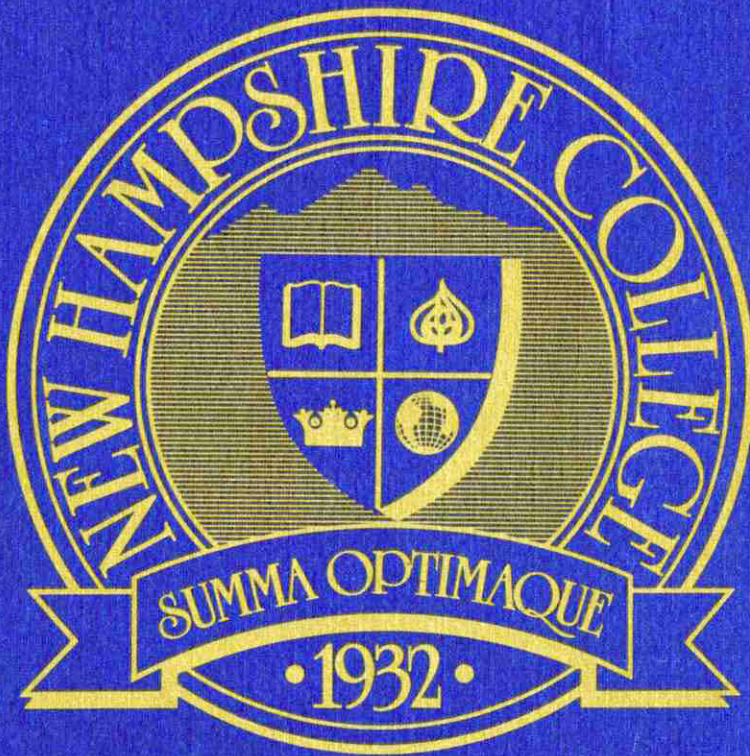


New Hampshire College



1989 - 1990
Catalog

The information contained in this catalog is correct as of the date of publication. All information including but not limited to costs, rules and regulations, program requirements, course content and staff, is subject to change at any time. The College reserves the right to modify aspects of college operations, as well as to change tuition and other charges without notice.

New Hampshire College cordially welcomes campus visits and personal interviews. The Admission Office, located in Frost 37, is open year round and staff are available for tours and interviews Monday through Friday, 9 a.m. to 4 p.m. and Saturday, 9 a.m. to 1 p.m. Please call the Admission Office (603) 645-9611 to make specific arrangements.

The Culinary Institute admission hours are Monday through Friday, 8 a.m. to 4:30 p.m. Please call 603-668-2211 extension 3295 for an appointment.

Students interested in financial aid should contact the Financial Aid Office, located in Frost Hall. Office hours are Monday through Friday, 8 a.m. until 4:30 p.m. Please call 603-645-9645 for Financial Aid information.

Policies

Non Discrimination Policy

New Hampshire College admits female and male students of any race, color, national or ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, religion, marital status, handicap, age, national and ethnic origin in employment, administration of its educational policies, admission procedures, student financial aid programs and athletic and other College-administered programs. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Director of Personnel, or Vice President of Academic Affairs, New Hampshire College, 2500 North River Road, Manchester, NH, 03104. Telephone (603) 668-2211.

Family Educational Rights and Privacy Act

New Hampshire College complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This Act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be referred to the Registrar.

New Hampshire College

**1989-1990
Catalog**

THORNTON WAY

LIBRARY



A.V. STUDIO

AREA

PARKING

POCKETBANK



INFORMATION

CAMPUS STORE

COMPUTER CENTER

ADMISSIONS



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ACADEMIC CALENDAR 1989-1990 (Undergraduate School)**Fall**

| | |
|----------------------------|-----------------|
| New Student Orientation | September 2,3,4 |
| Returning Student Check-in | September 5 |
| Staff Development Day | September 5 |
| Classes Begin | September 6 |
| Mid-term Holiday | October 9 |
| Thanksgiving Recess | November 23,24 |
| Classes Resume | November 27 |
| Last Class Day | December 13 |
| Reading Day | December 14 |
| Final Exams ** | December 15-21 |
| Intersession | January 2 - 12* |

Spring

| | |
|----------------------------|-------------|
| Returning Student Check-in | January 15 |
| Staff Development | January 15 |
| Classes Begin | January 16 |
| Mid-term Holiday | March 12-16 |
| Classes Resume | March 19 |
| Last Class Day | April 30 |
| Reading Day | May 1 |
| Final Exams ** | May 2-8 |
| Graduation | May 12 |

* Classes will be held on Saturday, January 6.

** Final Exams will not be held on Sunday.

ACADEMIC CALENDAR 1990-1991 (Undergraduate School)**Fall**

| | |
|----------------------------|------------------|
| New Student Orientation | September 1,2,3 |
| Returning Student Check-in | September 4 |
| Staff Development Day | September 4 |
| Classes Begin | September 5 |
| Mid-Term Holiday | October 8 |
| Thanksgiving Recess | November 22, 23 |
| Classes Resume | November 26 |
| Last Class Day | December 12 |
| Reading Day | December 13 |
| Final Exams ** | December 14-20 |
| Intersession | January 2 - 14 * |

Spring

| | |
|----------------------------|-------------|
| Returning Student Check-in | January 14 |
| Staff Development Day | January 14 |
| Classes Begin | January 15 |
| Mid-Term Holiday | March 11-15 |
| Classes Resume | March 18 |
| Last Class Day | April 29 |
| Reading Day | April 30 |
| Final Exams ** | May 1-7 |
| Graduation | May 11 |

* Classes will be held Saturday, January 5.

** Final exams will not be held on Sunday.

New Hampshire College

History of the College

New Hampshire College was founded in 1932 by the late H.A.B. Shapiro. Founded as the New Hampshire School of Accounting and Secretarial Science, the College remained relatively small until 1961 when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

In 1963 the State of New Hampshire granted the College its charter which gave it degree granting authority. That same year the first Associate Degrees were awarded and three years later the first Bachelor's Degrees were conferred.

The College became a non-profit institution under a Board of Trustees in September 1968. In 1969 the name was changed, and shortened to simply New Hampshire College. In 1971 the College moved from its downtown Manchester site to a new 200 acre campus on the Merrimack River, and during 1974 the College introduced a Master of Business Administration program. In 1978 the College assumed the degree programs in Human Services originally started by Franconia College. These two programs were later organized into the Graduate School of Business and the School of Human Services.

During the spring of 1981 the General Court 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. That same year, to accommodate the two new rapidly expanding programs, the College purchased the former Mount Saint Mary College in Hooksett, just under five miles from the South Campus.

In 1983 the College established the Culinary Institute which offers a two year degree program to prepare students who seek career opportunities in the rapidly expanding hospitality field.

In 1988 the School of Human Services was transferred to Springfield College in Springfield, Massachusetts.

Over the years New Hampshire College has extended its academic programs to off-campus locations in an effort to better serve adult learners. Currently programs are being offered in Concord, Keene, Laconia, Manchester, Nashua, Portsmouth and Salem. Out-of-state sites include Brunswick, Maine, and Roosevelt Roads, Puerto Rico.

New Hampshire College now has a day college enrollment of nearly 1,500 students, 1,700 in the Graduate School of Business, and nearly 4,000 in its Continuing Education Programs. In recent years international student enrollment has enriched the cultural diversity of the College.

Today New Hampshire College offers Associate Degrees in Culinary Arts, and several business related fields. Bachelor of Science Degrees are offered in fourteen areas of study within Business Administration. Master's Degrees in Business Administration, Accounting, Business Education, Computer Information Systems and Community Economic Development meet the needs of professionals who seek career advancement. Ninety full-time faculty, supported by dedicated and experienced part-time faculty, serve the educational needs of the College's diverse student body.

Campus

The campus is located in the Manchester/Hooksett area of Southern New Hampshire. Manchester, known as the Queen City, has a growing population of 100,000 and is hub to a wheel of progress around it: industrial and business growth to its south, vacation and tourist areas to its north. Convenient interstate highways bisect Manchester's

bustling perimeters; air service connects Manchester to all major cities in the United States. New Hampshire College's South Campus borders Interstate 93 and is within an hour of Boston.

New Hampshire College's specific facilities include a wooded 200 acre South Campus with twenty major buildings: classroom/administrative buildings, residence halls, a computer center, a library complex with a TV studio, student center with dining facilities and an athletic/recreational complex featuring two gymnasiums, competition size swimming pool, hockey rink, athletic fields and lighted tennis courts.

The North Campus is 4.7 miles from the South Campus on Daniel Webster Highway, Route 3. Located on 500 wooded acres, this campus is comprised of eleven buildings: residence halls, faculty and administrative offices, classrooms and dining facilities. Alumni Hall houses the Graduate School of Business, while the Community Economic Development program and the Culinary Institute are quartered in New Hampshire Hall.

Mission

New Hampshire College is a private, non-profit, 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.

Thus it seeks, both consciously and proactively, to create the conditions for effective and innovative intercultural education and international exchange.

New Hampshire College is:

- a small private, independent college;
- emphasizing business and related professional education;
- entrepreneurial in spirit;
- an academic community of concerned scholars and students.

Its programs:

- position graduates for distinctive career opportunities;
- provide work opportunities through cooperative education;
- encourage understanding of self, society and the richness of cultural differences.

Its students are both:

- traditional young people preparing for business and professional careers;
- older adults seeking additional graduate and undergraduate education for personal and professional advancement.

Its faculty are:

- dedicated to the personal as well as career development of students.

The College serves:

- the immediate community of New England and the northeast United States;
- the entire world from which it welcomes international students.

Accreditation and Membership

Accredited By:

- New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the association indicates that the institution has been carefully evaluated and found to meet the standards agreed upon by qualified educators.
- The New Hampshire Post-secondary Education Commission.
- The 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.

The Undergraduate School of Business

The Undergraduate School of Business at New Hampshire College is an academic community that offers its diverse student population a quality undergraduate education that prepares them for positions at the entry level or above in selected business fields. The faculty is committed to the art of teaching and strives to stimulate critical thought and inquiry in the classroom. Although teaching is primary at New Hampshire College, the living-learning environment that exists given the College's significant international student body provides the basis for intercultural and affective development of its students.

Students receive a general education which equips them with:

- the basis to deal with a variety of unstructured situations
- a reference point for them to appreciate and participate in the values and traditions of their culture and the cultures of others
- the ability to write and speak clearly
- a variety of perspectives in order to formulate and resolve problems.

Bachelor of Science Degree Programs

The School of Business, under the leadership of its faculty and Dean, prepares its students for careers in business by offering the following fourteen major courses of study leading to the Bachelor of Science degree:

- Accounting
- Business Administration
- Business Communication
- Business Teacher Education
- Business Studies

- Computer Information Systems
- Economics/Finance
- Hotel Management
- Management Advisory Services
- Marketing
- Marketing Teacher Education
- Restaurant Management
- Retailing
- Technical Management

Associate in Science Programs

In addition to its range of four-year bachelor's degree majors, New Hampshire College offers two-year associate's degree programs, which may be a solution for those not sure about going on to college for four years. A two-year program offers solid preparation for a job in addition to the opportunity to continue on to a bachelor's degree. The College offers six associate's degree programs:

- Accounting
- Business Administration
- Culinary Arts
- Electronic Data Processing
- Fashion Merchandising
- General Studies

The Culinary Institute

Established in 1983 on the North Campus, The Culinary Institute is the newest of New Hampshire College's degree programs. The institute's inception is a result of the College's commitment to meet newly-defined consumer and student needs in the New Hampshire area as well as the adjacent tourist locale. Students are prepared to meet the challenge of careers in the food service industry.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, is designed to combine academic knowledge with "Real World Experience." Students learn and then practice: basic and advanced skills in food preparation and service; bookkeeping and effective cost control; menu planning; and layout and work flow of kitchens and professional equipment found in the food service industry.

The Graduate School of Business

Inaugurated in 1974, and established as a separate Graduate School in 1981, the College's graduate programs in business have grown steadily both in size and stature. Its basic orientation of combining both concept and practice have enabled it to develop programs of study that reflect the changing and emerging needs of contemporary businesses, both on a domestic and international scale.

With more than 1700 students, the Graduate School of Business offers the following degree programs:

Master of Business Administration (MBA)

- Basic program in Administration
- Administration plus Advanced Certificate in:

Accounting
 Computer Information Systems
 International Business
 Finance
 Marketing
 Personnel Administration/Industrial Relations

Master of Science (MS)

- Accounting-preparation for qualification as a Certified Public Accountant
- Computer Information Systems
- Business Education
- Community Economic Development

All programs of the Graduate School of Business are designed to:

- promote students' understanding of:
organizations, environments and their interaction.
- help students to model and simulate:
organizations, environments and their interaction, and
- enhance students' skills in directing and administering the affairs of organizations,
based on these abilities.

The alumni of the programs offered through the Graduate School of Business offer students a substantial breadth of contacts in the business community, which itself provides exceptional resources for research, cooperative education opportunities and post-graduate employment.

Community Economic Development

The Community Economic Development programs were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED Program views community development as a strategy for addressing economic problems in communities and societies faced with "changing business, social and personal needs." Such development calls for social and economic activities and programs which promote total community benefit rather than individual financial gain. The program promotes community development efforts through:

1. creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision of community-based development strategies; and,
2. providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

A Teaching Institution

For all its apparent diversity and educational pluralism, a single, strong and unbroken theme runs throughout the entire College, linking its schools, institutes and programs: New Hampshire College is first and foremost an institution committed to teaching.

At New Hampshire College, the student and the students' needs to learn, to grow, and to experience that exhilarating sense of competence and commitment that always accompany mastery are the foundations upon which the educational adventure is based and assumes its meaning. This reality, above all others, is what the College is all about— and it is this reality which has enabled the College to self-consciously define itself as an educational community in which creative teaching is the most important and wondrous of all activities.

As a teaching institution, New Hampshire College takes seriously the fact that not only do we learn in different ways, but that learning occurs both inside and outside of the classroom, and can only take place if an individual successfully integrates the intellectual, social and emotional aspects of his or her development.

Academic Support Services and Student Affairs

Recognizing that effective teaching and personal development go hand-in-hand, the College is committed to the inclusion of academic support services and student affairs as an integral part of the life of the community.

To assist in the maturity, development and academic success of its students, New Hampshire College has established resources and services to add to the learning environment and assist students to enlarge their educational horizons.

New Hampshire College academic support services include:

- Harry A.B. and Gertrude C. Shapiro Library
- The Learning Center
- New Hampshire College Computer Center
- The American Language and Culture Center

New Hampshire College student affairs services include:

- A Philosophy of Development
- Orientation
- Athletics and Athletic Facilities
- Career Development Center
- Campus Ministry
- Counseling
- Center for International Exchange
- Residence Life
- Health Center
- Public Safety
- Student Organizations and Publications
- Fraternities and Sororities
- Veterans Assistance

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of struggling to create a learning environment worthy of all those who become a part of it. At New Hampshire College this struggle is both conscious in nature and ongoing in character. It is a continual process, a process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility

Commitment to Intercultural and International Education

The world as we know it has become a “global village.” We live in a time when events often transcend national boundaries, and our thinking, both as professionals and as human beings must now take very seriously the fact that we all are seeking a sense of meaning and relatedness in an increasingly interdependent world. Whether we know it or not, we have become “citizens of the world,” people whose careers will both impact, and be impacted upon by countries and cultures beyond our national borders.

New Hampshire College, both as part of its mission and as a conscious educational decision, has chosen to embrace the full meaning and potential of preparing its students to live in an increasingly complex world of competing beliefs, ideologies and values. Toward this end, it has positioned itself as an institution in the forefront of educational efforts aimed at increasing the exchange of ideas and experiences between the United States and other nations around the world.

New Hampshire College is presently the host institution for students from almost 40 different countries. From Malaysia to Nigeria, from Holland to Venezuela, from Ghana to Japan, our student body is a reflection of our world as it is, and as it is becoming. The presence of these students, coupled with our American students, has created a climate of growth and change. The benefits of international and intercultural exchange do not show up in grades or grade point averages; they manifest themselves in the maturity and wisdom we develop as a consequence of learning about and sharing ourselves with people from other cultures.

New Hampshire College’s commitment to this form of educational pluralism is symbolized by the creation, in 1981, of the American Language and Culture Center (ALCC), and the establishment, in 1983, of the Center for International Exchange (CIE).

The American Language and Culture Center is designed to assist international students achieve English proficiency levels appropriate for admission to the various degree granting programs offered by the College. In addition, it provides students with the experience, exposure and information necessary to adjust to a new and often different environment.

The Center for International Exchange was created to explore the broader educational and social opportunities inherent in a serious and self-conscious commitment to developing innovative and progressive programs of intercultural sharing. The Center also provides a variety of support services for International students.

New Hampshire College, in its educational philosophy, is responsive to the needs and aspirations of all its students. Our goal is to prepare students to achieve their full professional and human potential in a world that is changing and becoming increasingly interdependent. Toward this end, the College will continue to support and recognize those within its community whose efforts and actions are consistent with this institutional goal.



