**

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

Second Year

Eco 1 (Micro)	3
Fin 1 (Pers Fin)	3
MIS 21 (Intro Sys)	3
*	3
**	3
	15

Eco 2 (Macro)	3
Fin 2 (Invest)	3
Eng 20 (Bus Comm)	3
*	3
**	3
**	3
	18

Third Year

Fin 12 (Mgt Eco)	3
Math 18 (Stats)	3
Eco 14 (Labor Eco)	3
*	3
**	3
	15

Fin 20 (Intro Fin)	3
Fin 16 (Mon & Bank)	3
****	3
**	3
*	3
*	3
	18

Fourth Year

MA 50 (Intern)	12
Eco 40 (Indep Study) or	
**	3
	15

OR

**	3
**	3
****	3
****	3
*	3
	15

Fin 34 (Bus Cyc)	3
*	3
*	3
*	3
**	3
****	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

****Economics/Finance Elective

HOTEL/RESTAURANT MANAGEMENT

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/>
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	<hr/>
	15

Second Year

Eco 1 (Micro)	3
MA 11 (Personnel)	3
HR 9 (Food Purch)	3
HR 10 (Food Product 1)	3
HR 12 (Intro H/R/T)	3
*	3
	<hr/>
	18

Eco 2 (Macro)	3
MA 6 (Bus Law 1)	3
HR 11 (Food Product 2)	3
HR 15 (Hotel Off Mgt)	3
MIS 21 (Intro Sys)	3
	<hr/>
	15

Summer — †HR 50 (Internship) 6

Third Year

HR 13 (Food, Bev, Labor)	3
HR 21 (Hotel Facil)	3
Eng 20 (Bus Comm)	3
*	3
	<hr/>
	15

HR 20 (Hotel Acct)	3
HR 19 (Rest Mgt)	3
*	3
	<hr/>
	3
	<hr/>
	3
	<hr/>
	15

Fourth Year

HR 14 (Prom Act)	3
HR 16 (Law)	3
MA 12 (Risk & Insur)	3
*	3
	<hr/>
	15

HR 22 (Tour)	3
Fin 20 (Intro Fin)	3
‡*	3
‡***	3
‡HR 18 (Seminar)	3
	<hr/>
	15

OR

HR 22 (Tour)	3
Fin 20 (Intro Fin)	3
*	3
	<hr/>
†HR 51 (Intern)	12
	<hr/>
	21

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

***Free Elective

†Student to take HR 50 (Summer Internship) or HR 51 (Fall or Spring Internship).

‡HR 18 and the free elective will be waived if student successfully completes HR 51.
HR 51 to be offered in Fall and Spring terms.

RETAILING

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

Second Year

MA 11 (Personnel)	3
MA 6 (Bus Law 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
*	3
	15

Mkt 13 (Market)	3
Eng 20 (Bus Comm)	3
Eco 2 (Macro)	3
Psych 8 (Intro)	3
*	3
*	3
	18

Third Year

Mkt 22 (Retail)	3
Math 18 (Stats)	3
Mkt 29 (Adv) or	
FM 3 (Ret Sales)	3
FM 1 (Fash Merch)	3
**	3
	15

Eng 12 (Pub Speak)	3
Mkt 37 (Mkt Res)	3
Mkt 27 (Mkt Geo)	3
*	3
*	3
***	3
	18

Fourth Year

MA 50 (Intern)	12
MA 40 (Indep Study) or	
**	3
	15

OR

***	3
***	3
**	3
**	3
**	3
	15

Mkt 42 (Retail Mgt)	3
FM 4 (Prod Anal)	3
MA 26 (Soc Env Bus)	3
Mkt 45 (Cons Behav)	3
MA 42 (Org Beh)	3
*	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

***Free Elective

MARKETING

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/> 15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	<hr/> 15

Second Year

Eco 1 (Micro)	3
MA 6 (Bus Law 1)	3
MIS 21 (Intro Sys)	3
Eng 12 (Pub Speak)	3
*	3
	<hr/> 15

Eco 2 (Macro)	3
Mkt 13 (Market)	3
Eng 20 (Bus Comm)	3
Psych 8 (Intro)	3
*	3
*	3
	<hr/> 18

Third Year

Mkt 22 (Retail)	3
Math 18 (Stats)	3
Mkt 29 (Adv)	3
Mkt 20 (Sales/Sales Mgt)	3
Mkt 27 (Mkt Geog)	3
***	3
	<hr/> 18

Mkt 37 (Mkt Res)	3
Fin 20 (Intro Fin)	3
****	3
*	3
*	3
	<hr/> 15

Fourth Year

MA 50 (Intern)	12
MA 40 (Indep Study) or	
**	3
	<hr/> 15

OR

MA 21 (Cent Mgt/Pol Mk)	3
MA 42 (Org Beh) or	
MA 26 (Soc Env Bus)	3
**	3
**	3
***	3
	<hr/> 15

MA 26 (Soc Env Bus) or	
MA 42 (Org Beh)	3
****	3
Mkt 45 (Cons Beh)	3
*	3
***	3
***	3
	<hr/> 18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

***Free Elective

****Marketing Elective

TECHNI-BUSINESS

Eng 10 (Comp)	3
Eng 11 (Comp)	3
Math 10 (Mod)	3
Math 11 (Mod)	3
Eco 1 (Micro)	3
Eco 2 (Macro)	3

Liberal Arts Electives

1.	3
2.	3
3.	3
4.	3
5.	3
6.	3
7.	3
8.	3
9.	3
10.	3
11.	3
Acct 1 (Elem)	3
Acct 2 (Elem)	3
MIS 20 (Bus DP)	3
MA 6 (Bus Law 1)	3
MA 10 (Intro Bus)	3

Business Electives

1.	3
2.	3
3.	3
4.	3
5.	3

Free Electives

1.	3
2.	3
3.	3
4.	3
5.	3
6.	3
7.	3
8.	3
9.	3
10.	3
11.	3
12.	3
13.	3
14.	3
15.	3
16.	3

ASSOCIATE IN SCIENCE DEGREES

Accounting

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	<hr/>
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/>
	15

Second Year

Acct 3 (Inter 1)	3
Acct 7 (Cost 1)	3
Eng 12 (Pub Speak)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
	<hr/>
	15

Acct 4 (Inter 2)	3
Acct 8 (Cost 2)	3
Eng 20 (Bus Comm)	3
Eco 2 (Macro)	3
*	3
	<hr/>
Mkt 13 (Market)	3
	<hr/>
	18

General Management

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<hr/>
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (BUS DP)	3
*	3
	<hr/>
	15