Academic Support Services

Harry A.B. and Gertrude C. Shapiro Library

Located on the South Campus, the Harry A.B. and Gertrude C. Shapiro Library serves as an information resource center for the students, faculty, and staff of New Hampshire College. The constantly expanding collection contains approximately 78,000 volumes, 900 magazines and journals, and 100,000 company financial and annual reports on microfiche. The library subscribes to various business, computer, tax and financial services, is a U.S. and state document depository, and has access to computerized information services. The Shapiro Library also supports New Hampshire College centers in Roosevelt Roads, Puerto Rico, and Brunswick, ME and works with public and academic libraries to provide services to NHC students and faculty. Collection development is aimed at meeting the research needs of undergraduate and graduate level students. Several conference rooms are available for group study projects. Librarians provide reference assistance and instruction in the use of library resources.

The Shapiro Library exists to strengthen and enhance the education of all New Hampshire College students by teaching them to learn independently, by providing opportunities to increase the depth and scope of their research and by aiding them in effectively using available information to make informed judgments and decisions. The library staff recognizes the differences and similarities among its various users and responds appropriately to the diverse needs of each. The library aims to have all New Hampshire College graduates familiar with basic information sources appropriate to their academic areas. (To achieve this goal, the library's policies and procedures are designed to meet the needs of the academic community, based on its assessment of student and faculty needs, and on its work with students, faculty and administration.)

The library features an art gallery which offers exhibits of New England 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, film and video programs can be reviewed by students and faculty. A wide range of A/V equipment is circulated from the center for classroom instruction. Original transparencies and slide video programs are produced by students and faculty 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

New Hampshire College recognizes its responsibility and commitment to the academic success of all students who enroll in its programs. The College acknowledges that success in academic matters is the result of joint partnership between students and teachers. Students who are willing to learn will find the Learning Center a valuable part of that teaching-learning partnership.

The purpose of the Learning Center is to offer whatever academic assistance is needed by individual students to attain academic success.

The Learning Center offers:

- study skills instruction
- academic counseling

- individual tutoring
- supplemental workshops in various academic subjects
- study labs for various courses
- a developmental reading program
- writing assistance

Learning Center services are available to all enrolled students, on a voluntary basis. Students who want to achieve better academic results are welcome to discuss their needs with any of the Learning Center staff.

The Learning Center also conducts the Freshman Entrance Program. This college preparatory program is offered during the summer and is designed to help new students enter the freshman year with strong academic skills. Application for this program is through the Admission Office of the Undergraduate School.

New Hampshire College Computer Center

New Hampshire College is served by an up-to-date computer center which is continually expanding and evolving to meet the diverse educational and administrative needs of the College and its satellite centers.

At the North Campus, a cluster of remote terminals in Alumni Hall connects the school on-line with the South Campus Computer Center's IBM 4381 and IBM 4341. In addition, the North Campus Computer Center utilizes a Digital VAX II.

The center is administered and operated by professional staff members who are assisted by student consultants involved in a variety of projects. Microcomputing and word processing facilities in Alumni Hall are also accessible for student use in graduate work and research.

New Hampshire College's Computer Center supports a variety of business software languages including BASIC, COBOL, FORTRAN, PASCAL and the integrated academic operating system, MUSIC. Statistical and analytical packages such as SPSS and SAS, and simulation and modeling software, including GPSS and DYNAMO, are also accessible, along with specialized programs in marketing, production, accounting and other disciplines.

The American Language and Culture Center

The American Language and Culture Center offers seven and fourteen week terms of intensive English language instruction and culture study from September through July. Its goals are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at New Hampshire College or other colleges and universities in the United States.

A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of the ALCC's program is its content-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest: business communication, tourism, hotel management, marketing, music, art and drama. In addition, frequent field trips and access to community resources address academic, career, and personal development needs. The ALCC staff believes that the uniqueness of its program lies in the emphasis on intense teacher/student relationships and structured interaction with the business and professional men and women who live and work in the Manchester community.

Small class sizes (limited to 12 students) and levels ensure individualized learning; low intermediate to advanced students cooperate in peer tutoring, counseling, and in multi-level group work. Video programming and activities are an integral part of the program. Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. Advanced students are offered courses in computer literacy and English for business studies. TOEFL preparation classes are offered at frequent intervals throughout the year.

The American Language and Culture Center also offers transitional programs in the Undergraduate and Graduate Schools of Business at New Hampshire College. Students qualifying for these programs engage in a language course combined with two courses chosen from the core curriculum of New Hampshire College or from the curriculum of their intended fields of specialization.

The July program is a short term (five week) intensive English language and culture program which enables potential students to adjust to American life and the college environment before pursuing studies at the undergraduate or graduate levels in the United States. Students who enter the July program are able to review English language skills, assess English language needs, become acquainted with New Hampshire College and the small but beautiful state of New Hampshire.

Curriculum

The English as a Second Language program is a full-time program with a minimum of 23 hours of language instruction and language guidance. Students are tested and assigned to low intermediate, intermediate, and advanced level classes. At the end of each term, students are given the TOEFL exam among other tests and are evaluated as to their progress.

Advanced level students are encouraged to take courses for degree credit in the evening division of New Hampshire College.

ALCC Skill Sections

Listening Comprehension

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their ability to extract meaning from spoken English sentences. They learn to pay attention to grammatical relationships within the flow of natural spoken English.

Reading and Writing

The reading and writing sections address the outstanding difficulties pre-university and college ESL students generally experience when reading unsimplified material for information. As much as possible, real life reading materials are used at all levels. Emphasis is placed on context reading and word analysis. Punctuation is studied in order to interpret complex sentences accurately. Scanning and skimming practice is developed as a reading skill.

In the writing segment, students learn how to analyze and organize thoughts and information, to outline, and to paragraph. They also learn descriptive writing, to make and support points, to compare and contrast, and to show causal relationships.

English Structure and Grammar

This section is devoted to the development of skills in English grammar usage. Forms, meaning and usage levels (from colloquial to very formal) of basic structures are presented. Students practice a wide variety of oral and written exercises, ranging from simple manipulation to situational and idiomatic usage. The contents of the exercises are of interest to adult students. Material focuses on business, current events, or human relations. Emphasis is placed on coping skills for lower level students.

Culture Studies

Another aspect of the ESL program is concerned with culture studies. This segment focuses on cross-cultural awareness and sensitivity while giving students an opportunity to use the target language and develop new vocabulary. In addition to the structured cross-cultural activities, study skills are reviewed and students are introduced to libraries and research skills and to student roles in American colleges and universities.

Business English

This course is designed by individual teachers and is dependent on the interests and level of the group. Since New Hampshire College students are required to study Computer Information Systems 100, our Business English course for advanced ESL students includes a section on the language of computer science. Students assigned to the Business English class have unlimited access to IBM computers in a well equipped computer lab. At the lowest level, students study life skills problems such as banking language, credit language, health and safety and consumer economics.

Admission Procedures

Admission is open to anyone who has completed secondary school. Applicants must complete an application and give evidence of financial support. Admission to the American Language and Culture Center does not constitute admission to a degree program at New Hampshire College.

Program Calendar

The American Language and Culture Center terms are one semester in duration for the fall and spring terms. Students may enter for seven-week terms in October or in March. A twelve-week term is offered in May and a six week session from June to August. No classes are held during the month of August and the Center reopens in September.

Entry dates:

September 6, 1989
October 30, 1989
January 16, 1990
March 19, 1990
May 15, 1990
June 25, 1990 (six week term)
September 5, 1990
October 29, 1990

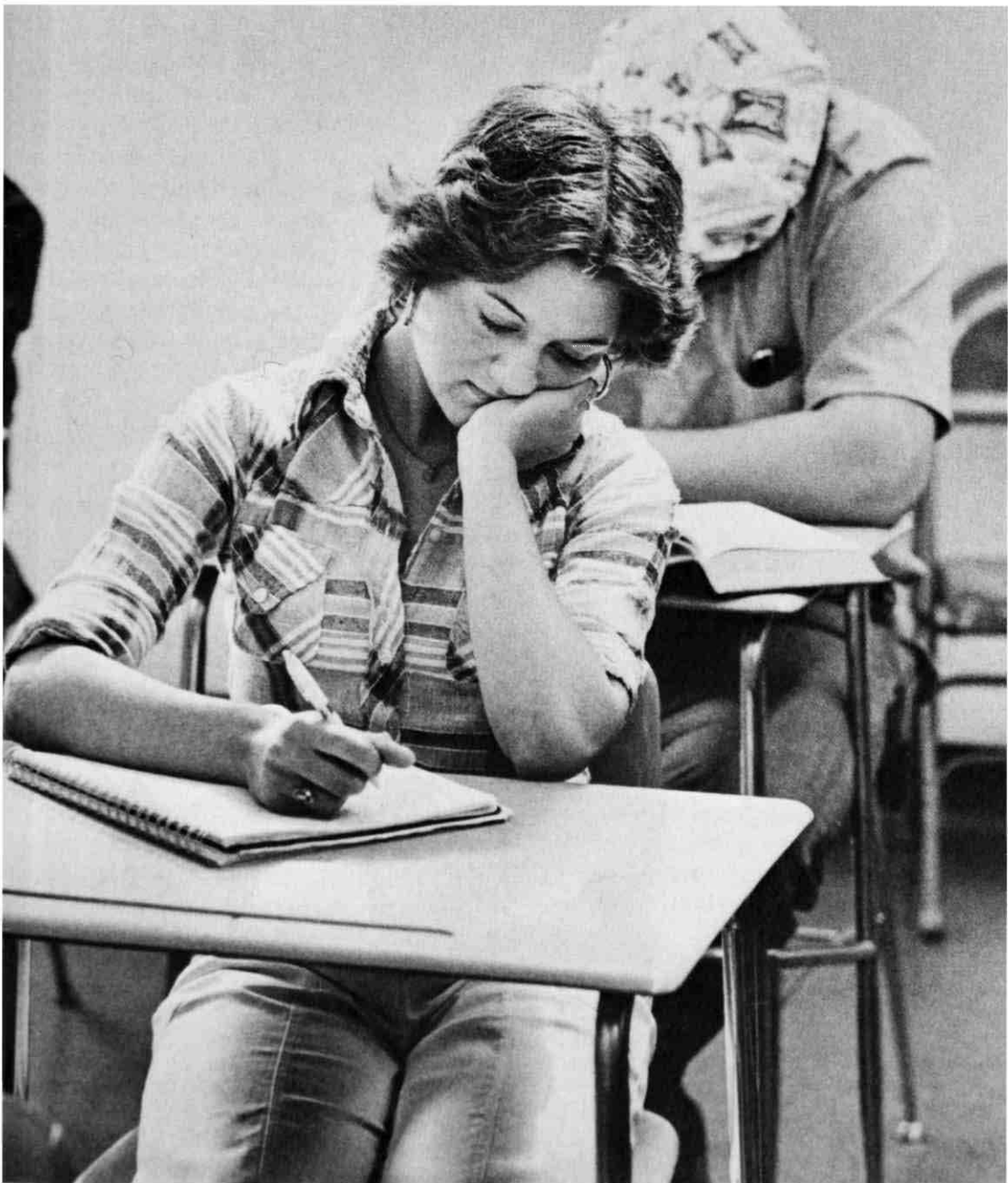
Note: Students should plan to arrive several days before the first class for orientation and placement testing.

ALCC Fees (14 week term):

| | |
|------------------|-------------|
| Tuition | US\$2200.00 |
| Room/Board | 2550.00 |
| Damage Deposit | 100.00 |
| Health Insurance | 198.00 |

Term Requirements

It is impossible to predict how many terms a student will need to acquire fluency, to meet the English proficiency requirements of NHC or to pass the TOEFL exam. Students with minimal English skills should recognize that it may require up to a year or more to undertake a full-time degree program.





The Division of Student Affairs

Student Affairs Philosophy

The Division 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 staff 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.

The Division of Student Affairs 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. Students Affairs at NHC includes athletic facilities management, Health Services, Residence Life, domestic and foreign cooperative education, Career Development Center, Intercollegiate Athletics, recreational and intramural sports, Public Safety, Center for International Exchange, Counseling, Student Activities, Veterans Services and Campus Ministry.

Athletics

New Hampshire College supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competition are 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 teams include basketball, soccer, softball, tennis and volleyball. The athletic department also sponsors the cheerleading squad. New Hampshire College is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, and the New England Collegiate Conference.

The College sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, ice hockey, broom hockey, and racquetball. Women's intramurals include indoor soccer, basketball, racquetball, and broom hockey. Softball, tennis and volleyball are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise, SCUBA diving, Nautilus training, advanced life saving and water safety instruction (W.S.I.). Cross-country skis, ice skates and snowshoes are available for all students.

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 Nautilus weight room equipped with 13 Nautilus machines, a mirrored exercise/dance room, a training room, an equipment room, several locker rooms, team rooms and meeting rooms. Outdoor

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 have been cut on both campuses.

Career Development Center

The Career Development Center is responsible for promoting services aimed at assisting students in personal growth and career planning throughout their college careers. Workshops and individual advising, as well as assistance in resume writing and placement preparation, are available to all students.

Cooperative Education options that integrate classroom study with related on-the-job experience offer experience in the business community while providing credits toward a degree. These opportunities bridge the gap between textbook theory and the actual practices of the working society and allow students to apply classroom knowledge to real employment situations, thus building confidence for future employment. Career choices can be tested early and realistically through the Cooperative Education program.

The College maintains a working relationship with current and potential employers, both within New Hampshire and the United States. Students are also encouraged to develop business contacts that will assist them and the College in developing new options.

Cooperative Education

Recognizing that learning and education do not take place in the classroom alone, New Hampshire College offers an active program of Cooperative Education. The CO-OP program provides student with opportunities to work in the business community and receive credit and income for work performed. CO-OP experiences are coordinated by the Career Development Center in consultation with faculty and students. CO-OP work sites are available in all regions of the United States, and, on a limited basis, in foreign countries. All students are encouraged to build a Cooperative Education option into their academic program as it provides an excellent opportunity to gain applied business experience and is often the basis for enhanced career opportunities upon graduation.

New Hampshire College offers three opportunities for Cooperative Education in three, six and 12 credit hour blocks. Each CO-OP experience is supervised by a member of the College faculty or staff and also requires written assignments.

When Cooperative Education is taken during an academic semester it may be integrated with regular classroom work. By special arrangement through the academic dean's office, students may take a three credit hour course without additional charge during the subsequent summer or intersession term. Regular college tuition and fees are charged for Cooperative Education taken during the academic year.

However, students often elect to take their CO-OP experience during the summer months as it affords them the opportunity to concentrate on full-time work for an extended period of time. Summer CO-OP carries separate tuition charges.

Career Planning And Placement

Career planning and placement activities promote programs and services aimed at assisting students in all phases of career planning, such as interviewing, evaluation of choices, professional attitudes, and career awareness. Traditional job-seeking assistance is offered, and contacts are made with representatives of business, government, and industry to recruit on and off campus. Career objectives and values as related to personal

goals and lifestyles are challenged by Career Assessment Inventories. An on-premise Career Library contains material on career trends, job hunting techniques, employment opportunities, "how to" books and directories as well as a computerized employer data bank.

SIGI PLUS, a software program which provides career, occupational and educational information and assists students in learning about career needs and goals, is also available, as is the software program PERFECT RESUME.

Counseling Services

Personal and emotional problems often interfere with effective learning and living. Moreover, a student with many strengths and abilities may still experience serious difficulties in areas that can be effectively resolved through counseling.

Some examples of such difficulties might be problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, substance abuse, or conflicts with one's family and others.

Personal concerns of any type may be discussed privately with a professional counselor. Counseling sessions are confidential.

Center for International Exchange

The Center for International Exchange (CIE) has three major functions:

1. to provide services, assistance, information and support to about 500 international students;
2. to assist American students, staff and others interested in travel, study, or work abroad;
3. to promote intercultural exchange on campus and in the community.

The Center for International Exchange assists with immigration regulations and federal laws; such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, social security regulations and income tax laws.

CIE works with U.S. government agencies, embassies, consulates, and various home-country and agency sponsors. Financial assistance is offered with Foreign Exchange Permits, enrollment letters, banking information and emergency aid.

As a department of Student Affairs, CIE serves the needs of a culturally diverse population. The Center is the focal point for intercultural events such as New Hampshire International Student Week in February, the Annual Cultures Around the World Exhibit, International Bazaar in the fall and an International Film Festival.

The Center provides such special services as orientation programs, visa information, a study/travel/work abroad library, international ID cards, overseas telephone service, and vacation and travel information and advising.

CIE also serves as liaison with the greater Manchester community through media coverage, country presentations, student speakers, a host program, workshops and activities.

A monthly newsletter is distributed on campus and in the community.

The Center for International Exchange is located at Belknap House on the South Campus.

Office of Residence Life

College housing is available on both the South and North Campuses. On the South Campus, facilities include dormitories, townhouses, and apartments. Dormitories consist mainly of double rooms in suite arrangements with capacities of 12-24 students. Students in dormitories share common bath and lounge facilities. Townhouses and apartments consist of four- 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 a stove and refrigerator. 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 and a few triple rooms that are furnished with a desk, chair, bed and dresser for each occupant. The residents share a common lounge and bath facilities.

The College requires students in the Undergraduate School of Business, the Culinary Institute, and ESL to reside in College housing for a minimum of two of their school's semesters or terms, exclusive of summer sessions. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate School students are not required to reside in College housing, however if they do select housing they are committed for a minimum of two terms.

Being admitted to the College is not a guarantee of a residence assignment. Students are assigned residence on an annual basis and are not guaranteed on-campus residency through graduation.

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

Freshmen resident students and any other students living in dormitories are required to be on the College's meal plan. Specific questions regarding the meal plan should be directed to the Director of Food Services. 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 well-being of students by providing a positive living experience. They do this by advising, making appropriate referrals, and assisting students in various other ways. Students are encouraged to acquaint themselves with their resident assistant and to ask them any questions they have. Questions concerning the resident assistant program should be directed to the Associate Director of Residence Life.

Health Center

During the academic year, the Health Center is open Monday through Friday. The staff includes 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. If further care is needed, they may be admitted to a local hospital at the physician's recommendation. All full-time day students are required to have a Health History and Physical Exam on file in the Health Center prior to their registration and will not be treated without proper records.

Public Safety

The Office of Public Safety is responsible for the safety of the New Hampshire College community — students, staff and bona fide visitors — as well as the security of College property. A complex dual role results — one of service as well as one of enforcing College regulations.

Safety and security are everyone's responsibility. A college community is made far safer when its residents are willing to cooperate with one another and with the public safety office.

Campus Ministry

At New Hampshire College the Campus Ministry Program strives to contribute to the College's goal of fostering the personal growth and development of students by addressing and responding to their religious needs and concerns. Through "Encounter Weekends," peer ministry, support groups, and religious services during the year, Campus Ministry provides students of all faiths with many opportunities to come together, share, and experience God in their lives. In a loving and caring way, Campus Ministry also offers students an opportunity for confidential, personal counseling and spiritual direction.

Student Activities

The Student Activities Office provides activities and programs which permit and encourage students to mature as individuals while they participate as members of campus organizations. These cocurricular activities and programs include cultural, social, educational and recreational opportunities. The department also provides leadership development opportunities for all students through the annual Leadership Retreat, Camp Synergy and an on-going monthly Leadership Development Series.

Student Organizations

Student Government Association

As the voice of the undergraduate student body, the Student Government Association seeks to broaden the base of representation and to increase the communication between special interest groups and the various factions of the College community. The SGA serves as a coordinating body for the consideration of issues affecting the student body

and works toward a high degree of efficiency with the administration. The SGA also administers student activities funds and presently has three subcommittees: the Programming Board, Special Events committee, and the Senior Week committee. The following is a sample of some of the active organizations of campus.

Graduate Student Association

The Graduate Student Association was established in 1982 to provide opportunities for graduate students to compliment their formal education with quality co-curricular activities. All students are encouraged to participate in the activities that range from educational guest speakers on current issues, to ski trips and social gatherings.

Programming Board

The Programming Board is a branch of the Student Government Association and is set up to sponsor social activities on campus. The organization has 21 members and four executive board positions.

The Programming Board holds weekly meetings and sponsors between five and seven activities per semester. The members of the board are responsible for the planning of the entire event, from start to finish.

The Student/Alumni Relations Council (S.A.R.C.)

The purpose of S.A.R.C. is to promote interaction between students and alumni by creating positive feelings for students concerning the College which will carry through graduation. S.A.R.C. also creates opportunities for its members to enhance their abilities in time management, the promotion of school spirit and pride and New Hampshire College.

Organization of International Students (O.I.S.)

The purpose of the organization is to bring the students, faculty and staff members of New Hampshire College closer to the outside community, to help the College in processing admission requirements for foreign students and to boost the image of NHC in other countries. O.I.S. sponsors many events each semester, the highlight being International Night.

Special Events Committee

This is one of the largest and most exciting clubs to belong to at NHC. Special Events is responsible for the Fall and Spring Weekend entertainment. Past performers have included:

- Lisa Lisa and the Cult Jam
- The Hooters
- George Carlin
- Eddie Money
- 'Til Tuesday
- Doug Henning

WNHC Radio Station

The purpose of Radio Station WNHC is to provide entertainment and educational training through the medium of radio to the students of NHC both as audience and station members.

WNHC TV 13

The purpose of TV 13 is to broadcast all types of movies and provide exciting visual support to the College community. Channel 13 entertains the College community with new and popular programming, and informs and aids the College community in any way possible within the reach of the organization.

The Intrafraternal Council

The purpose of this organization is to promote the interest of the College, to promote the interests of fraternalism at NHC, to foster fraternal cooperation between the College and community and to foster cooperation among the fraternities and sororities on this campus. It will also serve as a vehicle to discuss questions of mutual interest, to supervise fraternal conduct and to make such necessary rules and regulations as the council sees fit.

Fraternities and Sororities

The purpose of the following fraternities and sororities is to promote the best interest of all students attending NHC, the College community, and the surrounding community. These organizations promote togetherness by organizing events for the entire campus, providing campus spirit and participating in community service.

- Kappa Chi
- Kappa Delta Phi
- Kappa Lamda Stardusters
- Kappa Sigma
- Phi Delta Beta
- Phi Delta Theta
- Phi Delta Psi
- Phi Omega Psi

The Culinary Society of New Hampshire College

The purpose of this club is to unite New Hampshire College Culinary Institute students, alumni, staff and faculty, to promote educational and social benefits of the culinary arts and to establish and operate any and all functions for the above purpose and the betterment of the NHC Culinary Institute in general.

ACC/MIS Association

The ACC/MIS Association was formed to instill in students a more thorough understanding of what careers in ACC/MIS are like. This objective is achieved by having guest speakers from relevant fields, by taking field trips to various businesses to gain first hand knowledge, and by having group discussions.

The ACC/MIS Association is a very interesting and exciting organization that is open to all majors. Continuous increases in group membership prove that the ACC/MIS Association is becoming more popular with students at NHC.

The Commuter Club

The Commuter Club is provided for all students who would like to become involved in the mainstreaming of commuters into the College atmosphere and to serve the commuters as an information outlet.

Catholic Student Association (CSA)

The CSA is an organization designed to build and foster Christian living and fellowship on the NHC campus and the local community. CSA offers students an opportunity to come together to share and experience God's presence in a meaningful and dynamic way through support groups and weekend retreats. The CSA also holds several other campus-wide social activities. CSA members all agree that there is a lot of pride and joy in taking part in the organization's events.

Membership in the CSA is open to any New Hampshire College student who supports and promotes the purpose and goals of CSA.

Jewish Student Association (JSA)

The Jewish Student Association (JSA) exists to unite Jewish students on campus, to establish relations with the surrounding community, and to provide individuals with an opportunity to meet and discuss current issues and concerns. As a religious organization JSA works in close collaboration with the Catholic Student Association (CSA) and the Protestant Student Association (PSA) in conducting various programs and activities throughout the year. Finally, JSA provides information to students on celebrating the Sabbath and Festival Services in the local community.

Protestant Student Association (PSA)

The Protestant Student Association (PSA) offers students of all denominations the opportunity to experience Christian fellowship with others. In a friendly and caring atmosphere, individuals can grow and develop, explore the meaning of faith in their lives, and experience the joys and happiness of what it means to be dedicated Christians.

PSA likewise provides, in conjunction with the Catholic Student Association (CSA), stimulating programs, "Encounter Weekends", opportunities to reach out and help others, as well as times to just relax, have fun, and enjoy each other's company.

Special Interest Fraternities

Delta Mu Delta, the National Academic Honor Fraternity, and Pi Omega Pi, the National Business Education Honorary Fraternity, have chapters at New Hampshire College.

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.

Spectrum Committee

The Spectrum 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.

Outing Club

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

Student Publications

The Student Handbook is published annually by the Student Affairs Division and distributed to all students at the beginning of each academic year. It should be retained by each student for reference throughout the year.

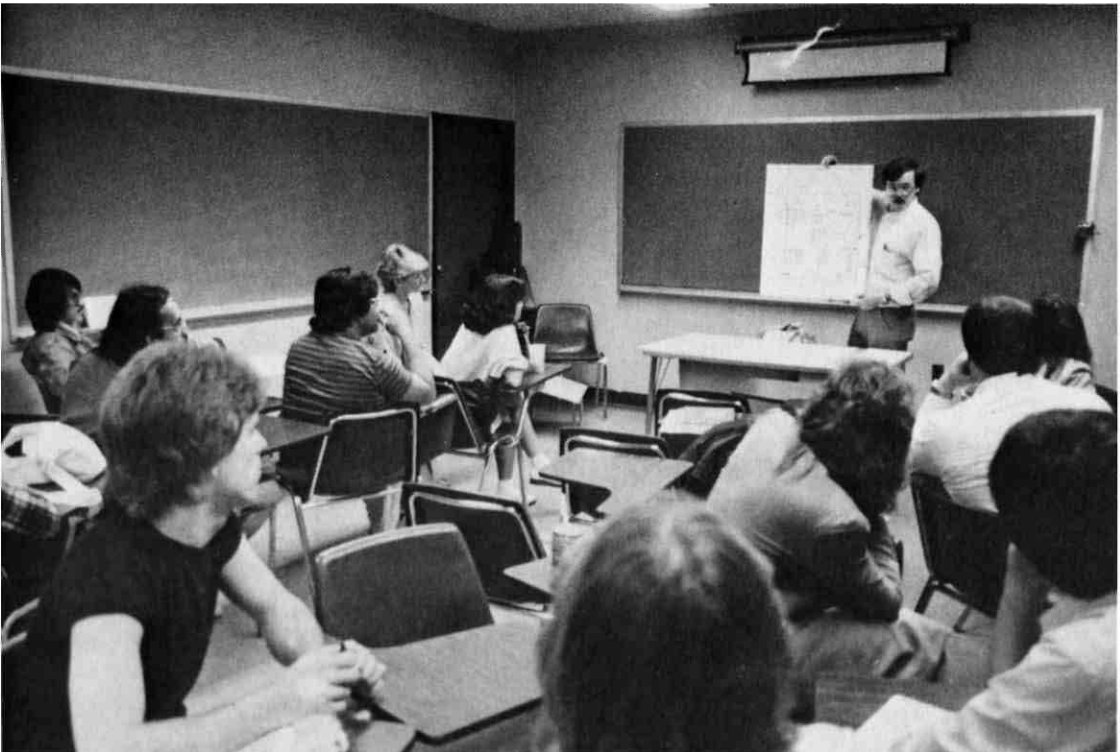
The Ledger is a bi-weekly student newspaper, published entirely by the students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

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 undergraduate students.

Summary

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of struggling to create a learning environment worthy of all those who become a part of it. At New Hampshire College this struggle is both conscious in nature and ongoing in character. It is a continual process, a process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility





Division of Continuing Education

The purpose of the Division of Continuing Education at New Hampshire College is to make available to adults courses of study at the college level designed to improve their position in their current field of employment, or to help them acquire the skills and knowledge necessary to pursue a new career.

Through the Division of Continuing Education, New Hampshire College is able to be a school for working people. Our course selections, schedules, curricula and methods of instruction are tailored with the adult working population in mind.

Convenience and accessibility are the keys to the division's success. With eight locations in New Hampshire, Maine and Puerto Rico, we are near our students. Our class schedules which meet evenings, weekends and weekdays in some centers, are designed for working adults.

Continuing Education terms are eight weeks in length with six terms per year. A student who enrolls in two courses per term can complete certificate program in one year, an associate's degree program in two years and a bachelor's degree program in just four years.

In many cases, the adult learner can receive credit for acquired skills and knowledge or previous life experience through our Advanced Placement system. This can enable the adult student to achieve a degree even more quickly.

New Hampshire College is proud of its success in Continuing Education. We have been a leader in this field and will continue to emphasize academic excellence and individual achievement.

The variety of degree programs, course offerings and schedules is too extensive to be listed here. For further information contact one of the following Continuing Education Centers:

In New Hampshire:

Manchester Center
2500 North River Road
Manchester, NH 03104
(603) 668-2211, Ext:2115

Laconia Center
McGrath Street
Laconia, NH 03246
(603) 524-3527 or 524-3554

Nashua Center
546 Amherst Street
Nashua, NH 03063
(603) 881-8393

Portsmouth Center
150 Greenleaf Ave.
Portsmouth, NH 03801
(603) 436-2831

Salem Center
19-21 Keewaydin Drive
Salem, NH 03079
(603) 893-9600

In Maine:

Brunswick Center
Box 4, Naval Air Station
Brunswick, ME 04011
(207) 725-6486 or 729-9238

In Puerto Rico:

Roosevelt Roads Center
P.O. Box 3602
U.S. Naval Station
Cieba, Puerto Rico 00635
(809) 865-8598



Undergraduate School of Business

Admission

Admission Requirements

Candidates for admission to the New Hampshire College Undergraduate School of Business 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 overall credentials and his or her potential for success in the curriculum at New Hampshire College.

Among the factors considered in the admission decision are:

- The candidate's academic success in high school
- Rank in class
- SAT scores
- High School recommendations
- Impressions formed during personal interviews

Applicants should hold a diploma or a GED from an accredited secondary school.

SAT Scores: New Hampshire College requires the Scholastic Aptitude Test scores of all freshman applicants to the Undergraduate School of Business. SAT scores may be reported to us on your high school transcripts or sent directly by the College Board to: Code #3649, New Hampshire College, 2500 North River Road, Manchester, NH 03104.

Personal Interviews & Campus Tours: Although personal interviews are not required, they are strongly recommended. Students and parents are encouraged to visit the campus when classes are in session; however, the Admission Office is open year-round. Tours and interviews are conducted Monday through Friday from 9:00 a.m. - 4:00 p.m. with Saturday appointments available during the academic year. Special open houses are scheduled in November and April for prospective students and their parents. Appointments for interviews and campus tours may be arranged by calling 603/645-9611.

Admission Plans

Rolling Admission: Candidates can usually expect notification of an admission decision within one month of receipt of academic credentials.

Early Admission: High school juniors who have maintained above average work in their three years of high school may apply for Early Admission. Candidates must have strong endorsement from their high school and show maturity and motivation for selecting this option.

Admission, The Culinary Institute

In order for an applicant to be admitted to the Culinary Institute program, he or she must have completed high school with an average, or better than average academic record. SAT scores are optional. High school curriculum should have included four years of English and one year of algebra. Personal interviews are strongly recommended. Applicants may furnish letters of recommendation as well.

Those applicants who do not meet the above admission requirements are allowed to enroll on a part-time basis in one or two courses during the initial term. Full-time enrollment may begin at a later date.

While the Admission Office of the Undergraduate School of Business handles applicants' records, the Culinary Institute Admission Director evaluates each applicant for admission. Interested persons may contact either the Culinary Institute or the Admission Office to receive more information on the program.

Orientation

Prior to matriculation all new students are required to attend a three-day orientation program. The goal of the program is to introduce the new student to the academic and co-curricular life of the College, and to assist in the transition to a new environment. Students will be assisted by Student Affairs professionals, faculty and a staff of student Orientation Leaders. The three day program includes the registration process and a variety of social activities.

Transfer Admission

Transfer students are accepted at New Hampshire College for the semesters starting in both September and January.

New Hampshire College recognizes the work completed at other accredited institution and, in particular, encourages transfer applications from students already holding associate's degrees. The College's Technical Management major has been specifically designed to meet the needs of students having a technical/vocational preparation. The Business Studies degree also provides an option for transfer students who have taken a number of liberal arts courses and now desire a business degree.

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

Transfer Application Procedures

Please submit:

- 1) An Application for Admission. Forms are available from transfer counselors or directly from the College. There is no application fee.
- 2) High School Transcript and Recommendations. Complete the release form on the application for admission and New Hampshire College will obtain the applicant's high school records on his or her behalf, or the high school may forward the transcript and records directly to New Hampshire College. Transfer applicants need not present SAT scores.
- 3) College Academic Transcripts. Transcripts from all colleges previously attended must be forwarded to the Admission Office for evaluation.
- 4) College Financial Aid Transcripts. Financial Aid Transcripts from all colleges previously attended regardless of whether financial aid was received must be forwarded to the Financial Aid Office.
- 5) Supplemental Transfer Form. This form will be forwarded to the applicant upon request for an application for admission. All courses currently in progress and those which do not appear on the applicant's transcript must be listed here. Forward the completed form to the Director of Admission.

All of the above factors will be considered in the evaluation process but emphasis will be placed on the quality of work completed in college.

Internal Transfer: Any student who is currently enrolled in any of the New Hampshire College programs (London Center, Continuing Education) and wishes to enroll in the Undergraduate School of Business must file an Internal Transfer Application. Students will be evaluated on their academic performance in their current program. Being admitted to another New Hampshire College program does not guarantee acceptance to the Undergraduate School of Business, Day Division.

Student Exchange Courses

New Hampshire College students are eligible to take courses at New Hampshire College and University Council (NHCUC) member institutions during the regular academic year. Courses must be approved in advance 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, Daniel Webster College, Dartmouth College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College and the University of New Hampshire.

Transfer of Credit

New Hampshire College recognizes credit earned at other accredited collegiate institutions and encourages transfer applications. Credit for courses which fit the applicant's degree program and in which the student earned a grade of "C" or higher may be transferrable. Transfer students may be awarded advanced standing classification with ranking determined after an evaluation of credits earned elsewhere by the Registrar. Grades earned in courses taken at other institutions are not considered in the calculation of the student's grade point average at New Hampshire College.