Second Year

Eco 1 (Micro)	3
MA 11 (Personnel)	3
Mkt 13 (Market)	3
*	3
**	3
	<hr/>
	15

Eco 2 (Macro)	3
MA 26 (Soc Env Bus)	3
Eng 20 (Bus Comm)	3
MA 6 (Bus Law)	3
*	3
	<hr/>
*	3
	<hr/>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

Electronic Data Processing

First Year

Acct 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MIS 20 (Bus DP)	3
	15

Acct 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 21 (Intro Sys)	3
MIS 22 (COBOL)	3
	15

Second Year

Acct 7 (Cost 1)	3
Mkt 13 (Market)	3
MIS 24 (FORTRAN)	3
Eng 12 (Pub Speak)	3
**	3
	15

MIS 26 (RPG)	3
Eng 20 (Bus Comm)	3
MIS 28 (File Concept)	3
*	3
**	3
**	3
	18

Fashion Merchandising

First Year

Eng 10 (Comp)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
*	3
Math 9 (Merch) or	
Math 10 (Mod)	3
	15

Eng 11 (Comp)	3
Mkt 22 (Retail)	3
Mkt 13 (Market)	3
Psych 8 (Intro)	3
MIS 20 (Bus DP)	3
	15

Second Year

Eco 1 (Micro)	3
†FM 1 (Fash Merch)	3
††FM 2 (Intern)	3
MA 11 (Personnel)	3
*	3
	15

Eng 20 (Bus Comm)	3
Eng 12 (Pub Speak)	3
FM 3 (Retail Sales)	3
FM 4 (Prod Anal & Des)	3
*	3
***	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

***Free Elective

†Mkt. 22 must be taken before FM 1
††FM 2 (Intern) may be taken during the summer between the first and second year or during the first semester of the second year.

NOTE: Secretarial science courses may not be used as business electives in this program.

Administrative Assistant/Word Processing Specialist

First Year

Eng 10 (Comp)	3
SS 3 (Short 3)	3
SS 11 (Type 3)	3
SS 20 (Off Proc)	3
Acc 1 (Elem)	3
	<hr/>
	15

Eng 11 (Comp)	3
SS 4 (Short 4)	3
SS 13 (Type 4)	3
SS 21 (Off Simulation)	3
Acc 2 (Elem) OR	
Math 8 (Bus Math) OR	
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
	<hr/>
	18

Second Year

MIS 20 (Bus DP)	3
MA 25 (Hum Rel Adm)	3
MA 6 (Bus Law 1)	3
SS 22 (Word Proc)	3
*	3
	<hr/>
	15

SS 23 (Off Adm)	3
SS 30 (Intern)	6
*	3
***	3
	<hr/>
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

* Liberal Arts Elective

*** Free Elective

Executive Secretarial**First Year**

Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
†SS 1 (Short 1)	3
†SS 8 (Type 1)	3
Acct 1 (Elem)	3
	<u>15</u>

Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
†SS 2 (Short 2)	3
†SS 10 (Type 2)	3
Acct 2 (Elem) or	
Math 8 (Bus Math) or	
Math 10 (Mod)	3
	<u>15</u>

Second Year

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Proced)	3
*	3
	<u>3</u>
	<u>18</u>

‡SS 4 (Short 4)	3
‡SS 13 (Type 4)	3
**	3
	<u>3</u>
SS 21 (Off Simulation)	3
*	3
	<u>3</u>
	<u>15</u>

OR

‡SS 4 (Short 4)	3
‡SS 13 (Type 4)	3
**	3
	<u>6</u>
SS 30 (Intern)	6
	<u>15</u>

Legal Secretarial**First Year**

Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
†SS 1 (Short 1)	3
†SS 8 (Type 1)	3
Acct 1 (Elem)	3
	<u>15</u>

Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
†SS 10 (Type 2)	3
†SS 2 (Short 2)	3
Acct 2 (Elem) or	
Math 8 (Bus Math) or	
Math 10 (Mod)	3
	<u>15</u>

Second Year

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Proced)	3
*	3
	<u>3</u>
SS 6 (Legal Short)	3
	<u>18</u>

‡SS 4 (Short 4)	3
‡SS 13 (Type 4)	3
*	3
	<u>3</u>
SS 21 (Off Simulation)	3

OR

‡SS 4 (Short 4)	3
‡SS 13 (Type 4)	3
*	3
	<u>6</u>
SS 30 (Intern)	6
	<u>15</u>

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

**Business Elective

†Any required typing or shorthand course waived by the Department Chairman will need to be substituted by a free elective.

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

General Studies

First Year

Eng 10 (Comp)	3
Math 10 (Mod)	3
Psych 8 (Intro)	3
Hist or Govt Elective	3
***	3
	15

Eng 11 (Comp)	3
Math 11 (Mod)	3
Soc 12 (Intro)	3
Hist or Govt Elective	3
***	3
	15

Second Year

*	3
*	3
*	3
*	3
***	3
	15
*	3
*	3
*	3
***	3
***	3
***	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Liberal Arts Elective

***Free Elective

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B.S., New Hampshire College

ALUMNI RELATIONS**Kenneth Preve**

Director
B.S., New Hampshire College

PUBLIC RELATIONS**John F. Clayton**

Director
B.A., Northeastern University



ADMISSIONS



ADMISSIONS

Candidates for admission to New Hampshire College will be evaluated on an individual basis and are encouraged to apply as far in advance of their intended starting date as is practical.

THERE IS NO APPLICATION FEE

The admission decision will be based on the quality of the applicant's preparation and an evaluation of his/her potential for success in the curriculum at New Hampshire College.

Applications are acted upon on a rolling basis and candidates can expect to be notified of the admission decision within one month of receipt of academic credentials.

Applicants who have designated New Hampshire College as their first choice institution and for whom financial assistance is a consideration may apply under the College's Early Financial Aid Option.



FRESHMAN APPLICATION PROCEDURE

Formal Application for Admission

Complete and forward a formal application for admission directly to: The Director of Admissions, New Hampshire College, 2500 River Road, Manchester, NH 03104-1394. Forms are available through your high school or directly from the College. Call **1-603-668-2211**.

High School Transcript, Test Results and Recommendations

Complete the release form on the final page of the application and New Hampshire College will obtain these items for you. If you prefer, ask your high school to send them directly to us.

SAT Scores

New Hampshire College requires Scholastic Aptitude Test scores of all applicants. SAT scores may be reported to us along with your high school record, or directly from the College Entrance Examination Board upon request by you.

Personal Interview

New Hampshire College strongly recommends a personal interview. Call us at 1-603-668-2211 in order to make an appointment.



TRANSFER ADMISSIONS

Transfer students are accepted at New Hampshire College for both the semesters starting September and January in the day college, and for any of the six eight-week sessions in the Continuing Education night school division.

New Hampshire College recognizes work completed at other accredited institutions and in particular encourages transfer applications from students already holding associate's degrees. The College's Techni-Business major has been specifically designed to meet the needs of students having a technical/vocational preparation.