A maximum of 90 credits may be transferred toward a bachelor's degree and 30 credits may be applied to an associate's degree.

Transfer students are expected to meet all graduation requirements of New Hampshire College.

Vocational Technical Transfer Credits

New Hampshire College welcomes students who wish to transfer from any of the New Hampshire Vocational-Technical Colleges or the New Hampshire Technical Institute. All academic and technical coursework in which a student has earned a grade of C or higher is fully transferrable. Students transferring with 60 or more credits are granted status as juniors.

Students transferring from the Vocational-Technical College and the Institute may enroll at New Hampshire College in the full-time day program in Manchester, or part-time through the Division of Continuing Education.

Advanced Placement for Life Experience

New Hampshire College recognizes that many students possess knowledge and skills that may deserve recognition through the awarding of college credits. The College has adopted an Advance Placement System which awards college credit through testing and experiential evaluations.

Through the advanced placement program, credits are granted for the demonstration of proficiency in prescribed sets of competencies at a level acceptable in one of the College's educational programs. The credits must fit into the degree requirements of the program at New Hampshire College chosen by the applicant.

Students beginning at New Hampshire College should review the various methods of earning credit toward graduation for previous formal and informal educational experiences. The following is a list of the ways you may attain advanced placement at New Hampshire College. For details on each method, consult the current Continuing Education Bulletin.

- I. Awarding of credit for previous formal education:
 - A. Transfer from Accredited Institutions of Higher Education.
 - B. Awarding of credit for courses taken on other post-secondary settings.

- II. Awarding of credit by examination:
 - A. Standardized testing programs.

The College accepts for credit test results from the College Level Equivalency Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for NonTraditional Education Support (DANTES), through educational programs taken in non collegiate organizations (ACE), as well as applicable military schooling and High School Advanced Placement Tests.

- B. Institutional Examinations.

- III. Credits by Portfolio:

Many students have developed proficiencies in areas where there are no standardized examinations, no institutional equivalents, or no standards for transfer of credits. This potentially vast area of competence is usually the result of informal experience of a vocational or avocational nature. Whatever the origin, college credit may be granted for these competencies.

For more information on the Advanced Placement Program talk to your Continuing Education Center Director or the NHC Registrar's Office.

International Students

See the general section for application procedures.



Scholarships and Student Assistance

New Hampshire College encourages all students to apply for financial assistance. During the 1988-1989 academic year, the Financial Aid Office processed aid in excess of \$8 million, with awards ranging from \$500 to \$12,000.

Although the primary financial responsibility for a student's education rests with the family, the College will make every effort to address the needs of applicants, within the boundaries of federal and institutional guidelines. Merit scholarships (academic and alumni) are also available for academically qualified students who have no demonstrated financial need.

Student aid programs administered by the College include federal, state and institutional funds as well as private dollars. The comprehensive, fully coordinated scholarship and assistance program includes three basic types of aid: gift, loan and work. 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. All scholarship and assistance programs are subject to prevailing federal and state laws or regulations. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.

Selection Criteria

New Hampshire College is a member of the College Scholarship Service Assembly (CSS) of the College Board, and utilizes the CSS method of need analysis to determine student and/or parental support levels. The CSS system uses a formula called Congressional Methodology.

For dependent students, Congressional Methodology estimates the parents' contribution toward education on the basis of the amount of parents' income and assets as well as consideration of taxes, medical expenses, and other liabilities of the family. The students' income and assets are also considered in estimating the total family resources which may be utilized to meet the students' cost of education.

For independent applicants, Congressional Methodology estimates the student or family contribution on the basis of student (or spouse's) income and assets. Taxes and other liabilities of the student (and his/her family) are taken into consideration in the formula.

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. The Financial Aid Office will attempt to fund demonstrated need through a combination of financial aid sources available.

The Application Process, Rolling Financial Aid and Priority Dates

Students who wish to apply for financial aid should submit the College Scholarship Service's Financial Aid Form (FAF). New Hampshire College makes its determination on an annual basis and awards are for the academic year, which includes terms starting on or after the next July 1st.

Complete applications received in the Financial Aid Office will be considered on a rolling basis whereby the application is processed as soon as it is received, assuming that all admission criteria have been met. Priority will be given to completed applications received by: March 15 for freshmen, transfer students and readmitted students; April 15 for returning upperclass students. Applications received after those dates will be considered when available funds permit.

Applicants selected for verification by the federal government will not be considered until all documentation, including income tax returns, is received in the Financial Aid Office.

The CSS Financial Aid Form (FAF) may be obtained from either the Admission office or the Financial Aid Office at the College, from your high school or college guidance office, or from CSS by writing to the College Scholarship Service, Box 2700, Princeton, New Jersey, 08540. The FAF should be completed carefully and accurately. All items must be answered. If no figure is to be entered, please do not leave the space blank, enter a zero (0) or draw a line through the space. 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 weeks. Please keep this time frame in mind in relationship to the priority dates. Applicants who have attended another postsecondary institution must have a Financial Aid Transcript (FAT) completed by the Financial Aid Office at each school he/she previously attended. The complete FAT must be sent directly to the NHC Financial Aid Office from the other school. Federal financial aid cannot be distributed to a student until appropriate FAT's have been received.

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

Satisfactory Academic Progress for Financial Aid Eligibility

Below is an outline of the criteria used to determine the continuing eligibility of a student for financial aid.

Quantitative Measure: A student must successfully complete at least 75 percent of all credits attempted, including noncredit remedial courses (to a maximum of 175 semester hours credit less total credits accepted for transfer from other institutions) at NHC during the student's cumulative period of enrollment. Credits attempted are those for which the student is enrolled as of the end of the add/drop registration period. Successful completion is defined as the assignment of a passing grade to the courses attempted (credits earned). Failure, withdrawal and incomplete designations to the courses attempted are not considered successful completion.

Qualitative Measure: A student must maintain a cumulative grade point average of 2.00 on a 4.00 scale.

Satisfactory progress will be determined at least once each year using the student's academic record for all terms completed as of the date of the review. Failure to meet both standards will result in the student being placed on financial aid probation. The probationary period will be twelve months.

At the end of the probationary period, a student's financial aid may be reinstated if, upon recalculation by the Financial Aid Office, the student meets both standards. Students not meeting both standards will have their eligibility for financial aid suspended.

The decision of the Financial Aid Office to suspend a student's financial aid may be appealed to the Financial Aid Advisory Committee. Appeal procedures are available from the Financial Aid Office upon request.

Outside Assistance

New Hampshire College urges all students to seek assistance from sources 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 office at your local bank. Your Guidance Counselor may be able to provide you with information concerning available reference material.

Although you are required to report awards of \$100 or more to the Financial Aid Office, your success in obtaining support from sources outside the College does not automatically reduce assistance for you through the College. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve you by having the most accurate and current information available concerning your situation.

New Hampshire College Grants and Scholarships

NHC Academic Scholarship Program

The Academic Scholarship is merit-based and awarded to all freshmen and transfer students regardless of financial need. Applicants with a minimum cumulative 3.0 grade point average (or equivalent) will receive \$1,000 and those with a minimum cumulative grade point average of 3.5 (or equivalent) will receive \$1,500.

NHC Alumni Scholarship Program

The Alumni Scholarship Program is funded by contributions from NHC Alumni and from the institution. Alumni scholarships are awarded to continuing students who have proven academic success at New Hampshire College. Criteria for the program are the same as the New Hampshire College Academic Scholarship Program.

Granite State Scholarship

The Granite State Scholarship provides up to \$3,000 per academic year to qualified students who are New Hampshire residents, live at home, and are attending New Hampshire College for the first time. The scholarship is renewable from semester to semester as long as the recipient remains in good academic standing.

NHC Grant Program

New Hampshire College Grants are based on academic achievement and demonstrated financial need. Awards range from \$500 to \$4,000 and total more than \$800,000 annually.

NHC Athletic Scholarship Program

Athletic Scholarships are available to outstanding athletes in several sports. Amounts of the scholarships vary. Information regarding these scholarships can be obtained by contacting the appropriate coach in the NHC Athletic Department at (603) 645-9604.

Resident Assistant Scholarship Program

The Resident Assistant Scholarship Program awards work scholarships to students who are chosen for positions as Resident Assistants in the dorms, apartments and townhouses on the College campus. The program is limited to upperclass students enrolled full-time who have a cumulative grade point average of at least 2.0. Application is through the Office of Residence Life.

NHC Culinary Arts Scholarship Program

Students enrolled in the Culinary Institute at NHC are eligible to apply for Culinary Arts Scholarships. Awards are based on academic performance and demonstrated financial need.

NHC Future Business Leaders of America Scholarship

New Hampshire College awards one Future Business Leader of America Scholarship of \$1,000 each year to the student chosen by the state FBLA Group as the NHC recipient. Applications are available to any freshman Business Major and are judged on a letter written to the State FBLA Group. For more information contact Mr. James Stopa, FBLA Group, (603) 271-3186.

NHC DECA Scholarship

New Hampshire College awards one DECA Scholarship of \$1,000 each year to the student chosen by the State DECA Group as the NHC recipient. Applications are available to any freshman Marketing major and are judged on highest point total in the participatory competency-based competition. For more information, contact Mr. James Stopa, State DECA Group, (603) 271-3186.

Hoyle, Tanner & Associates Minority Scholarship Program

The Hoyle, Tanner & Associates Scholarships are awarded to minority students based on academic performance and demonstrated need. The Scholarships are designated for Business Administration or Accounting majors and award renewals are restricted to recipients who maintain a 2.5 cumulative grade point average.

Merrimack Valley Association for Counseling and Development Scholarship Program

The Merrimack Valley Association for Counseling and Development offers scholarships to students who are residents of New Hampshire and graduates of a Merrimack Valley high school.

New Hampshire Cooperative Work Experience Education Scholarship Program

The New Hampshire Cooperative Work Experience Program awards up to \$4,000 annually to New Hampshire residents who participated in a Cooperative Education program in high school. Applicants should request a letter of recommendation from the vocational center.

Robert E. Plourde Scholarships

In recognition of his many years of service to the College, a number of scholarships are funded each year by the College in the memory of Robert E. Plourde. Plourde Scholarships are designated for high school graduates from the Pembroke/Suncook, N.H., area and are based on financial need and academic excellence or promise.

Endowments

H.A.B Shapiro Memorial Scholarships

In honor of the founder of New Hampshire College, a limited number of partial tuition scholarships are available. Awards are made on the basis of demonstrated need and academic success.

William S. Green Scholarship

Established in honor of William S. Green, charter member of the NHC Board of Trustees and Chancellor Emeritus, scholarships from this fund are designated for junior or senior level students who have maintained a cumulative grade point average of 3.0 or better and have conducted themselves in a manner which has served and brought credit to the College. Awards are also based on financial need.

Teloian Scholarship Fund

George Teloian, Professor of Accounting, has made provisions for an endowment fund in his name. Scholarships are awarded to juniors and seniors majoring in Accounting or Management Advisory Services. Awards are based on academic achievement in the accounting major, overall record, excellence in involvement in college life and activities and financial need.

Phi Delta Psi Fraternity Scholarship

The NHC Alumni Association and the Phi Delta Psi Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Phi Delta Psi Fraternity.

Kappa Delta Phi National Fraternity Scholarship

The NHC Alumni Association and the Kappa Delta Phi National Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Delta Phi National Fraternity.

Kappa Sigma Fraternity Scholarship

The NHC Alumni Association and Kappa Sigma Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Sigma fraternity.

Frank and Eleanor Barnes Alumni Scholarship Program

Frank and Eleanor Barnes, Professors in the CIS Department of NHC, have created an endowment fund to assist students majoring in Computer Information Systems or Management Advisory Services.

Edward Nassar Memorial Scholarship

In memory of Edward Nassar, a former student at NHC, the NHC Alumni Association has created a scholarship fund designed to provide assistance to deserving, needy New Hampshire College students. Preference is given to Veterans of the Armed forces and/or their dependents.

Ronald L. Woodward Memorial Scholarship

The Ronald L. Woodward Memorial Scholarship was created in honor of a former NHC student for students from upstate New York. Funding for this scholarship is provided through the NHC Alumni Association and the Greater Rochester/Buffalo New York area chapter.

Scott Caswell Memorial Scholarship

Friends of Scott Caswell, who died in 1987 in an unfortunate accident, created the Scott Caswell Memorial Scholarship Fund. Scholarships are for computer related majors of junior or senior status who have a minimum grade point average of 3.0. Recipients must be residents of New Hampshire.

Federal and State Programs

Pell Grant Program

Pell Grants range from \$250 to \$2,200 per year. Applicants must be enrolled on at least half time basis in a degree program and have not obtained a baccalaureate degree. Student eligibility and grant amounts are determined by the Pell Grant program but vary with enrollment status and program of attendance.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant program with awards ranging from \$200 to \$4,000 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need.

State Student Incentive Grant Program (SSIG)

New Hampshire has a reciprocal agreement with Maine, Vermont, Massachusetts, Rhode Island, Connecticut and Pennsylvania through which residents of those states may be eligible for state aid for attendance at a post secondary institution in New Hampshire. New Hampshire also has an incentive grant program for its residents. The state agency in your state can provide eligibility requirements:

Governor's Success Grant

The Governor's Success Grant Program is a new program to provide assistance to New Hampshire students who are full-time undergraduate students and have completed their freshman year. Funds are provided by the State of New Hampshire with a matching contribution from New Hampshire College.

Loans and Jobs

Perkins Direct Student Loan Program

The Perkins Direct Student Loan Program is a long term, low interest educational loan program administered by the College through a revolving fund comprised of contributions from the federal government, previous borrowers and the College. Loan limits are: \$4,500 for the first two (2) years of undergraduate studies; and \$9,000 total for four years. Graduate students may borrow up to \$18,000 for the combination of undergraduate and graduate studies. Loans are based on financial need.

Stafford Student Loan Program-(Formerly Guaranteed Student Loan)

The Stafford Loan is a low interest educational loan made by a bank, credit union or savings and loan association. Eligible undergraduate students may borrow up to \$2,625 per year for each of their first two years of studies and \$4,000 per year for each of their second two years, to a cumulative maximum of \$17,250. Eligible graduate students may borrow \$7,500 per year, to a combined maximum (undergraduate and graduate) of \$54,750.

Guaranteed Access Program

The Guaranteed Access Program is designed to insure that students enrolled in post secondary education in New Hampshire will have access to Guaranteed Student Loans/Stafford Loans. This program is provided to assist students/parents who are unable to obtain a GSL/Stafford Loan through their local lenders. It is administered by the New Hampshire Higher Education Assistance Foundation in Concord, New Hampshire, (603) 225-6612. This program covers New Hampshire residents attending approved schools both in and outside of New Hampshire and nonresidents attending New Hampshire institutions.

Parent Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS)

Unlike the Guaranteed Student Loan Program, the PLUS and SLS programs do not require that applicants demonstrate financial need. Instead, applicants must have sufficient credit to qualify for these options.

PLUS loans are available only to parents of dependent undergraduate or graduate students. The SLS program is designed for use solely by students. These programs were created as alternative loans for families who do not qualify for GSL's or who need extra funds in addition to amounts received from other financial aid sources. The programs allow students/parents to borrow \$4,000 yearly with a total cumulative limit of \$20,000 (per dependent for PLUS). Individual eligibility is determined by credit history and the total of educational expenses after all other forms of aid have been deducted. Applications may be obtained through your local lender or through the New Hampshire Higher Education Assistance Foundation at 1-800-235-2577, or outside New Hampshire at 1-800-525-2577.

Alternative Loans for Parents and Students (ALPS)

The Alternative Loans for Parents and Students Program (ALPS) was developed by the New Hampshire Higher Education Assistance Foundation and is a form of special financing for families that do not qualify for, or need to supplement, other forms of financial assistance. It is the first student loan program developed just for New Hampshire residents attending instate or out-of-state schools or out-of-state students attending New Hampshire schools. Currently, the program allows students to borrow \$2,000 to \$20,000 per year, with a cumulative maximum of \$80,000. Unlike the federally sponsored GSL program, there are no eligibility restrictions tied to income or asset limits. You are not required to demonstrate financial need. Rather, you need to show sufficient income to meet current obligations and have a good credit history and stable employment. ALPS loans currently carry a variable annual percentage rate (prime plus 2 percent) and are unsecured, meaning that there is no need to tie up other valuable family assets or place them in a risk position. ALPS allows a twelve year repayment term, and repayment begins 30 days after disbursement of the funds.

ALPS applications can be obtained by contacting the New Hampshire Higher Education Assistance Foundation at 1-800-444-3796, or through the New Hampshire College Financial Aid Office.

New Hampshire College Work Study Program (CWSP)

The New Hampshire College Work Study Program is an employment program funded by the federal government and the College. It allows students with financial need to work on campus and receive an hourly wage. Currently no job is paid at a rate of less than \$4.25 per hour. The Financial Aid Office will assist students in obtaining employment, however, neither employment nor earnings will be guaranteed. Typical jobs are found in the library, cafeteria, department offices, gymnasium and maintenance department.

New Hampshire College Student Part-Time Payroll

In addition to the College Work Study Program, New Hampshire College maintains a student part-time payroll for those students who are deemed ineligible for Work Study. Before a student may be placed on the part-time payroll, an analysis of financial need must be performed by the Financial Aid Office to determine whether the student could be eligible for Work Study. Pay periods, pay rates and job duties are the same as with the Work Study Program; however, there is no total earnings ceiling per academic year.

Off-Campus Employment

Manchester is New Hampshire's Queen City and the 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 toward meeting college costs. The College's placement director coordinates information concerning these opportunities and acts as liaison with local employers.

Veterans' Benefits

New Hampshire College is approved for the education of veterans and the children of veterans. Questions regarding benefits for veterans should be directed to the Veteran's Affairs Office.

New veterans should submit: a) an application for admission; b) a registration form for the next term; c) an official high school transcript or copy of G.E.D. test scores; d) official college transcripts, if any; e) copy of DD-214 and any service school data; f) the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first check. If no check has been received by the seventh week of the term, contact the Veterans Affairs Office.

If a veteran student is transferring directly from another school where he/she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of the veteran's effective date of termination.

Students must notify the Registrar of any past college credits that are transferrable to New Hampshire College. If, after two terms, the veteran does not supply the required official transcripts of past studies, he/she will be certified only for cost of courses.

In Continuing Education, two courses per 8-week term constitute a full time academic load and qualifies the veteran for full time benefits.

New veteran students should matriculate immediately, and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.

Veteran students who take courses that are not applicable to or not required for the chosen degree will not be certified to the VA for those courses. To maintain a full-time status, the only time you can take a course outside of your major is in your last term before graduation.

The VA requires strict compliance with a number of other regulations: maintenance of satisfactory academic progress, notification of any changes in status, such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his/her educational program.

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 Academic Management or New Hampshire Education Assistance Foundation. 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.

Financial Obligations

All tuition bills must be settled before the first day of classes. No student will be allowed to attend classes until all financial obligations have been met. Tuition may be paid on a yearly basis. Interest will be charged on an overdue account. The student is responsible for all collection costs of past due accounts. Transcripts will not be issued to students whose financial obligations have not been met.

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 admission office, payable to the business office, and are credited to the student's account.

Tuition and Expenses

1989-1990 Costs Undergraduate School of Business (Day)

| | Per Semester | Annually |
|--|--------------|------------------------|
| Tuition (includes activity fee) | \$4,388 | \$8,776 |
| Room and Board (double dormitory) | 2,190 | 4,380 |
| Room and Board (single dormitory) | 2,480 | 4,960 |
| Apartment with 4 Beds | | |
| —Room Only | 1,313 | 2,626 |
| —Room and Board | 2,303 | 4,606 |
| Apartment with 6 Beds | | |
| —Room Only | 1,271 | 2,542 |
| —Room and Board | 2,261 | 4,522 |
| Townhouse | | |
| —Room Only | 1,565 | 3,130 |
| —Room and Board | 2,555 | 5,110 |
| Houses | | |
| —Room Only | 1,140 | 2,280 |
| —Room and Board | 2,130 | 4,260 |
| Board Only | 990 | 1,980 |
| More than 18 credits in the 120 credit curriculum per semester | | \$366 per credit |
| More than 19 credits in the previous 129 curriculum | | \$366 per credit |
| Less than 12 credits | | \$366 per credit |
| Health Insurance (Domestic) (payable with first semester charges) | | \$ 75 per year |
| Late Registration Fee | | \$ 25 |
| Auto Registration Fee | | \$ 10 per year/per car |
| Transcript Fee | | \$ 2 each |
| Graduation Fee | | \$ 50 |

The Culinary Institute

| | Per Semester | Per Year |
|----------------|--------------|----------|
| Tuition | \$3625 | \$7250 |
| Room and Board | \$2190 | \$4380 |

Students are subject to additional college fees applicable to full time day students, including health insurance, graduation fee, late registration fee, and others. Please refer to the previous section on Tuition and Fees for details.

Damage Deposit: A \$100 damage deposit is required of all students residing in College housing. The deposit is refunded when the student no longer resides on campus. Damage charges are assessed as they occur. The student's account is charged for the damages and the student is required to pay for the damages in order to maintain the deposit at \$100.

Part-time Day Enrollment:

New Hampshire College provides limited opportunities for residents of the greater Manchester area to enroll as special students on a part-time basis in its day program in the Undergraduate School of Business, including the Culinary Institute.

Non-matriculated part-time students may enroll for up to six credit hours in a semester not to exceed nine credit hours per academic year or more than twelve credit hours in total. Enrollment is on a space available basis or by special arrangement. Enrollment is by recommendation of the Director of Admission, the Director of Continuing Education or the Director of The Culinary Institute and must be approved by the Associate Dean of the Undergraduate School of Business.

For the 1989-90 academic year, the per course tuition is \$400 for those non-matriculated students granted permission to enroll on a part-time basis.

All NHC tuition and fees are subject to change at any time by action of the Board of Trustees.



Academic Standards and Regulations

Academic Dishonesty Policy

New Hampshire College requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the College. Students involved in such activities are subject to serious disciplinary action.

Plagiarism is defined as the use, whether by paraphrase or direct quotation of the work, published or unpublished, of another person without full and clear acknowledgment.

Cheating would include the giving or receiving of unauthorized assistance on quizzes, examinations, and written assignments from any source not approved by the instructor.

Students involved in such activities face serious disciplinary action.

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.

Spectrum

Spectrum is a series of special programs, held at various times throughout the academic year, designed to create greater student awareness for contemporary issues in the humanities, business and the arts. Students are encouraged to attend the series of programs.

Individual faculty members at the College may require attendance at certain lectures and may integrate lecture material into their classes. The overriding purpose of this Spectrum series is to provide for student enrichment above and beyond the classroom.

Preregistration Procedure

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

Withdrawal from Class

A student may withdraw from any course at any time during the first eight weeks of the semester with the course grade of W. The completed withdrawal form must contain the signatures of the instructor, the student and the student's advisor.

Withdrawals after the eighth week will only be allowed when:

- (1) Conditions for the withdrawal are beyond the student's control (e.g. illness documented by a physician's letter). The course grade under these conditions will be

W. Documentation must be provided by the student and approved by the Academic Dean.

- (2) Withdrawal is instructor initiated due to unusual circumstances, not as a method to prevent low grades. Instructor initiated withdrawals must be approved by the instructor, student's advisor and the Academic Dean.

Withdrawal forms may be obtained from the Registrar's Office and must be completed by the student, signed by the instructor and the student's advisor, and returned to the Registrar's Office. The date of withdrawal is the date the completed form is received by the Registrar's Office.

Add and Drop

The add/drop period will begin on the first day of classes and will end on the second Friday of the semester. 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 signature of all of the instructors involved. The add or drop is not completed or official until the signed add/drop form is received by the Registrar's Office.

A student's non-attendance in 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.

Unless a student is dropped by an instructor or officially drops or withdraws from a class, he or she must receive a grade, and nonattendance 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 Vice-President for Student Affairs and obtaining all necessary signatures. Failure to file a withdrawal form with the VicePresident 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. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining tuition refund, if any. Activity cards must be returned when withdrawing from the College.

Credit Overload

A student who wants to take more than 15 credit hours in the 120 credit Bachelor's Degree program or 19 credits in the previous 129 credit Bachelor's Degree program in a single semester, including all day and continuing education credits, must receive permission to take these extra credit hours from the Academic Dean. Credit hours for courses from which the student withdraws are included in the total number of credit hours being taken by that student.

Except as provided below, a student will be required to pay \$366 for each credit hour he or she takes in excess of 15 credit hours in the 120 credit program and 19 credits hours in the 129 credit program.

Refund

An accepted student, not yet enrolled in the College, may withdraw by written notification to the Director of Admission. 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 Admission.

Students who withdraw from the College will be entitled to a refund of tuition if the withdrawal occurs:

| | |
|--|-------------------|
| prior to the first scheduled day of class | |
| domestic students..... | 100% minus \$100 |
| international students..... | 100% minus \$1000 |
| within two weeks of the first day of class | 80% |
| within three weeks of the first day of class | 60% |
| within four weeks of the first day of class | 40% |
| within five weeks of the first day of class..... | 20% |
| after five weeks of the first day of class | NO REFUND |

There is no refund for room charges.
Chits are pro-rated.

Change of Major

A student who wants to change his or her major must obtain the appropriate form at the Registrar's Office. The completed and approved form must be received by the Registrar's Office before the change will become effective.

When a student effects a change of major from an AS program to a BS program, the courses he or she has completed to the date of the change or, should it occur later, to the date of satisfying all the AS requirements, will be deemed as part of his or her BS program.

Transcript Request

Except as provided by the Federal Education Rights and Privacy 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.

Parents who pay the cost (in full or in part) of their child's education may request their son's/daughter's transcript. 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 to a student or former student whose financial obligations to the College have not been satisfied.

Transcript Cost

There is a charge of \$2.00 per transcript.

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. The College's policy and procedures regarding this subject are posted by the Registrar's Office.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views, or memberships in organizations. Directory information (name, address, telephone numbers, major, etc.) may be released or published without a student's consent unless the student notifies the College that this information is not to be released.

Only members of the College staff with a need to know, certain federal or state agencies, and other educational agencies doing surveys and studies for the College will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent providing that the child is dependent upon the parents for federal income tax purposes.

A student has the right to waive his or her right of access concerning recommendations from personnel at his or her former school and from others regarding admission to the College, and recommendations for employment on file with the College, and recommendations for some honor or honor society. The College may not require a student to waive this right nor may the student's status at the College depend upon his or her waiving this right.

Grading System

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

| Grade | Quality Points (per credit hour) |
|--|----------------------------------|
| 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 |
| F Fail | 0.00 |
| IF Incomplete/Fail | 0.00 |
| N No grade received from instructor | |
| I Incomplete | |
| S Satisfactory | |
| U Unsatisfactory | |
| CR Credit | |
| AU Audit | |
| W Withdrew | |
| WP Withdrew Passing | |
| WF Withdrew Failing | |
| T Transfer Credit | |
| X Course in Progress | |

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:

ACC 101

3 Credits x A(4) = 12 QP

ENG 220

3 Credits x B(3) = 9 QP

ADB 110

3 Credits x C(2) = 6 QP

CIS 100

3 Credits x D(1) = 3 QP

HIS 109

3 Credits x F(0) = 0 QP

30 QP divided by 15 CR = 2.00 GPA

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 has not been completed.

Repeating Courses

A student may repeat any course for credit. A student who fails a course will want to or need to repeat the same course at New Hampshire College. In such an instance the first course grade will not be computed into the total grade point average (GPA); instead, the most recent course grade will be computed in calculating the GPA. All prior grades will appear on the transcript.

Independent Study

Due to circumstances out of the ordinary, a student may wish to enroll in an independent study. Students should obtain a copy of the procedures from the Registrar's Office. The procedures outline the responsibility of the student in initiating the study and state such requirements as approval by a department chairperson and the Dean's office. Students should keep in mind that faculty members are not required to provide independent studies and do so on a purely volunteer basis.

Scholastic Standing

A student will be deemed to be making satisfactory progress either by specific action of the Scholastic Standing Committee or when on schedule to complete a:

Baccalaureate Degree

- within four years if full-time
- within six years if three-quarter time
- within eight years if half-time basis

Associate's Degree Program

- within two years if full-time
- within three and one-half years if three-quarter time
- within four years if half-time

A student in good standing is defined by NHC as a student who has a total grade point average of 2.0 or better, or as a student who has been approved for matriculation by the Scholastic Standing Committee.

Students receiving financial assistance are required to complete at least 75 percent of all credits attempted at NHC and must maintain at least a 2.00 cumulative grade point average.

Scholastic Warning

A student whose cumulative grade point average (GPA) is less than 2.0 will be placed on scholastic warning. Students on scholastic warning are subject, at the end of any term, to academic dismissal by the Committee on Scholastic Standing. The offices of the Academic Dean and the Vice-President for Student Affairs will be responsible for working with students in academic difficulty.

Dismissal

New Hampshire College reserves the right to dismiss any student, following procedures outlined in the student handbook, 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 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. A student who wishes to leave the College and return at a later date must go through the withdrawal procedures; to return to NHC, the student must submit an application for readmission to the Admission Office.

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. All academic regulations are the same as those for transfer students. The following restrictions are imposed:

- It must be approved by the Scholastic Standing Committee.
- 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 30 credits must be completed at New Hampshire College after renewal is granted.

Amendment of Degree Requirements

The courses required in a specific degree program are listed on each student's worksheet. Any change in program course requirements must be approved by the student's department chairperson 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.

Graduation Requirements

1. To graduate from New Hampshire College students must complete a minimum of 120 credits of work in the bachelor's degree program or 60 credits in a program leading to the associate's degree. In addition students must have completed their programs with a minimum of a 2.0 grade point average.
2. In order to graduate from New Hampshire College, students must fulfill the residency requirements as specified above.
3. Although D (1.0), D+ (1.33) and C- (1.67) grades are considered passing in a course, a student must have a minimum cumulative 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, including residency requirements, in order to receive a degree from NHC.
4. As part of its mission, the College takes seriously its goal of preparing students to be proficient in writing correct, coherent English. The basic English course taken by all freshmen is Basic Writing (ENG 101) which is a prerequisite for English 102, English 103, and English 220.

All entering freshmen will take a Placement Examination testing reading and writing skills. On the basis of this examination, some students may be exempted from English 101. These students will be placed in English 102. To replace English 101 on their worksheets, these students will elect a liberal arts course.

Those freshmen taking English 101 must pass a Basic Writing Competency Examination given at the end of the course. This examination requires students to demonstrate their ability to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass this examination in order to receive credit for English 101.

If the students fail the Basic Writing Competency Examination, they must repeat English 101 before being retested. Once students begin a degree program at New Hampshire College, they must pass the Basic Writing Competency Examination and may not take English 101 elsewhere.

Upon successful completion of English 101, English 102, and English 103, students are eligible to sit for the College Writing Proficiency Examination. A passing grade on this examination is a graduation requirement. This examination (jointly devised and graded by the student's major department and the Humanities Department) will test reading and writing skills, including ability to analyze, think critically, respond with supporting evidence, and write clear, concise and correct English.

5. Students entering careers in business require an ability to work with quantitative information. For that reason, the School of Business requires mathematics in all its curricula. Most students will take the basic freshman course, Finite Mathematics (MAT 110). Entering students who are deficient in math skills may be required to enroll in the Fundamentals course (MAT 050). Although the three credits received for MAT 050 count toward a student's grade point average, the credits do not count as a part of total credits required for graduation.

Entering students who have demonstrated superior math skills, including a strong background in algebra, are placed in MAT 150, a one-semester course that covers material in the two semesters of Math 110 and 111. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken MAT 150 will take more advanced versions

of the courses, which will not only challenge students but will give them a stronger foundation in mathematics should they want to apply to graduate programs requiring a more substantial math background.

6. 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.
7. Prospective graduates must petition to graduate by completing an Application for Degree form according to the following schedule:

| Apply By | Complete Requirements By | Conferral Date |
|------------|--------------------------|----------------|
| June 1 | August 31 | September 15 |
| October 15 | December 31 | January 15 |
| January 15 | May 11 | May 12 |

Any Application for Degree form received late will automatically be held over for the next conferral date.

The Graduation Fee (\$50) for the Undergraduate School of Business must be paid at the time the Application for Degree form is submitted.

Application for Degree forms can be obtained from and returned to:

Business Graduate Students-Graduate School of Business
 Continuing Education-Continuing Education Office
 Day Students-Registrar's Office
 Culinary Students-Culinary Institute

8. All obligations to the College, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.
9. All students are expected to attend the graduation ceremonies.

Residency Requirements

To graduate from New Hampshire College, students must complete 30 credits in residence at NHC. Students who expect to graduate from the College with a bachelor of science degree must include in their 30 residence credits 12 credits from their major field. Students who expect to earn an associate's degree at New Hampshire College must include in their 30 residence credits nine credits from their major field. No exceptions will be made regarding residency requirements given in this paragraph.

Also, students must complete the final 24 credits of their degree program at New Hampshire College. These 24 credits can be included in their 30 residence credits. Any request for exceptions to the residency requirement given in this paragraph must be in writing setting forth the reasons why the exception is sought and submitted to the Academic Dean who will decide if the request will be granted. (Active duty military personnel are exempted from the final 24 credit residency requirement.)

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.

Credits earned for completing NHC cooperative education courses and for courses in NHC's England program and any approved New Hampshire College exchange program are considered to be residence credits. Credits earned through institutional exams are considered as residence credits, while those credits earned through the College Level Examination Program (CLEP) are not considered as residence credits.

English Basic Writing Competency Examination

At the end of English 101 (Basic Writing), students must pass a Basic Writing Competency Examination. Using a dictionary and the course text, students will be expected to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass this examination to receive credit for English 101. If they fail this examination, students must repeat English 101; they may not take English 102 until they pass. Once students begin a degree program at New Hampshire College, they must pass the Basic Competency Examination at the College, and may not take English 101 elsewhere. Testing procedures are set forth by the Humanities Department.