Transfer applicants with an associate's degree from an accredited institution will usually be granted upper division status.

Each transfer applicant will be evaluated individually in light of his/her degree objectives at New Hampshire College.

Credits transfer but grade point averages are not transferable.



TRANSFER APPLICATION PROCEDURE

Formal Application

Complete and forward a formal application for admission directly to: The Director of Transfer Admissions, New Hampshire College, 2500 River Road, Manchester, NH 03104-1394. Forms are available from your transfer counselor or directly from the College. There is no application fee.

High School Transcript, Test Results and Recommendations

Complete the release form on the final page of the application for admission and New Hampshire College will obtain your high school records in your behalf. If you prefer, you may ask your high school to forward the transcript and records directly to us.

SAT Scores

Transfer applicants need not present SAT scores. The admission decision will be based on the quality of the work completed in college.

College Transcript

Official transcripts of all previous college work must be presented. You should request your college(s) to forward your transcript(s) directly to: The Director of Transfer Admissions, New Hampshire College, 2500 River Road, Manchester, NH 03104-1394.

ADVANCED PLACEMENT

Acceptable test results of the Advanced Placement Program (APP), the College Level Examination Program (CLEP), DANDES, institutional examinations, the Proficiency Examination Program (ACT), and through education programs taken in noncollegiate organizations (ACE), as well as applicable military schooling will be accepted by New Hampshire College for advanced credit for those applicants who because of age, experience or prior education warrant advanced credit.

ACCELERATED ADMISSION

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, and the regular admission procedures should be followed. In addition, the applicants must submit specific recommendations for admission from their principal or guidance counselor.

DEFERRED ADMISSION

New Hampshire College acknowledges deferred admission status for up to one year. The applicant should submit the required application, transcript and recommendations for a regular admission and note on the application the semester and year of desired enrollment. The application will be processed and remain active until that time. This policy allows students the opportunity to work or travel for a year with the knowledge that a place is being held for them at New Hampshire College.



INTERNATIONAL STUDENTS

Persons living outside the United States should file their applications 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 Educational Testing Service. Information regarding the test can be obtained from the Educational Testing Service, Princeton, NJ 08540 USA.

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

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.



SCHOLARSHIP AND STUDENT ASSISTANCE



The financial aid program at New Hampshire College is designed to assist deserving, needy students who, without such assistance, would be unable to pursue a program of study at the College. In selecting aid recipients the College places primary emphasis on demonstrated financial need. Consideration is also given to academic performance.

The comprehensive, fully coordinated scholarship and assistance programs include three basic types of aid: Gift assistance, loan assistance and work assistance. The types of assistance may be awarded singly; but it is usually the College's policy to award them in various combinations called financial aid packages.

The student aid programs administered by the College include federal, institutional and state funds as well as private dollars. It is the responsibility of the aid administrators to relate all resources to the needs of the College's students.

New Hampshire College participates in, or is an eligible institution under the following programs:

- Basic Educational Opportunity Grant Program (BEOG)
- Supplemental Educational Opportunity Grant Program (SEOG)
- New Hampshire Incentive Program (NHIP)
- National Direct Student Loan Program (NDSL)
- Guaranteed and/or Federally Insured Student Loan Program (GSL/FISL)
- College Work-Study Program (CWS)

No person at New Hampshire College shall, on the ground of age, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving federal assistance.

All scholarship assistance programs are subject to prevailing federal and state laws, as well as regulations of the College. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.

DEMONSTRATED NEED AND SELECTION CRITERIA

New Hampshire College makes its admission decision without reference to the economic status of its applicants, but considers the primary financial responsibility for the education of a student to rest with the student and the family. The College will make every effort to address the needs of an accepted and enrolled student, but views its efforts as supplemental to the efforts of the student, the student's family and other agencies.

In addition to making application for scholarship and assistance through the College, New Hampshire College students are expected to vigorously pursue avenues of support from outside agencies.

New Hampshire College is a member of the College Scholarship Service Assembly (CSSA) of the College Board, and utilizes the CSS Method of Need Analysis to determine student and parental support levels. The CSS system and all other major need analysis systems use rationales and tables which are generally referred to as the Uniform Methodology. All produce similar estimated family contributions.

The Uniform Methodology estimates the parents' contribution towards education on the basis of the amount of the parents' income and assets as well as a consideration of taxes, medical expenses, and other liabilities of the family. The student applicant's income (generally from summer employment prior to the academic year for which he/she is seeking assistance) and assets are also considered in estimating the total family resources which may be utilized to meet the student's cost of education.

The difference between a student's cost of education and the estimated family contribution, as well as support received from sources outside the College, is the student's demonstrated financial need. It is generally the College's policy to award scholarships and other student aid within the limits of a student's demonstrated financial need.

New Hampshire College ranks scholarship and assistance applications according to academic performance and considers each applicant in order of his/her grade point average, descending from the highest

to the lowest. Incoming freshmen students are ranked according to their high school grade point averages; enrolled and transfer students according to their college grade point averages.

Priorities and entitlements under federal and state programs are recognized and honored, as are institutional programs which carry commitments to specifically identified students.

Students not entitled to special consideration compete for available funds on an academic basis within the limits of their demonstrated financial need. Where a student ranks within the applicant group may well have a bearing on the student's selection for participation, the percentage of need met and the make-up of his/her financial aid package; that is the balance between gift assistance and self-help (work assistance and loan assistance). It therefore benefits each student to recognize and diligently pursue his/her academic responsibilities.

THE APPLICATION PROCESS

Students who wish to apply for scholarship and student aid consideration should submit (1) a formal Scholarship and Assistance application form and (2) an acceptable financial statement, the College Scholarship Service's Financial Aid Form (FAF). New Hampshire College usually makes its determinations on an annual basis; in the springtime for the following academic year which includes terms starting on or after the next July 1st.

FRESHMEN STUDENTS APPLYING UNDER THE COLLEGE'S EARLY FINANCIAL AID OPTION HAVE A DEADLINE OF DECEMBER 15TH.

Other first time applicants, freshmen, transfer students and returning upper-classmen not currently having scholarships and assistance, have a deadline of March 15th.

Renewal applicants, NHC students having scholarships and assistance during the current academic year, must reapply by April 15th. **IT IS IMPORTANT** to remember that student aid awards are not automatically renewed. **YOU MUST APPLY EACH YEAR.**

The Scholarship and Assistance application form may be obtained from either the

Admissions Office or the Financial Aid Office, New Hampshire College, 2500 River Road, Manchester, NH 03104-1394.