College Writing Proficiency Examination

Upon successful completion of English 103, students are eligible to sit for the College's Writing Proficiency Examination. A passing grade on this examination is a graduation requirement. The exam (jointly devised and graded by the student's major department and the Humanities Department) will test reading and writing skills including ability to analyze, think critically, respond with supporting evidence, and write clear, concise and correct English. Opportunity to sit for this exam will be offered at least twice a year.

Freshman Course Requirements

Students with 63 or more credits who have not completed the freshman English and Math prerequisites will not be allowed to register without registering for the required freshman courses.

Day School students must receive permission from the Chairperson of the Humanities/Social Sciences Department to enroll in evening or weekend English 101, English 102, and English 103.

Transfer students must complete missing freshman and prerequisite courses within their first 30 credit hours at New Hampshire College.

Capstone Course

All students enrolled in a bachelor of science degree program are required to pass the college-wide capstone course, Strategic Management and Policy (ADB 421). This interdisciplinary approach to the study of the process of strategic management includes strategic analysis, planning, implementation, evaluation and control from the perspective of top management in profit-making U.S. and international corporations and public, not-for-profit organizations.

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.

Honor Society: 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 members must be selected from the top 20 percent of their 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.

Cold 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.

NBEA Award of Merit: The National Business Education Association Award of Merit is presented to the outstanding graduating senior in Business Education. This award is presented 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 classes 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 to students in good scholastic standing who have contributed particularly to the College's extra-curricular life. The selection committee is chaired by the Associate Director of Residence Life.

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 60 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 30 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.

The Business Curriculum

The curriculum of the Undergraduate School of Business contains a common core of courses that gives every student a solid foundation not only in the basic business courses that prepare students to make immediate contributions at the beginning of their careers but also a distribution of liberal arts courses that provides a basis for the growth and development that students must experience to be successful later in their careers and in their communities.

Business Foundations in the Core

All students in Bachelor Degree programs take two semesters of Accounting Principles (ACC 101-ACC 102), a semester of Microeconomics (ECO 201) and a second semester of Macroeconomics (ECO 202), an Introductory semester to Computers (CIS 100) and a semester's Introduction to Systems (CIS 200), a Survey of the Marketing Function of Business (MKT 113), and a semester of Human Relations in Administration (ADB 125). With this foundation in basic business subjects, the student can choose from sixteen major areas of study that will provide a depth of knowledge to allow a student to make contributions to a chosen business specialty upon graduation. Students will take a maximum of thirty-six credits in their major. At the end of their four years of study, all students will take a capstone course that provides an opportunity to synthesize the knowledge and skills they have attained in their own major with other areas of the business environment.

General Education Elements in the Core

The Undergraduate School of Business believes success in a professional career requires that students receive a strong foundation of business skills, a broad preparation in liberal arts and intense practice in oral and written communication.

As part of its recognition that successful business people and community leaders be able to view problems from a variety of perspectives, the Undergraduate School of Business mandates that all students complete a basic course in psychology (PSY 108) or sociology (SOC 112) and a course in each of the following four areas: literature, history or government, the humanities, and the social sciences. Students may choose to add additional breadth to their preparation by enrolling in more advanced general education courses as part of their free elective credits.

In addition to the perspectives offered by the preceding discipline areas, all bachelor's degree candidates will take three courses in mathematics to provide them basic quantitative skills. Introductory math courses (MAT 110 and MAT 111) teach students to use mathematical concepts in business applications while the course in statistics (MAT 220) provides students with analytical tools that will be reinforced by research assignments in a number of majors.

One of the competencies most frequently emphasized by business people when they hire college graduates is the ability to communicate. The Undergraduate School of Business is committed to improving the communications skills of its students by requiring that all Bachelor's Degree students demonstrate the competencies required by five English courses as part of its general education core. Students will learn to express their thoughts in clear, correct and well organized writing in English 101. At the end of this course, they must successfully pass a proficiency exam before taking the next English course in the sequence. Students will further strengthen their written communication skills in ENG 102 and in ENG 103 learn the research skills they will apply in both business and liberal arts courses. All students will be asked to master oral

communication skills in ENG 212 as part of their core curriculum. Finally, students will learn the specific business applications of their communication skills in ENG 220. There will be a second college-wide writing competency exam that will require not only correct and coherent expression but also a knowledge of business content that will be related to students' majors.

Major Credits

Each College department requires that students selecting a specific business-related major complete up to 36 credits in that major. The record of the College alumni's success in specialized business areas and the continued review of business needs provided by faculty, many of whom have business experience, result in major course offerings that provide students the knowledge and skill to enter focused business positions upon graduation. Some of the major credits may be designated by a major department for a cooperative education experience. The credit-bearing cooperative education program allows students to apply the theory and practice the skills learned in the classroom in actual work experiences.

Free and Allied Electives

Each bachelor's degree student will have an opportunity to select free electives that students and their advisors believe best meet students' individual needs. Some students may select courses that would comprise a minor area of study, while others may use a part of their elective credits to complete a cooperative education experience, while still others may opt for additional advanced courses in areas of business or the liberal arts. In some majors there are allied courses outside of the major area that students are required to take in order to give them a stronger preparation for their chosen careers.

Bachelor of Science Degree Programs

The College Core

What follows are the courses that comprise the basic core of business and general education courses that the College believes are essential in providing students with a solid foundation for careers in business. Students in each Bachelor of Science degree program will add to these core courses both major electives and free electives that will match their career goals.

| Courses | Credits |
|---|----------------|
| ENG 101, ENG 102, ENG 103, ENG 212, ENG 220 | 15 |
| MAT 110, MAT 111, MAT 220 | 9 |
| PSY 108, or SOC 112 | 3 |
| Literature Elective ** | 3 |
| History Elective/Government Elective | 3 |
| Humanities Elective (includes HUM, FAS, PHL, ATH) | 3 |
| Social Science Elective—SOC, PSY, GOV, ECO, (except PSY 108, ECO 201, ECO 202) | 3 |
| ECO 201, ECO 202 | 6 |
| ACC 101, ACC 102 | 6 |
| ADB 125 | 3 |
| MKT 113 | 3 |
| CIS 100, CIS 200 | 6 |
| College Capstone Course | <u>3</u> |
| | 66 |
| Free Elective | <u>3</u> |
| | 69 |

** does not include: ENG 101, ENG 102, ENG 103, ENG 212, ENG 220, ENG 227, ENG 235, ENG 333

Minimum 120 credits for graduation with a standard course load of five (5) per semester.

Programs of Study - Undergraduate School of Business

Accounting Department

Chairperson: Professor Wallace Kartsen

Accounting

Accounting is one of the fastest growing professions in the world today. Professional accountants are growing not only in number, but also in influence and prestige. Rapid advancement in the fields of public accounting and private industry are limited only by individual desire, initiative and ability.

Rules and regulations in the accounting profession have been changing dramatically in the past few years. New Hampshire College's accounting program is continuously updated to meet these changes.

During the four year accounting program a cooperative education experience with suitable remuneration is also made available to students for as long as one full term, or during the summer.

| | |
|--|----------------|
| Accounting Curriculum-Bachelor of Science | Credits |
| College Core | 69 |

Note: Accounting majors are advised to take a Liberal Arts course as their free elective.

Major Courses:

| | | | |
|-----|-----|--------------------------------------|----|
| ACC | 203 | Intermediate Accounting I | 3 |
| ACC | 204 | Intermediate Accounting II | 3 |
| ACC | 207 | Cost Accounting I | 3 |
| ACC | 208 | Cost Accounting II | 3 |
| ACC | 305 | Advanced Accounting I | 3 |
| ACC | 306 | Advanced Accounting II | 3 |
| ACC | 322 | Institutional Accounting | 3 |
| ACC | 411 | Auditing Principles | 3 |
| ACC | 415 | Federal Taxation I | 3 |
| ACC | 416 | Federal Taxation II | 3 |
| ADB | 206 | Business Law I | 3 |
| FIN | 435 | Financial Policy and Decision Making | 3 |
| | | | 36 |

Elective and Allied Courses:

| | | |
|--------------------------------|---------------------------------------|----|
| ADB 331 | Introduction to Operations Management | 3 |
| ADB 307 | Business Law II | 3 |
| Free Electives | | 6 |
| Elective - Liberal Arts Course | | 3 |
| | | 15 |

Note: Students who wish to complete a 3 or 6 credit cooperative education experience in accounting may replace either 3 or 6 free elective credits. Students should speak to the Career Development Center for more specific information.

Minor in Accounting

A student may declare a minor in accounting by successfully completing all of the following courses, including a minimum of four at New Hampshire College:

Elementary Accounting I & II (ACC 101 & ACC 102)
 Intermediate Accounting I & II (ACC 203 & ACC 204)
 Cost Accounting I & II (ACC 207 & ACC 208)

Accounting Curriculum-Associate in Science

| Courses: | Credits |
|--|----------------|
| ACC 101 Elementary Accounting I | 3 |
| ACC 102 Elementary Accounting II | 3 |
| ACC 203 Intermediate Accounting I | 3 |
| ACC 204 Intermediate Accounting II | 3 |
| ACC 207 Cost Accounting I | 3 |
| ACC 208 Cost Accounting II | 3 |
| ADB 125 Human Relations in Administration | 3 |
| CIS 100 Introduction to Computer Data Processing | 3 |
| CIS 200 Introduction to Systems | 3 |
| ECO 201 Microeconomics | 3 |

| | | | |
|-----|-----|---------------------------|----------|
| ECO | 202 | Macroeconomics | 3 |
| ENG | 101 | Basic Writing | 3 |
| ENG | 102 | Process Writing | 3 |
| ENG | 103 | Analytical Writing | 3 |
| ENG | 212 | Public Speaking | 3 |
| MAT | 110 | Finite Mathematics I | 3 |
| MAT | 111 | Finite Mathematics II | 3 |
| MKT | 113 | Introduction to Marketing | 3 |
| | | Free Elective | 3 |
| | | *Liberal Arts Electives | <u>3</u> |
| | | | 60 |

*Note: Students must select a liberal arts course from one of the following four areas: 1. Psychology, 2. Literature, 3. History/Government, 4. Humanities.

Business Administration Department

Chairperson: Dr. John K. Evans

Business Administration

The 1970's and 80's have witnessed unparalleled change in business, industry, and society. Emerging trends suggest that change is going to continue to be rapid, at times unpredictable and frequently disruptive. The Business Administration curriculum educates leaders for the business sector of this changing environment. As business and society grow more complex, the demand for trained managers and leaders has increased. Managers can no longer make business decisions based on hunches and guesses or look for old solutions to solve new problems. New Hampshire College's Business Administration major with its emphasis on communication, accounting, behavioral dynamics, and quantitative analysis provides the student with an integration of business knowledge, management skills and a breadth in liberal arts disciplines to enable the student to obtain the necessary knowledge and skills. These skills complement a specific business education and include the analytical, planning, research and group skills necessary to be a complete manager.

| Business Administration Curriculum—Bachelor of Science | Credits |
|--|---------|
| College Core | 69 |

Note: The Department requires students to take Managerial Economics (ECO 301) as their Social Science elective.

| Major Courses: | Credits |
|---|----------|
| ADB 110 Introduction to Business | 3 |
| ADB 206 Business Law I | 3 |
| ADB 211 Human Resource Management | 3 |
| ADB 215 Principles of Management | 3 |
| ADB 326 Social Environment of Business | 3 |
| ADB 331 Introduction to Operations Management | 3 |
| ADB 342 Organizational Behavior | 3 |
| ADB 421 Strategic Management and Policy | 3 |
| ADB Electives (300/400 level) | 6 |
| ADB Electives (any level) | <u>6</u> |
| | 36 |

Elective and Allied Courses:

| | | | |
|-----|-----|----------------------------------|----------|
| ACC | 214 | Management Accounting | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>9</u> |
| | | | 15 |

Note:

1. Students in the Business Administration curriculum may opt for a 12 credit co-operative education experience by using six (6) ADB (any level) elective credits and six (6) free elective credits for the 12-credit internship.
2. Students who intend to do a cooperative education experience must use the co-operative education work sheet.
3. All Business Administration majors must take an international elective course which has the prefix-ADB.
4. Students who desire a concentration in Human Resource Management (HRM) or Small Business Management (SBM) must take the following ADB Elective courses:
 - a. HRM: ADB 325 Compensation and Benefits and ADB 442 Advanced Seminar in Human Resource Management and Development.
 - b. SBM: ADB 307 Business Law II, ADB 317 Small Business Management, and ADB 320 Entrepreneurship.

Business Studies

The Business Studies curriculum is intended for those students who desire to concentrate in a specific area but also desire the flexibility to tailor a degree to meet their needs. Concentrations are available in Accounting, Business Finance, Business Administration, Data Processing, Human Resource Management, Restaurant Management, Materials Management (Continuing Education only), Marketing and Sports Management. The flexibility to tailor the degree program is found in the 10 courses (30 credits) of free electives. The degree also provides an option for transfer students who have completed two or more years of education at other schools (particularly those who were liberal arts or science majors) who now desire a business degree. The 30 free elective credits enable the transfer student to receive credit for a wide variety of transfer courses.

Business Studies Curriculum—Bachelor of Science

In the Business Studies curriculum, the College core consists of 69 credits, with each of the nine concentrations consisting of 36 credits, followed by 15 free and allied credits for a total of 120 credits.

Credits**College Core**

69

Major Courses: What follows are the courses to be taken in the ten concentrations of Business Studies.

Accounting Concentration:

| | | | |
|-----|-----|----------------------------------|-----------|
| ACC | 203 | Intermediate Accounting I | 3 |
| ACC | 204 | Intermediate Accounting II | 3 |
| ACC | 207 | Cost Accounting I | 3 |
| ACC | 208 | Cost Accounting II | 3 |
| ACC | 415 | Federal Taxation I | 3 |
| ADB | 110 | Introduction to Business | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Business Administration Concentration:

| | | | |
|-----|-----|--|-----------|
| ADB | 110 | Introduction to Business | 3 |
| ADB | 206 | Business Law I | 3 |
| ADB | 215 | Principles of Management | 3 |
| ADB | 331 | Introduction to Operations/Production Management | 3 |
| ADB | 342 | Organizational Behavior | 3 |
| ADB | 421 | Strategic Management and Policy | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Business Finance Concentration:

| | | | |
|-----|-----|--------------------------------------|-----------|
| ADB | 110 | Introduction to Business | 3 |
| ECO | 301 | Managerial Economics | 3 |
| ECO | 402 | Business Cycles and Forecasting | 3 |
| FIN | 220 | Introduction to Investments | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| FIN | 435 | Financial Policy and Decision Making | 3 |
| | | ECO/FIN Elective | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Data Processing Concentration:

| | | | |
|-----|-----|----------------------------------|-----------|
| ADB | 110 | Introduction to Business | 3 |
| CIS | 125 | Advanced BASIC | 3 |
| CIS | 220 | Principles of COBOL | 3 |
| CIS | 320 | RPG | 3 |
| CIS | 325 | Advanced COBOL | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | CIS Elective | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Human Resource Management Concentration:

| | | | |
|-----|-----|---|-----------|
| ADB | 110 | Introduction to Business | 3 |
| ADB | 211 | Human Resource Management | 3 |
| ADB | 215 | Principles of Management | 3 |
| ADB | 325 | Compensation and Benefits | 3 |
| ADB | 342 | Organizational Behavior | 3 |
| ADB | 442 | Advanced Seminar in Human Resource Management and Development | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Marketing Concentration:

| | | | |
|-----|-----|---------------------------|-----------|
| ADB | 110 | Introduction to Business | 3 |
| MKT | 220 | Sales Management | |
| | | or | |
| MKT | 235 | Sales and Persuasion | 3 |
| MKT | 337 | Marketing Research | 3 |
| MKT | 329 | Principles of Advertising | 3 |
| MKT | 345 | Consumer Behavior | 3 |
| | | Marketing Elective | 3 |
| | | Free Electives | <u>18</u> |
| | | | 36 |

Materials Management Concentration:**(Only available in Continuing Education)**

| | | | |
|-----|-----|---------------------------------------|-----------|
| ADB | 215 | Principles of Management | 3 |
| ADB | 331 | Introduction to Operations Management | 3 |
| ADB | 332 | Purchasing Management | 3 |
| ADB | 336 | Production Management and Control | 3 |
| ADB | 347 | Inventory Management | 3 |
| ADB | 355 | Manufacturing Resource Planning | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Restaurant Management Concentration

| | | | |
|-----|-----|---|-----------|
| ADB | 215 | Principles of Management | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| HRM | 109 | Food Purchasing | 3 |
| HRM | 110 | Quantity Food Production I | 3 |
| HRM | 111 | Quantity Food Production II | 3 |
| HRM | 319 | Restaurant Management | 3 |
| HRM | 421 | The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry | 3 |
| | | Free Electives | <u>15</u> |
| | | | 36 |

Note: It is recommended that the student in the Restaurant Management concentration try to include Restaurant Management and Control (HRM 422), Wines and Beverages (HRM 424), and Management of Institutional Feeding Operations (HRM 430) in lieu of three (3) free elective courses.