The form should be completed in its entirety and returned directly to the attention of the Director of Financial Aid, New Hampshire College, 2500 River Road, Manchester, NH 03104-1394. Of particular importance are the IRS Waivers on the final page of the application. (Be sure all appropriate signatures have been affixed.)

The Financial Aid Form (FAF) may be obtained from either the Admissions or Financial Aid Offices at the College, from your high school or college guidance office or from CSS by writing the College Scholarship Service, Box 2700, Princeton, NJ 08540.

It is in your best interest that the FAF be completed carefully and accurately. A properly completed form must be submitted through the College Scholarship Service. You should indicate that you want a copy of your FAF and need analysis report forwarded to New Hampshire College, code #3649.

Normal processing time for your FAF at CSS is about four (4) weeks. You should keep this time frame in mind in relationship to the deadlines indicated. New Hampshire College will expect both your application form and the FAF no later than those deadlines.

Information submitted in support of an applicant's scholarship and assistance request is held in strict confidence by the College. The data, however, is subject to verification through the Internal Revenue Service and the College reserves the right and recognizes the responsibility to cancel awards and rebill the student and his/her parents in cases where awards were authorized on the basis of incorrect information.

STUDENT ASSISTANCE PROGRAMS

There are many, many programs designed to assist students with their post-secondary training/educational expenses. The solution to dealing with rapidly rising educational expenses often revolves around your ability to discover just who administers each program and exactly how and when you should apply.

Students contemplating training and/or education beyond the secondary level are advised to take the following steps as early as possible during their years in high school.

- Talk with your parents concerning your plans and finances.
- Make an appointment with your guidance counselor for both you and your parents to discuss your aspirations.
- Visit the admissions and financial aid offices at the college or colleges of your choice. We suggest that you do this early in your senior year and perhaps as early as your junior year.
- Research the subject of scholarships and student assistance. We suggest you read "Meeting College Costs," a publication of the College Scholarship Service. You should be able to obtain a copy free of charge, from your high school guidance office. We also recommend "A Student's Guide to Five Federal Financial Aid Programs," HEW publication No. OE 78-17914. You should be able to obtain a copy through your guidance office or you may request a copy from New Hampshire College.

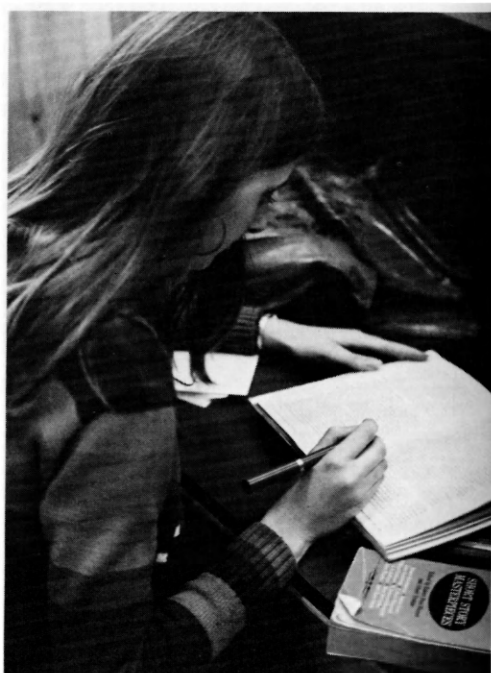
New Hampshire College operates its own scholarship and work program and acts as administrator for the National Direct Student Loan Program (NDSL), Supplemental Educational Opportunity Grant Program (SEOG), and the federal College Work-Study Program (CWS). You will be given consideration for all these programs when you submit your Scholarship and Assistance application form, and Financial Aid Form (FAF) as described in the section entitled The Application Process.

H.A.B. SHAPIRO MEMORIAL SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of the late founder of New Hampshire College. All high school seniors entering the College from secondary schools in the State of New Hampshire are eligible for consideration. Awards are made on the basis of demonstrated need and academic excellence or promise. Applicants may request consideration for an H.A.B. Shapiro Scholarship by attaching a note to their Scholarship and Assistance application forms.

ROBERT E. PLOURDE SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of Robert E. Plourde, an alumnus, in recognition of his outstanding contributions to the College. These scholarships, awarded on the basis of demonstrated need, academic excellence or promise, are available to high school graduates of the Suncook, New Hampshire area. You may request consideration for one of these scholarships by attaching a note to your Scholarship and Assistance application form.



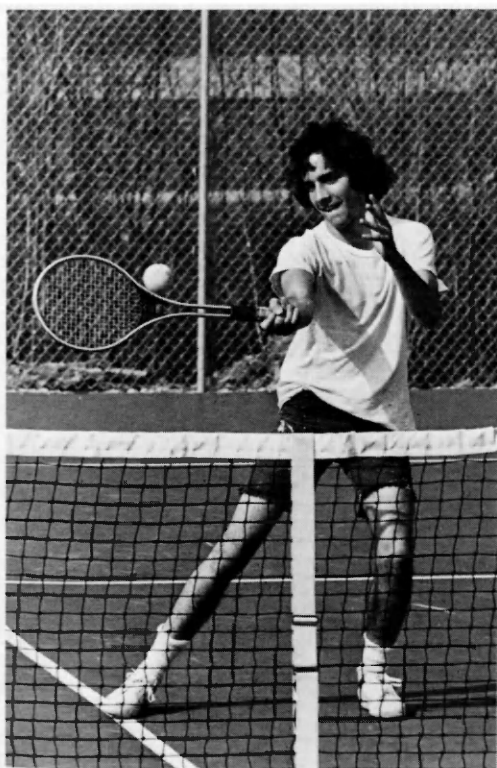
HOYLE, TANNER & ASSOCIATES MINORITY SCHOLARSHIP PROGRAM

Hoyle, Tanner and Associates, Inc., of Londonderry, New Hampshire has established a minority scholarship program at New Hampshire College for the express purpose of encouraging excellence in the fields of management and/or accounting.

The Hoyle-Tanner Scholarships will be awarded to minority students on the basis of demonstrated financial need and academic performance or promise.

Applicants for these scholarships will utilize the usual financial aid forms including the College Scholarship Service's FAF and the College's Scholarship and Assistance Application. Minority students should indicate their interest in the Hoyle-Tanner Scholarships on the College's Scholarship and Assistance Application form.

Hoyle-Tanner Scholarship recipients will be selected by a panel representing the donor, the College and the Manchester area minority community. Award renewals will be restricted to recipients who maintain a 2.5 cumulative grade point average on a 4.0 basis.



NEW HAMPSHIRE COLLEGE ALUMNI SCHOLARSHIPS

NEW HAMPSHIRE COLLEGE ALUMNI SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, to New Hampshire College students from the New Hampshire College Alumni Association. Awards are made on the basis of demonstrated need and academic excellence or promise. Special attention may be given to sons and daughters of New Hampshire College alumni. Applicants may request consideration for an alumni scholarship by attaching a note to their Scholarship and Assistance Application forms.