Small Business Management Concentration:

| | | | |
|-----|-----|----------------------------------|-----------|
| ADB | 110 | Introduction to Business | 3 |
| ADB | 206 | Business Law I | 3 |
| ADB | 215 | Principles of Management | 3 |
| ADB | 307 | Business Law II | 3 |
| ADB | 317 | Small Business Management | 3 |
| ADB | 320 | Entrepreneurship | 3 |
| ADB | 421 | Strategic Management and Policy | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>12</u> |
| | | | 36 |

Cooperative education options exist in every concentration. Students would replace four (4) free electives with 12 credits of cooperative education.

Free and Allied Electives (for all the above concentrations)

| | |
|----------------|----|
| Free Electives | 15 |
|----------------|----|

Sports Management Concentration:

| | | | |
|-----|-----|---------------------------------------|----------|
| ADB | 111 | Introduction to Sports Administration | 3 |
| ADB | 207 | Law and Sports Administration | 3 |
| ADB | 318 | Sports Sales and Public Relations | 3 |
| ADB | 401 | Sports Facilities Management | 3 |
| ADB | 461 | Seminar in Sports Administration | 3 |
| | | Sports Management Elective | <u>3</u> |
| | | | 18 |

Note: Students enrolled in the Sports Management concentration will be required to complete the following allied courses in place of free electives:

| | | | |
|-----|-----|--------------------------------|----------|
| ACC | 214 | Management Accounting | 3 |
| ADB | 211 | Human Resource Management | 3 |
| ADB | 326 | Social Environment of Business | <u>3</u> |
| | | | 9 |

The initial course in this concentration (ADB 111) will be offered during the fall 1990 semester, with the remaining courses being offered in each subsequent semester.

Technical Management

New Hampshire College has established the Technical Management (formerly Techni-business) curriculum to provide junior college and vocational-technical institute graduates 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 careers in non-profit agencies.

The objective of this program is to provide individuals who have earned a degree in a specialized skill other than business (e.g., small engine repair, automotive technology,

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

Technical Management Curriculum - Bachelor of Science* **Credits**

College Core 69

Major Courses:

| | | |
|---------|----------------------------------|----|
| ADB 206 | Business Law I | 3 |
| ADB 215 | Principles of Management | 3 |
| FIN 320 | Introduction to Business Finance | 3 |
| | ADB Electives (300/400 level) | 6 |
| | Free Electives | 15 |
| | Allied and Free Electives | 21 |

Note: Students in the Technical Management Curriculum may take a 12 credit co-operative education experience by replacing 12 free elective credits with 12 cooperative education credits.

*Normally only those students who are graduates of two year colleges or technical institutes with a technical degree are eligible to enroll in this degree program.

Business Administration Curriculum—Associate in Science

Courses: **Credits**

| | | | |
|-----|-----|--|-------|
| ACC | 101 | Elementary Accounting I | 3 |
| ACC | 102 | Elementary Accounting II | 3 |
| ACC | 214 | Management Accounting | 3 |
| ADB | 110 | Introduction to Business | 3 |
| ADB | 125 | Human Relations in Administration | 3 |
| ADB | 206 | Business Law I | 3 |
| ADB | 211 | Human Resource Management | 3 |
| CIS | 100 | Introduction to Computer Data Processing | 3 |
| ECO | 201 | Microeconomics | 3 |
| ECO | 202 | Macroeconomics | 3 |
| ENG | 101 | Basic Writing | 3 |
| ENG | 102 | Process Writing | 3 |
| ENG | 103 | Analytical Writing | 3 |
| ENG | 212 | Public Speaking | 3 |
| MAT | 110 | Finite Mathematics I | 3 |
| MAT | 111 | Finite Mathematics II | 3 |
| MKT | 113 | Introduction to Marketing | 3 |
| | | Free Elective | 3 |
| | | Business Elective | 3 |
| | | Liberal Arts Electives | 3 |
| | | | <hr/> |
| | | | 60 |

* Note: Students must select a liberal arts course from one of the following four groups listed: 1. Psychology/Sociology, 2. Literature, 3. History/Government, 4. Humanities

Business Education Department

Coordinator: Dr. Burton S. Kaliski

The Business Education Department is dedicated to educating men and women who intend to enter the field of business education, secretarial science and office management. The Business and Marketing Teacher Education programs are designed to prepare graduates to meet the needs and objectives of relevant business education and marketing education on the secondary school level. It is possible to complete a teacher education program along with a B.S. program in another field in four and a half years. For appropriate scheduling contact the department chairperson.

Admission to the Business or Marketing Teacher Education Programs

Prior to being formally admitted to the Business and/or Marketing Teacher Education programs at New Hampshire College, each student must be interviewed by the Committee for Teacher Education and meet the following requirements:

- Have accumulated a minimum of 63 hours of credit;
- Have a cumulative 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 Teacher Education Program

In addition to those courses specified in the Business Teacher curriculum, each student must prepare to teach in those areas required to meet the certification he or she is seeking.

Work Experience: All Teacher Education majors must present 2,000 hours of work experience in the area of certification. In the absence of this, 400 supervised hours will be arranged.

In addition to those courses specified in the Business Teacher Education curriculum, each student must prepare to teach in those areas required to meet the certification he or she is seeking. This may require courses beyond the 120 credits and/or use of the free electives.

For Accounting Business Education Certification:

9 credits in accounting beyond Accounting 101, 102.

For Secretarial Business Education Certification:

6 credits in shorthand

6 credits in typewriting

3 credits in word processing (beyond OAD 220)

Each of these courses can be met with demonstrated competency.

For Comprehensive Business Education Certification:

6 credits in accounting beyond Accounting 101, 102.

6 credits in shorthand

6 credits in typewriting

3 credits in word processing (beyond OAD 220)

(Credits in shorthand, typewriting and word processing can be met with demonstrated competencies.)

Business Teacher Education Curriculum—Bachelor of Science**Credits****College Core****69**

Note: For the Business Education major Introduction to Education (EDU 208) should be taken as the humanities elective in the core and Human Growth and Development (PSY 211) should be taken as the social science elective in the core. Introduction to Psychology (PSY 108) should be taken as part of the core.

Major Courses:

| | | | |
|-----|-----|--|-----------------|
| ADB | 110 | Introduction to Business | 3 |
| ADB | 206 | Business Law I | 3 |
| EDU | 201 | Educational Psychology | 3 |
| EDU | 290 | Field Experience | 3 |
| EDU | 300 | Principles of Business and Vocational Education | 3 |
| EDU | 301 | Evaluation, Measurement and Testing | 3 |
| EDU | 311 | Methods of Teaching Typing and Word Processing | 3 |
| EDU | 213 | Methods of Teaching Shorthand and Office Procedures | |
| | | or | |
| | | Free Elective | 3 |
| EDU | 313 | Methods of Teaching Accounting and General Business | 3 |
| EDU | 314 | Coordination of Realistic Work Experience | 3 |
| OAD | 220 | Word Processing I | 3 |
| OAD | 230 | Office Simulation | 3 |
| PSY | 320 | Psychology of Individual Differences and Special Needs | 3 |
| | | | 34 or 36 |

Allied Course:

| | | | |
|-----|-----|------------------|----|
| EDU | 490 | Student Teaching | 15 |
|-----|-----|------------------|----|

Marketing Teacher Education Curriculum—Bachelor of Science**Credits****College Core****69**

Note: For the Marketing Education major Introduction to Education (EDU 200) should be taken as the humanities elective in the core and Human Growth and Development (PSY 211) should be taken as the social science elective in the core. Introduction to Psychology (PSY 108) should be taken in the core.

Major Courses:

| | | | |
|-----|-----|---|----------|
| ADB | 110 | Introduction to Business | 3 |
| ADB | 206 | Business Law I | 3 |
| EDU | 201 | Educational Psychology | 3 |
| EDU | 290 | Field Experience | 3 |
| EDU | 300 | Principles of Business and Vocational Education | 3 |
| EDU | 301 | Evaluation, Measurement and Testing | 3 |
| EDU | 313 | Methods of Teaching Accounting and General Business | 3 |
| EDU | 314 | Coordination of Realistic Work Experience | 3 |
| EDU | 315 | Methods of Teaching Marketing Education | 3 |
| OAD | 220 | Word Processing I | 3 |
| PSY | 320 | Psychology of Individual Difference and Special Needs | 3 |
| | | Marketing Elective | <u>3</u> |
| | | | 36 |

Allied Course:

| | | | |
|-----|-----|------------------|----|
| EDU | 490 | Student Teaching | 15 |
|-----|-----|------------------|----|

Dual certification for Business and Marketing Education can be obtained with proper scheduling, but requires 129-131 total credits.

In the Marketing Teacher Education curriculum, 9 credits must be taken in the marketing content area. Three of these credits are in the required MKT 113. Three more are in the marketing elective listed above under Major Courses. Three credits must be in another marketing elective, replacing the free elective in the College core. All marketing electives are to be approved by the coordinator of the teacher education programs and the chair of the Marketing Department.

Computer and Information Systems Department**Chairperson: Professor Eleanor H. Barnes**

The basic philosophy of the CIS Department's programs is based on the premise that graduates of the programs will be employed for major segments of their careers in positions involving organizational information systems. They will:

- develop applications programs
- be involved in defining and planning information systems
- implement information systems applications
- manage information systems in both development and operation

Graduates should also be qualified by their educational orientation to take positions both in functional areas in organizations and in general management.

The Information Systems student's knowledge should include an understanding of organizations, organizational processing and functions within organizations. Additional knowledge should also include human relations and interpersonal skills or communication. In addition to support courses in communication, English and human relations, all CIS courses have writing, speaking and communication components included in course requirements.

The nature of the work to be performed by information systems graduates establishes three major knowledge requirements: 1. information systems technology, 2. information systems concepts and processes and 3. organizational functions and management.

Inherent in the above is the student's ability to effectively communicate both orally and in writing.

Computer Information Systems

Computer Information Systems are normally those designed for use by middle managers to assist in structured problem solving. Computer Information Systems integrate information flow by function (production, marketing, personnel). Inquiry and report generations by use of data base is a by-product of many Computer Information Systems.

This program is a combination of the management and computer systems disciplines and is designed to highlight the use of computers in all areas of organization. The student in this program is educated as a generalist in areas of business and computer information systems.

A graduate of this curriculum may enter the work force as an entry level programmer analyst, with career objectives in areas of systems analysis, information management, or general management in a computer system environment.

Computer Information Systems Curriculum—Bachelor of Science

| | | | Credits |
|-----------------------|-----|--|----------|
| College Core | | | 69 |
| Major Courses: | | | |
| ACC | 214 | Management Accounting | 3 |
| CIS | 125 | Advanced BASIC | 3 |
| CIS | 220 | Principles of COBOL | 3 |
| CIS | 240 | Systems Hardware | 3 |
| CIS | 241 | Systems Software | 3 |
| CIS | 300 | Advanced System Design | 3 |
| CIS | 320 | RPG | 3 |
| CIS | 325 | Advanced COBOL | 3 |
| CIS | 330 | Data Base Management Systems | 3 |
| CIS | 370 | Assembler Language | 3 |
| CIS | 400 | CIS Project and Policy | 6 |
| CIS | 440 | Data Communications and Networks | 3 |
| MAT | 210 | Introduction to Calculus for Business Students | <u>3</u> |
| | | | 42 |
| Free Electives | | | 9 |

Cooperative education experience available for 3 credit elective.

Minor in Computer Information Systems: A student may declare a minor in Computer Information Systems by successfully completing the following courses.

| | | |
|-----|-----|--|
| CIS | 100 | Introduction to Business Data Processing |
| CIS | 125 | Advanced BASIC |
| CIS | 200 | Introduction to Systems |
| CIS | 220 | Principles of COBOL |
| CIS | 325 | Advanced COBOL |

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Computer Information Systems program. The trend in industry is for graduates with thought processes and skills in both areas of expertise. The rapid growth of management services in accounting firms, consulting and industry offer the graduate many opportunities for growth and rapid advancement.

Management Advisory Services students will acquire the skills 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 realworld situations through a combination of exercises and actual work experiences.

This demanding and rewarding program will allow graduates to enter the fields of accounting, management information systems, computer related fields, management positions, or a combination of these.

Management Advisory Services Curriculum—Bachelor of Science

| | | | Credits |
|--------------------------------------|-----|--|----------------|
| College Core | | | 69 |
| Major Courses: | | | |
| ACC | 203 | Intermediate Accounting I | 3 |
| ACC | 204 | Intermediate Accounting II | 3 |
| ACC | 207 | Cost Accounting I | 3 |
| ACC | 208 | Cost Accounting II | 3 |
| ACC | 305 | Advanced Accounting I | 3 |
| ACC | 306 | Advanced Accounting II | 3 |
| ACC | 411 | Auditing Principles | 3 |
| CIS | 220 | Principles of COBOL | 3 |
| CIS | 242 | Hardware/Software | 3 |
| CIS | 330 | Data Base Management Systems | 3 |
| CIS | 402 | MAS Project and Policy | 3 |
| FIN | 435 | Financial Policy and Decision Making | 3 |
| | | | <u>36</u> |
| Electives and Allied Courses: | | | |
| ADB | 206 | Business Law I | 3 |
| ADB | 307 | Business Law II | 3 |
| ECO | 306 | Money and Banking | 3 |
| MAT | 210 | Introduction to Calculus for Business Students | 3 |
| Free Elective | | | <u>3</u> |
| | | | 15 |

Cooperative education option is available: 3 or 6 credits

(These credits are in addition to those required for graduation).

Electronic Data Processing

This two-year, associate's degree program is designed to educate a student in the fundamentals of computer programming. A graduate of this curriculum should enter the work force as a programmer, data analyst, or a procedure specialist.

Electronic Data Processing Curriculum—Associate in Science

| Courses: | | | Credits |
|-----------------|-----|--|----------------|
| ACC | 101 | Elementary Accounting I | 3 |
| ACC | 102 | Elementary Accounting II | 3 |
| ACC | 214 | Management Accounting | 3 |
| CIS | 100 | Introduction to Computer Data Processing | 3 |

| | | | |
|-----|-----|-------------------------|-----------|
| CIS | 125 | Advanced BASIC | 3 |
| CIS | 200 | Introduction to Systems | 3 |
| CIS | 220 | Principles of COBOL | 3 |
| CIS | 320 | RPG | 3 |
| CIS | 325 | Advanced COBOL | 3 |
| ENG | 101 | Basic Writing | 3 |
| ENG | 102 | Process Writing | 3 |
| ENG | 103 | Analytical Writing | 3 |
| ENG | 212 | Public Speaking | 3 |
| MAT | 110 | Finite Mathematics I | 3 |
| MAT | 111 | Finite Mathematics II | 3 |
| | | ADB 125 | 3 |
| | | Free Elective | 6 |
| | | *Electives | 6 |
| | | | <u>60</u> |

* One course from two of:

Psychology/Sociology

Literature

History/Government

Economics

Humanities

Economics/Finance Department

Chairperson: Dr. R. Larry Johnson

Economics/Finance

Economics and Finance has a dual mission: to examine the behavior of all economies and their relationships to business firms and governments, and to study the funding needs of corporations and the investment needs of individuals and institutions. The primary goal of the program is the establishment of a firm grounding in both the applied and theoretical areas of international and domestic finance, business and economics.

Those who choose the Economics/Finance program seek careers in industry, financial organizations or the government. Many go on to graduate school to continue their studies in finance, another business related discipline, or law.

Economics/Finance Curriculum-Bachelor of Science

| | | | Credits |
|-----------------------|-----|--------------------------------------|----------------|
| College Core | | | 69 |
| Major Courses: | | | |
| ADB | 110 | Introduction to Business | 3 |
| ECO | 301 | Managerial Economics | 3 |
| ECO | 306 | Money and Banking | 3 |
| ECO | 402 | Business Cycles and Forecasting | 3 |
| FIN | 220 | Introduction to Investments | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| FIN | 435 | Financial Policy and Decision Making | 3 |
| ECO/FIN | | Electives | <u>15</u> |
| | | | 36 |
| Free Electives | | | 15 |

Hotel/Restaurant Management Department

Chairperson: Paul R. Dittmer

Hotel/Restaurant

A career in the hospitality field is one with a future that holds exciting prospects for growth and personal satisfaction. During the past decade there has been an explosive growth in the service economy due to heightened business travel and convention activity. Salaries in the hospitality industry are excellent for HRM middle and upper management positions, and youth is generally no barrier to advancement in this field.

Both the Hotel Management and Restaurant Management programs combine the practical coursework necessary to succeed in the industry with a broad education encompassing liberal arts electives and business subjects.

In addition, Hotel and Restaurant majors are required to enroll in one cooperative education experience that offers students the opportunity to work and travel throughout the United States and abroad, as well as compare classroom theory with industry practice.