INSTITUTIONAL SCHOLARSHIPS

New Hampshire College scholarships, for the most part, are awarded on the basis of academic achievement, usually within the limits of demonstrated financial need. You will be automatically considered for scholarship assistance, including the special designated scholarships previously indicated, upon receipt of your Scholarship and Assistance Application form and your FAF.

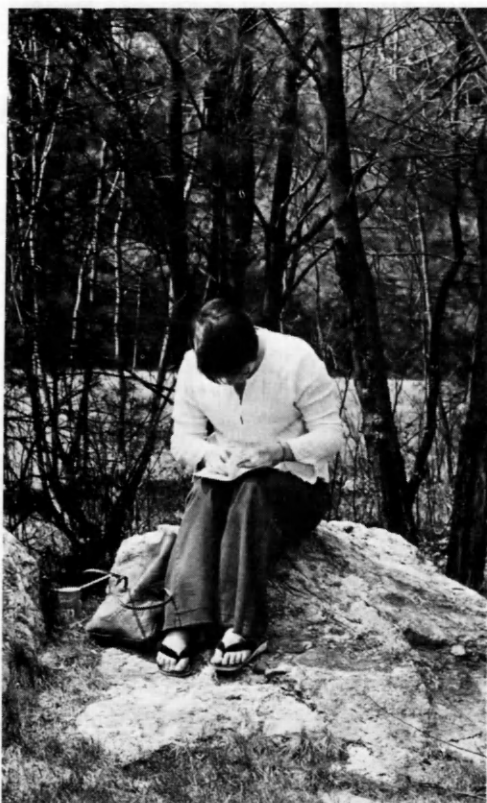
Students seeking consideration for athletic scholarships should also contact the Athletic Department in addition to the Financial Aid Office.

During the 1980-81 college year, New Hampshire College awarded more than \$200,000 in scholarships to over 375 students. The awards ranged from \$100 to several thousand dollars and averaged about \$600.



PART TIME ON-CAMPUS EMPLOYMENT

There are always a number of tasks which must be performed every day within a college community and it is not always possible to fill positions with students eligible under the federal College Work-Study Program. The College, therefore, maintains a relatively large part time employment program where your willingness and availability play larger roles than your demonstrated financial need in determining your employment prospects. Most such jobs are in the maintenance and food service areas and students interested in such opportunities should contact the Dean of Administration. The Financial Aid Office can and will provide counsel concerning the areas in which such employment may be available at any given time. Preference for all on-campus employment is given to students eligible under the College Work-Study Program and those who have demonstrated financial need.



NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL)

You may borrow, subject to available funds and your demonstrated need, up to \$2500 if you have completed less than two (2) years of a program leading to a bachelor's degree, and up to \$5000 if you have completed two or more years of a four year program. Additional funds, up to a cumulative total of \$10,000 are available for graduate study. You will be considered for an NDSL loan when you submit your Scholarship and Assistance application form and FAF to New Hampshire College.

Funds for National Direct Student Loans come from the federal government, the College and from previous borrowers. While there is no interest on such loans while you are in college, the loans must be repaid when you leave. Repayment begins nine (9) months after you graduate or leave college for other reasons. You may be allowed up to ten (10) years to repay your loan; but New Hampshire College repayment schedules usually require repayment at the minimum rate of \$30.00 per month or \$90.00 per quarter, principal and interest. During the repayment period you will be charged 4% interest per year on the unpaid balance of the loan.

You may defer repayments on your loan during periods when you are enrolled full-time for further education, and for up to three years while you serve in the Armed Forces, Peace Corps or VISTA.

Cancellation or forgiveness of the loan, at the rate of fifteen percent (15%) per year, is available if you teach the handicapped or teach in a school designated by the U.S. Commissioner of Education as eligible for such consideration.

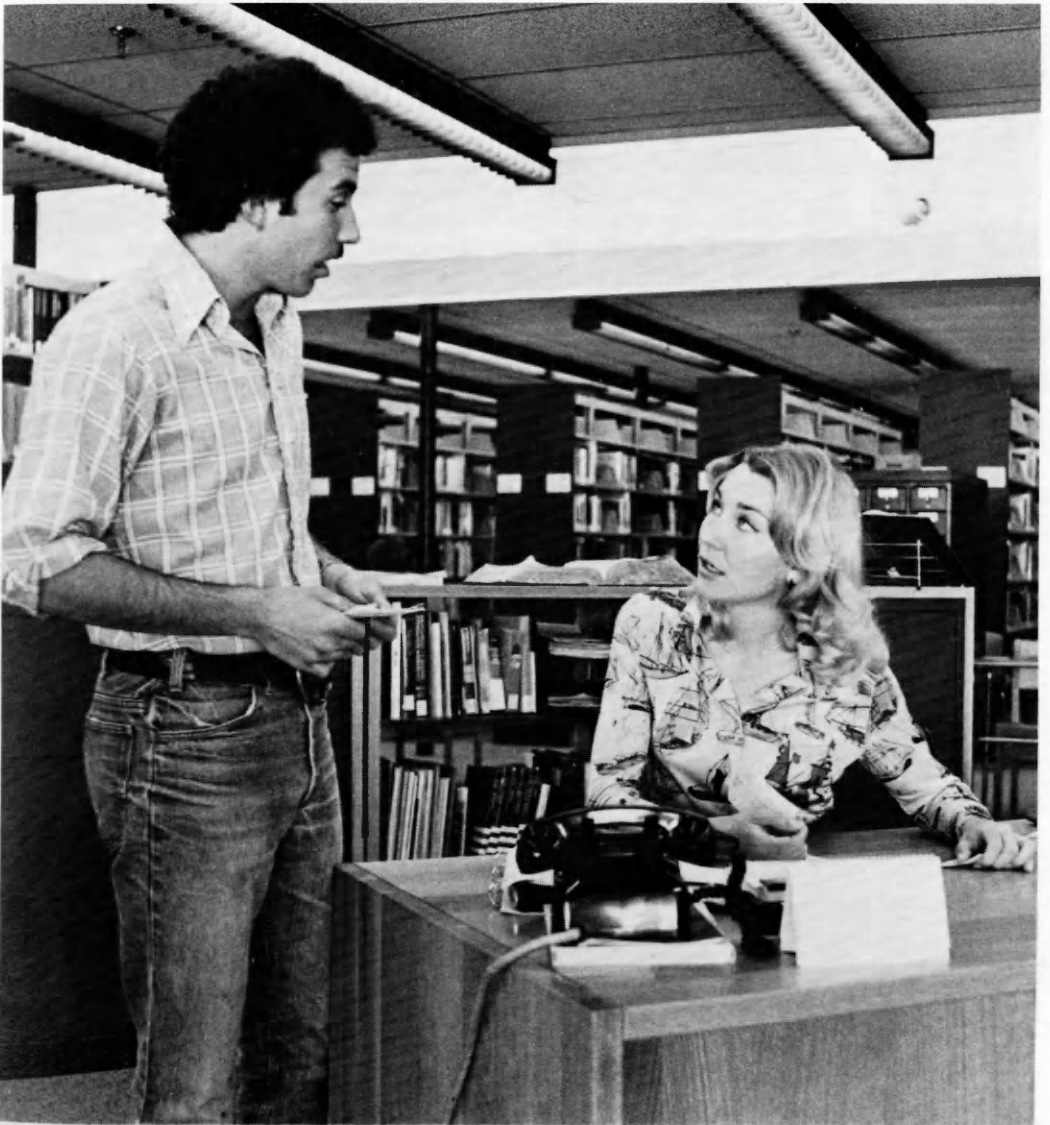
Last year New Hampshire College loaned more than four hundred (400) students nearly \$400,000 in National Direct Student Loans; an average of more than \$900 per student. The loans ranged from \$200 to \$2,000.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant program is for students of exceptional financial need who, without the grant, would be unable to pursue their programs of study. To be eligible for consideration, your expected family contribution cannot exceed one half your cost of education. At New Hampshire College, you will receive consideration for an SEOG award when you submit your Scholarship and Assistance Application form and FAF.

SEOG's range from \$200 to \$1500 in gift assistance funds; that means the awards need not be repaid. There is a \$4000 limit on SEOG's in a four-year program of study. During the 1980-81 college year, New Hampshire College awarded more than 200 students approximately \$100,000; an average of nearly \$500.

If you are selected for an SEOG award, New Hampshire College will provide you with additional financial assistance at least equal to the amount of your grant.



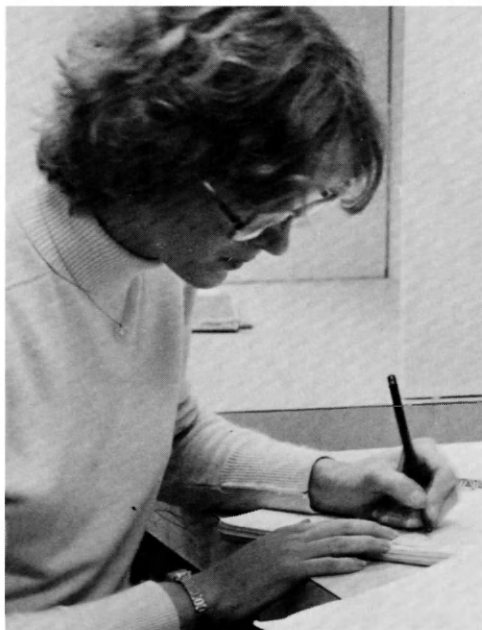
FEDERAL COLLEGE WORK-STUDY PROGRAM (CWS)

Federal and College money fund the College Work-Study (CWS) Program which is designed to create part time employment opportunities for students in need of the earnings to begin or continue their programs of study. Your eligibility for the program will be determined when you submit your Scholarship and Assistance Application form and FAF.

In arranging employment under the CWS program the College's financial aid officers will take into consideration your demonstrated financial need, class schedule, health and academic progress.

Employment under the College Work-Study program may be on-campus or off-campus with a public or private non-profit agency. At New Hampshire College, the majority of such opportunities are on-campus. Pay rates range from the minimum wage and up, and are related to the type of work you do and the proficiency required of you.

During the 1980-81 college year, New Hampshire College provided CWS employment to more than 300 students, amounting to more than \$300,000. Earnings ranged from \$200 to more than \$2000; averaged nearly \$900.



BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

Basic Grants for the 1981-82 academic year are expected to range between \$50 and \$1670 based on your cost of education and your eligibility index. You may apply for a Basic Grant by using the Financial Aid Form (FAF) being sure to complete item #83. The form will be available from your guidance office or from the financial aid office at the college of your choice.

Students who have recent dramatic changes in family financial circumstances may wish to apply for Basic Grant consideration by utilizing an Application for Determination of Basic Grant Eligibility and a Supplemental Form; both of which should be available from the financial aid office at the colleges you are considering.

The BEOG Program is considerably different from the other financial aid programs operated under the United States Office of Education, in that it has an entitlement feature which means that all students who are eligible will be funded. New Hampshire College acts as a disbursing agent for this program.

Under the Basic Grant Program, demonstrated financial need is determined by a formula approved annually by the Congress of the United States. The formula is applied to the information submitted on your application to produce an eligibility index which is forwarded to you via a Student Eligibility Report (SER).

You may make photostatic copies of the first page of your SER and send it to as many colleges as you desire to see what your grant would be at each institution. Your eligibility index in relation to your cost of education and enrollment status determines the amount of your grant.



GUARANTEED STUDENT LOAN PROGRAM (GSL)

The Guaranteed Student Loan Program enables you to borrow directly from a bank, credit union, savings and loan association or other participating lenders (such as a fraternal benefit society) which is willing to make the loan. The loan is guaranteed by a state or private, non-profit agency or insured by the federal government.

Students who desire a guaranteed student loan should contact the lender directly. This contact should be made in person and in the company of your parents if you are dependent upon them. You will find it most helpful if the lender you contact has had a prior business relationship with you and/or your family.

In the State of New Hampshire, the Guaranteed Student Loan Program is called the HELP Program (Higher Education Loan Program) and such loans are insured or guaranteed by the New Hampshire Higher Education Assistance Foundation (NHHEAF).

The maximum a student may borrow as an undergraduate is \$2500 per year to a cumulative total of \$12,500. You may borrow up to \$5000 per year for graduate study to a cumulative total of \$25,000 which includes the loans made at the undergraduate level.

An insurance premium of up to one percent (1%) each year of the loan may be collected in advance under a state or private guarantee agency program. Usually this premium is collected, for your in-school and grace periods of time, by the lender at the time of loan disbursement.

Repayment of such loans normally begins between nine and 12 months after you graduate or leave school, and you may be allowed to take up to 10 years to repay the loan. The amount of your payments depends upon the size of your debt and your ability to pay; but in most cases you must pay at least \$360 per year unless the lender agrees to a lesser amount.

You do not have to make repayments for up to three years while you serve in the Armed Forces, Peace Corps, or in full-time volunteer programs conducted by ACTION. In addition, deferments are available any time you return to full-time study and for a period of not more than one year for students who are unable to find full-time employment.

New Hampshire College urges all its Scholarship and Assistance applicants to seek aid from the Guaranteed Student Loan Program operating in their home states.



NEW HAMPSHIRE INCENTIVE PROGRAM (NHIP)

The New Hampshire Incentive Program (NHIP) is designed to provide increased, equal access and choice for deserving, needy New Hampshire residents seeking the benefits of postsecondary education/training within the state.

NHIP awards provide gift assistance ranging from \$100 to \$1500 based on your need, academic qualifications, the tuition charges at the institution you select within the state, and your willingness to help yourself.

To be eligible, incoming freshmen students must have graduated in the upper 3/5th's of their high school graduating class or have had a high school grade point average of 2.40 on a 4.00 scale. If a non-graduate, you may qualify academically if you have a G.E.D. Certificate and scored on the average in the 50th percentile or higher based on national averages. Upper-classmen and renewal applicants are judged on the basis of their postsecondary work.

Demonstrated need is determined on the basis of your eligibility index which is a product of your application for a Basic Grant. You **do not need** to be eligible for a Basic Grant in order to qualify for a NHIP Grant; but you must apply for a Basic Grant. The NHIP picks up where the Basic Grant Program leaves off.

The schedule of awards under NHIP is approved annually by the administering agency, the New Hampshire Postsecondary Education Commission, on the basis of appropriated federal and state funds, the qualifications and needs of the applicant group, and the institutional choices of the successful applicants. During the 1980-81 academic year, freshman awards ranged as high as \$700.

NHIP grant recipients must also be willing to help themselves by providing \$800 of their educational expenses. The self-help may be from summer earnings, term-time earnings or from loans. Compliance with this regulation is handled by the commission in a mechanical manner, by a formula which measures a student's basic resources and cost of education. The \$800 is subtracted from the difference between an applicant's resources and cost of education

and if the scheduled grant is within the student's need, the award is made.

The application process for a grant under the New Hampshire Incentive Program is simple. Those students desiring consideration complete a New Hampshire Incentive Grant Application, attach a photostatic copy of their Student Eligibility Report (SER), which is a product of their application for a Basic Grant, and send both to the NH Postsecondary Education Commission, 66 South Street, Concord, NH 03301.

The application forms are usually available in February at your high school, postsecondary institutions within the state or directly from the commission at the address indicated above. Both the application form and the copy of your SER must be received by the indicated deadline which is set annually by the commission. For the 1981-82 academic year, the deadline was May 1, 1981.

Awards under the New Hampshire Incentive Program are not automatically renewed. It is important to remember that you must apply annually.

The State of New Hampshire also provides incentive bonuses to lenders under the New Hampshire Higher Education Assistance Foundation's Higher Education Loan Program in an effort to provide New Hampshire residents increased access to guaranteed student loans.



STATE GRANT/SCHOLARSHIP PROGRAMS

Most, if not all, of the 50 states have scholarship and/or grant programs for the benefit of their students. Many of these programs have portable features; that is, students may take their awards out of the state. New Hampshire College expects all scholarship and assistance applicants to vigorously pursue all reasonable avenues of support and suggests that you check with your guidance counselor concerning the application deadlines and procedures in your local area.

OFF-CAMPUS EMPLOYMENT

Manchester is New Hampshire's Queen City and population center of the state. Part time employment opportunities do exist in the local area and although not part of the College's aid program, earnings from such sources can contribute significantly towards meeting college costs. The College's Placement Director, who works under the Dean of Student Affairs, coordinates information concerning these opportunities and acts as liaison with local employers.

OUTSIDE ASSISTANCE

New Hampshire College does urge its students to seek assistance from every source outside the College in addition to making application through the financial aid office. You should consider local programs such as Dollars For Scholars, service clubs and trust programs which may be known to the Trust Officer at your local bank. Your director of guidance would be able to provide you with information concerning available reference material. You are required to report awards of \$100 or more to the Director of Financial Aid.

Your success in obtaining support from sources outside the College does not automatically reduce assistance approved for you through the Financial Aid Office. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve you and all its students by having the most accurate and up to date information available concerning your situation.

PAYMENT OF COLLEGE BILLS

All bills are due and payable upon presentation. It is usually the College's policy to bill in advance of a term and to insist on payment in full prior to the first day of class. Exceptions require the expressed prior approval of the Business Office.

INSTALLMENT PAYMENT PROGRAMS

Educational loans are probably available through your local lenders and other organizations such as The Tuition Plan, Inc., or National Shawmut Bank of Boston. The College will be pleased to see that information is forwarded to you concerning such options.

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. New Hampshire College does have veterans specialists on its staff and a VA representative on campus.

DEPOSIT POLICIES

New Students: Upon receipt of acceptance by the College, a new student is required to submit a tuition deposit of \$100 and, if applicable, a room reservation deposit of \$100. These deposits are billed by the Admissions Office, are payable to the Business Office, will be credited to the student's account and are subject to the Refund/Withdrawal Policy explained in this booklet.

Returning Students: In the Spring, students scheduled to return to the College in the Fall are billed a tuition deposit of \$100 and, if applicable, a room deposit of \$100. These payments are credited to the student's account and are subject to the indicated Refund/Withdrawal policy.

Early Decision Candidates: Incoming freshmen applicants who select New Hampshire College's Early Financial Aid Option are required to pay \$200 deposits upon acceptance of their financial aid awards whether they plan to reside on campus or commute. The same Refund/Withdrawal Policy applies to their deposits.

THE EARLY FINANCIAL AID OPTION

Incoming freshmen students for the term starting in September **ONLY** may obtain **PRIORITY CONSIDERATION** for both admission and financial aid if they select NHC's Early Financial Aid Option, indicating that New Hampshire College is their first choice institution and that scholarship and financial aid is a primary consideration. To be eligible for consideration for this program, applicants must have a high school grade point average of at least 2.75 on a 4.00 scale. **Both** the admissions and scholarship/assistance application processes must be completed prior to the December 15th deadline.



REFUND/WITHDRAWAL POLICY

An accepted student, not yet enrolled in the College, may withdraw, after payment of deposit(s), by written notification to the Director of Admissions. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the Director of Admissions.

An enrolled student who withdraws from the College must notify the Dean of Student Affairs in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The official date of withdrawal, and the date from which refunds will be determined, will be the date on which written notice of withdrawal is received by the Dean of Student Affairs.

Students who withdraw will be entitled to a refund of tuition on the following semester basis:

- If withdrawn prior to the first scheduled day of class: 100% minus \$100
- If withdrawn within two weeks of the first day of class: 80%
- If withdrawn within four weeks of the first day of class: 60%
- If withdrawn within six weeks of the first day of class: 40%
- If withdrawn within eight weeks of the first day of class: 20%
- If withdrawn after eight weeks of the first day of class: No Refund

Students on the board program will receive refunds in direct proportion to the number of chits utilized to the day of withdrawal. See the current student handbook for explanation of the 'Chit System' which is designed to provide maximum flexibility for all students on the board program.

There will be no refund of room charges for the term during which a student withdraws.

COST AND EXPENSES

TUITION AND FEES — 1981-82 ACADEMIC YEAR

Prices are subject to change

	Per Semester	Annually
Tuition (includes activity and athletic fee)	\$2435.00	\$4870.00
Room and Board (Double Dormitory)	1436.00	2872.00
Room and Board (Single Dormitory)	1570.00	3140.00
Apartment —Room Only	736.00	1472.00
Room and Board	1436.00	2872.00
Townhouse —Room Only	870.00	1740.00
—Room and Board	1570.00	3140.00
Pine Valley —Room Only	736.00	1472.00
Room and Board	1436.00	2872.00
Houses —Room Only	736.00	1472.00
Room and Board	1436.00	2872.00
Board only	700.00	1400.00
More than 19 credits per semester	\$160.00 per credit	
Less than 12 credits per semester or four courses	\$160.00 per credit	
Health Insurance (payable with first semester charges)	\$60.00 per year	
Computer laboratory fees	\$25.00—50.00 per course	
Hotel Restaurant Laboratory Fees	\$50.00 per course	
Late Registration Fee	\$50.00	
Auto Registration Fee	\$5.00 per year	
Transcript Fee	\$1.00 each	
Make-up Examination Fee	\$5.00	
Graduation Fee	\$50.00	

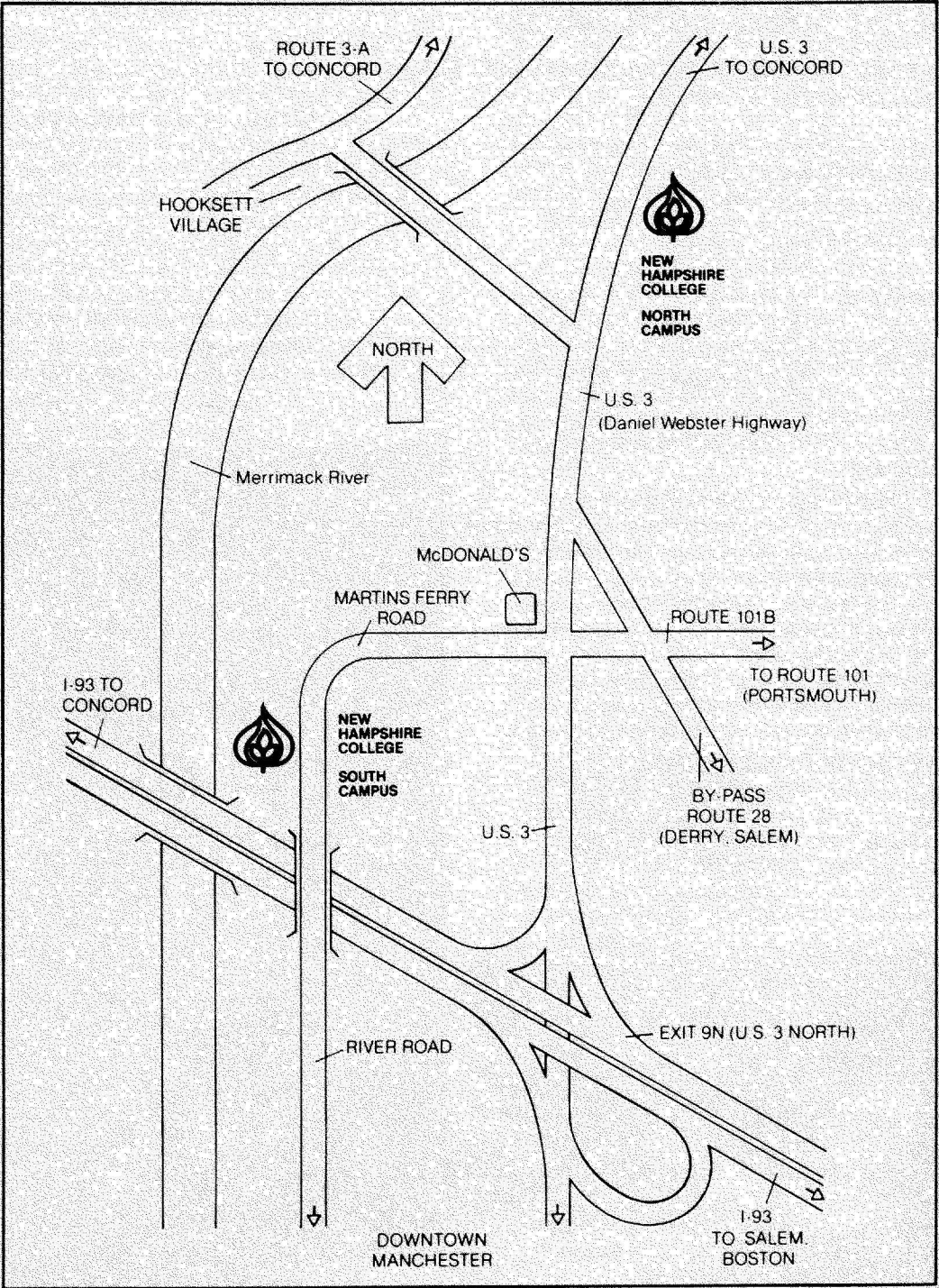
TEXTBOOKS AND SUPPLIES

Each student is responsible for the purchase of textbooks and supplies which are available in the Campus Store. Estimated costs average \$200.00 per year.

DAMAGE DEPOSIT

A \$100 damage deposit is required of all students residing in College housing. The deposit is refunded, less any charges for damage or breakage, when the student no longer resides on campus.





ACADEMIC CALENDAR

1981-82

Staff Development Day	September 8
Classes Begin	September 9
Mid Term Holiday	October 12
Thanksgiving Recess	November 26 and 27
Classes Resume	November 30
Last Class Day	December 14
Exam Reading Day	December 15
Exam Period	December 16-23
Staff Development Day	January 11
Classes Begin	January 12
Mid Term Recess	March 8-12
Classes Resume	March 15
Last Class Day	May 3
Exam Reading Day	May 4
Exam Period	May 5-12
Graduation	May 15

Proposed 1982-83

Staff Development Day	September 7
Classes Begin	September 8
Mid Term Holiday	October 11
Thanksgiving Recess	November 25 and 26
Classes Resume	November 29
Last Class Day	December 14
Exam Reading Day	December 15
Exam Period	December 16-23
Staff Development Day	January 17
Classes Begin	January 18
Mid Term Recess	March 14-18
Classes Resume	March 21
Last Class Day	May 9
Exam Reading Day	May 10
Exam Period	May 11-18
Graduation	May 21

NEW HAMPSHIRE COLLEGE admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

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