Hotel Management Curriculum - Bachelor of Science

| | | | Credits |
|-----------------------|-----|---|----------------|
| College Core | | | 69 |
| Major Courses: | | | |
| HRM | 109 | Food Purchasing | 3 |
| HRM | 110 | Quantity Food Production I | 3 |
| HRM | 111 | Quantity Food Production II | 3 |
| HRM | 112 | Introduction to Hotel and Restaurant Industry | 3 |
| HRM | 215 | Hotel Information Systems | 3 |
| HRM | 314 | Promotional Activities | 3 |
| HRM | 319 | Restaurant Management | 3 |
| HRM | 416 | Law of the Hospitality Industry | 3 |
| HRM | 418 | Seminar | 3 |
| HRM | 420 | Hotel Accounting | 3 |
| HRM | | Electives | <u>6</u> |
| | | | 36 |
| Free Electives | | | 15 |

Note: A cooperative education experience is mandatory for the Hotel Management major. Students in the Hotel Management curriculum may opt for a summer cooperative education experience for six (6) credits or a full semester's cooperative education experience for twelve (12) credits. If students successfully complete the summer cooperative education experience, they may replace six (6) free elective credits with six (6) cooperative education credits. If students complete the 12 credit cooperative education experience, they may replace six (6) free electives and six (6) HRM credits with 12 cooperative education credits.

Restaurant Management Curriculum—Bachelor of Science

| | | | Credits |
|-----------------------|-----|---|----------------|
| College Core | | | 69 |
| Major Courses: | | | |
| HRM | 109 | Food Purchasing | 3 |
| HRM | 110 | Quantity Food Production I | 3 |
| HRM | 111 | Quantity Food Production II | 3 |
| HRM | 112 | Introduction to Hotel and Restaurant Industry | 3 |
| HRM | 319 | Restaurant Management | 3 |
| HRM | 418 | Seminar | 3 |
| HRM | 422 | Beverage Management and Control | 3 |
| HRM | 424 | Wines and Beverages | 3 |
| HRM | 450 | Experimental Foods | 3 |
| HRM | 451 | Nutrition | 3 |
| HRM | | Electives | 6 |
| | | | <u>36</u> |
| Free Electives | | | 15 |

Note: A cooperative education experience is mandatory for the Restaurant Management major. Students in the Restaurant Management curriculum may opt for a summer cooperative education experience for six (6) credits or a full semester's cooperative education experience for twelve (12) credits. If students successfully complete the summer cooperative education experience, they may replace six (6) free elective credits with six (six) cooperative education credits. If students complete the 12 credit cooperative education experience, they may replace six (6) free electives and six (6) HRM credits with 12 cooperative education credits.

Bachelor of Applied Science in Hospitality Administration

The Bachelor of Applied Science in Hospitality Administration degree was developed for those students who have obtained a three-year diploma from an institution accredited by the Business and Technical Education Council of the United Kingdom. Students entering this degree program would therefore possess a highly technical knowledge of the hospitality industry. The 42 credits completed at New Hampshire College would provide students with an overview of American culture and the hospitality industry in this country. Students completing this degree program would be prepared either to enter positions in the hospitality field in this country or return to their own nations with a greater appreciation of the United States and its hospitality industry.

Admission to this major is open only to those students who have completed their three-year diploma in an institution accredited by the Business and Technical Education Council of the United Kingdom.

Courses:

Diploma credits transferred from a school accredited by the
Business and Technical Education Council
Transfer Credits

Major Courses:

| | | | |
|-----|-----|--|-----------|
| AMS | 101 | American Studies | 3 |
| ENG | 102 | Process Writing | 3 |
| ENG | 103 | Analytical Writing | 3 |
| ENG | 220 | Business Communication | 3 |
| MAT | 112 | Mathematics for Hospitality Administration | 3 |
| PSY | 108 | Introduction to Psychology | 3 |
| ECO | 325 | Special Topics in Economics | 3 |
| MKT | 345 | Consumer Behavior | 3 |
| HRM | 416 | Law of the Hospitality Business | 3 |
| HRM | 418 | Seminar | 3 |
| HRM | 491 | Cooperative Education | <u>12</u> |
| | | | 132 |

Humanities/Social Sciences Department**Chairperson: Dr. Carolyn Hollman**

The Humanities/Social Sciences Department of the School of Business has a dual mission: to provide balanced liberal arts support for the school's business programs and to offer its own business-related major. In support of the general education component of the curriculum, the department offers liberal arts courses that equip students with:

- the basis to deal with ambiguity;
- a reference point to examine, appreciate and participate in the values and traditions of their culture and the culture of others;
- a variety of perspectives in order to formulate and resolve problems;
- the ability to write clearly.

All candidates for the degree of Bachelor of Science must present credits in the liberal arts according to the requirements of their major course of study; these courses constitute approximately 40 percent of a student's total course credits.

In addition to its support of the school's general education component, the Humanities Department offers a major in Business Communication combining business training with communication skills for a variety of careers including: print, radio, or T.V. editors; marketing coordinators; information officers; and communication specialists.

Business Communication

The special strength of the Business Communication major lies in the combination of training in communication skills and theory with a thorough grounding in business and management. The goal of the program is to prepare students for work in a variety of fields including public relations, government affairs, employee communication and training, advertising and commercial and industrial writing.

Students are encouraged to develop special competence in particular areas. For example, students can choose courses in graphics and media, desktop publishing, public relations, public relations campaign planning and journalism and technical writing. Many courses incorporate hands-on training and experience with "real world" clients. In addition, students may apply for a cooperative education program.

Business Communications Curriculum-Bachelor of Science

| | Credits |
|--------------|----------------|
| College Core | 69 |

Note: Psychology 108 should be taken as part of the college core as Sociology 112 is required as an allied course.

Major Courses:

| | | | |
|-----|-----|------------------------------------|-----------|
| ADB | 342 | Organizational Behavior | 3 |
| BCM | 322 | Oral Communication for Business | 3 |
| BCM | 341 | Technical Report Writing | 3 |
| BCM | 442 | Corporate Public Relations | 3 |
| BCM | 437 | Managerial Communication | 3 |
| BCM | 440 | Graphics and Layout in Print Media | 3 |
| ENG | 235 | Introduction to Journalism | 3 |
| ENG | 330 | Seminar in Advanced Writing | 3 |
| ENG | 333 | Language Awareness | 3 |
| MKT | 329 | Principles of Advertising | 3 |
| | | Free Electives | 6 |
| | | | <u>36</u> |

Elective and Allied Courses:

| | |
|----------------------------------|----------|
| | 3 |
| Sociology 112 | 3 |
| Humanities 201 or Humanities 202 | 6 |
| Literature Electives | 3 |
| Government Elective | <u>3</u> |
| | 15 |

Note: A six-credit cooperative education experience is available in the Business Communications curriculum by replacing six (6) free elective credits with six (6) co-operative education credits.

General Studies - Associate in Science

General Studies offers a non-business alternative to students who wish to achieve an associate's degree and possibly transfer to a liberal arts college.

General Studies Curriculum-Associate in Science

| Courses: | Credits |
|--|----------------|
| ENG 101 Basic Writing | 3 |
| ENG 102 Process Writing | 3 |
| ENG 103 Analytical Writing | 3 |
| ENG 212 Public Speaking | 3 |
| ABD 125 Human Relationships in Administration | 3 |
| CIS 100 Introduction to Business Data Processing | 3 |
| ACC 101 Elementary Accounting | 3 |
| MAT 110 Finite Mathematics I | 3 |
| MAT 111 Finite Mathematics II | 3 |
| PSY 108 Introduction to Psychology | 3 |
| | 9 |
| Free Electives | 3 |
| Literature Elective | 3 |

| | |
|-------------------------------|----------|
| Humanities/Fine Arts Elective | 3 |
| Government Elective | 3 |
| History Elective | 3 |
| Liberal Arts Electives | <u>9</u> |
| | 60 |

Department of Marketing

Chairperson: Professor Karen C. Stone

Marketing

Exploring an exciting field, the marketing major may have the opportunity to interrelate marketing theory with practical work experience. The program involves a strong network of specialized marketing courses while at the same time integrates computer science, accounting and management principles.

During the senior year, students have the opportunity to apply for the cooperative education program. In addition, international summer cooperative education experiences are open to selected students.

Marketing Curriculum—Bachelor of Science

| | | | Credits |
|---|-----|-----------------------------------|----------|
| College Core | | | 69 |
| Major Courses: | | | |
| ADB | 206 | Business Law I | 3 |
| ADB | 326 | Social Environment of Business | 3 |
| ADB | 342 | Organizational Behavior | 3 |
| MKT | 220 | Sales Management | 3 |
| MKT | 222 | Principles of Retailing | 3 |
| MKT | 329 | Principles of Advertising | 3 |
| MKT | 337 | Marketing Research | 3 |
| MKT | 345 | Consumer Behavior | 3 |
| MKT | 432 | Marketing Strategies and Policies | 3 |
| MKT | | Electives | <u>9</u> |
| | | | 36 |
| Free Electives and Allied Courses: | | | |
| SOC | 112 | Introduction to Sociology | 3 |
| FIN | 320 | Introduction to Business Finance | 3 |
| | | Free Electives | <u>9</u> |
| | | | 15 |

Note: A cooperative education experience in Marketing may be taken by substituting cooperative education credits for six (6) credits of Marketing electives and six (6) credits of free electives.

Retailing

One of the most dynamic areas of business today is the field of Retailing. The art of selecting, pricing, promoting, and selling products is "big business," and for the executive involved in these functions the opportunities are unlimited. In every city in the world there is a variety of jobs that require retail training. The retailing curriculum at New Hampshire College prepares students for these challenging careers.

Students may participate in cooperative education. Selected students may opt for a foreign cooperative education experience in the summer.

Retailing Curriculum—Bachelor of Science

| | | | Credits |
|---|-----|---|-----------|
| College Core | | | 69 |
| Major Courses: | | | |
| FMK | 202 | Fashion Merchandising | 3 |
| FMK | 203 | Retail Sales Promotion | 3 |
| MKT | 222 | Principles of Retailing | 3 |
| MKT | 327 | Retail Site Selection and Facilities Planning | 3 |
| MKT | 337 | Marketing Research | 3 |
| MKT | 345 | Consumer Behavior | 3 |
| MKT | 432 | Marketing Strategies and Policies | 3 |
| MKT | 442 | Retail Management | 3 |
| MKT | | Electives | <u>12</u> |
| | | | 36 |
| Free Electives and Allied Courses: | | | |
| ADB | 206 | Business Law I | 3 |
| MAT | 105 | Merchandising Mathematics | 3 |
| | | Business Elective | 3 |
| | | Free Electives | <u>6</u> |
| | | | 15 |

Note: Cooperative education in Retailing may be taken by substituting (6) six cooperative education credits for six (6) credits of Marketing electives and six (6) credits of free electives.

Minor in Marketing: A student may declare a minor in marketing by successfully completing the following courses, including a minimum of four at New Hampshire College.

| | | |
|-----|-----|---------------------------|
| MKT | 220 | Sales Management |
| | | or |
| MKT | 235 | Sales and Persuasion |
| MKT | 222 | Principles of Retailing |
| MKT | 329 | Principles of Advertising |
| MKT | 337 | Marketing Research |
| MKT | 345 | Consumer Behavior |

Fashion Merchandising

One of the most interesting areas in business today is the field of fashion merchandising. With this program of study, New Hampshire College prepares students for entry level positions in retail operations or merchandising. Students participate in a cooperative education program between their first and second year or during the first semester of the second year, adding practical experience to theory. Superior students may also choose to experience a foreign cooperative education experience.

Fashion Merchandising Curriculum—Associate in Science

| Courses: | | | Credits |
|----------|-----|--|----------|
| ACC | 101 | Elementary Accounting | 3 |
| ADB | 125 | Human Relations in Administration | 3 |
| CIS | 100 | Introduction to Business Data Processing | 3 |
| ECO | 201 | Microeconomics | 3 |
| ENG | 101 | Basic Writing | 3 |
| ENG | 102 | Process Writing | 3 |
| ENG | 103 | Analytical Writing | 3 |
| ENG | 212 | Public Speaking | 3 |
| ENG | 220 | Business Communications | 3 |
| MAT | 105 | Merchandising Mathematics | 3 |
| MKT | 113 | Introduction to Marketing | 3 |
| MKT | 222 | Principles of Retailing | 3 |
| FMK | 101 | Basic Design and Color Theory | 3 |
| FMK | 202 | Fashion Merchandising | 3 |
| FMK | 203 | Retail Sales Promotion | 3 |
| FMK | 204 | Product Analysis and Design | 3 |
| FMK | 490 | Cooperative Education * | 3 |
| PSY | 108 | Introduction to Psychology | 3 |
| | | Free Electives | 3 |
| | | Liberal Arts Elective | 3 |
| | | | <hr/> 60 |

* FMK 490 (Cooperative Education) may be taken during the summer between the first and second year or during the first semester of the second year.

Students anticipating transfer to a four year degree program should consult with their advisor regarding most effective use of liberal arts and free electives.

Mathematics/Science Department

Chairperson: Professor Alec Ingraham

It is the conviction of the Mathematics Department that the ability to deal intelligently with quantitative information is a valuable asset in entering the business world. While the majority of businesses 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. Consequently, courses are tailored to suit the needs of the students and the major areas of study at

New Hampshire College. Since each major requires a specified number of mathematics courses, the Mathematics Department accepts the responsibility for these and, in addition, offers a series of science liberal arts electives. Math elective courses are offered for those who wish to emphasize mathematics in their business education and for those students who intend to take graduate business courses requiring more sophisticated mathematics.

Basic Studies Program

The Basic Studies Program provides a structured living and learning environment for a limited number of freshmen. The program's purpose is to assure that students acquire all the skills necessary, not only in the freshman year, but successive years as well. The Basic Studies Program offers courses that are identical to the regular freshman courses. Full college credit is awarded for courses in the Basic Studies Program. The significant difference, however, is that while a typical course meets for three hours each week, Basic Studies courses meet for five hours. The additional two hours are devoted to study skills instruction, structured study, tutorial and other assistance to assure that, for each student, the freshman year is academically sound and complete.

Students enrolled in the program live in a designated dormitory on South Campus. The dormitory atmosphere, while warm and friendly, maintains a climate of quiet and mutual support to assure that both the academic and social aspects of collegiate life get appropriate attention. Application to, or inquiries about the New Hampshire College Basic Studies Program, should be directed to the Undergraduate School Admission Office.

NHC In England

The North London Polytechnic Program

A valuable opportunity for learning at New Hampshire College is the semester in London program. Students who possess a superior grade point average attend classes with British students, as well as those from other nations, at the Polytechnic of North London. Situated in central London, the Polytechnic offers NHC students a wide variety of courses. Travel is encouraged and there is usually time in students' schedules for travel throughout Great Britain and Europe.

The program is open to juniors and seniors with a minimum grade point average of 2.50. Applicants apply in the second semester of their sophomore and junior years if they wish to be considered for the following academic year. Openings are limited and the applicant's academic record is critical for selection. The courses use the English system of evaluation requiring written papers rather than tests or quizzes. NHC credit is given for each course taken in England.

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. The course on Contemporary Britain helps students 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, humanities, social science, and natural science. Besides receiving New Hampshire College credit for courses at the Polytechnic, students also receive any financial aid they would have normally received had they spent the semester on the NHC campus. NHC students stay in Central London. 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.

New Hampshire College Program At Lansdowne College

The Lansdowne College program at New Hampshire College provides the opportunity for a New Hampshire College student to continue his or her studies while a resident at Lansdowne College, London, England. To achieve these ends, both institutions, New Hampshire College and Lansdowne College, mutually plan a slate of courses that meets the needs of students who apply to the program. Selection criteria for admission to the program include: good academic standing, emotional and social maturity, intellectual and emotional growth potential.

The program is primarily designed toward students who will be in either their sophomore or their junior year. Students may apply for a half year or a full year residency at Lansdowne. Although selected students are assured that they will proceed at a normal pace in their curriculum each student is encouraged to sample the curriculum fare of Lansdowne College, particularly in those areas where Lansdowne has its own unique strengths. Each student is encouraged to take Lansdowne elective courses which provide an international perspective. While studying at Lansdowne College, students reside in Lansdowne College housing.

Information on both programs can be obtained from the Director, Dr. James Grace.

Bachelor of Applied Science in Hospitality Administration

The Bachelor of Applied Science in Hospitality Administration is targeted initially for those international students who hold a three-year diploma from Birmingham College of Food, Tourism and Creative Studies in Birmingham, England. The degree is limited to those students who have received a diploma from Birmingham or colleges in the United Kingdom with similar accredited programs. The purpose of the Bachelor of Applied Science in Hospitality Administration degree is to provide these international students with both general education and American hospitality management courses and an internship experience that will qualify them for positions in the American hospitality industry.

Course Descriptions

NHC 100 PRO Seminar (3 credits)

This course is for Continuing Education students re-entering the educational system. Topics covered in this seminar include self knowledge, establishing personal goals, developing effective study skills, beginning the development of research skills, and practice in communication skills.

FEX 100 Freshman Experience Seminar (3 credits)

This course offers an opportunity for freshmen to become familiar with and adjust to the collegiate experience. Broad issues of human development as they pertain to the transition from high school to college are explored. Also included are issues related to the nature, purpose and processes of postsecondary education with particular emphasis on the freshman year. Career planning, study skills, communication skills and interpersonal relationships are also major components of the course. Offered as needed. (This is a required course only for those students in the Basic Studies Program.)

Accounting

ACC 101 and 102 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 statement 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. Offered every year.

ACC 203 and 204 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: ACC 102. Offered every year.

ACC 207 and 208 Cost Accounting (2 semesters-3 credits each semester)

This course examines in depth 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 cost, job order and process are examined, along with special problems in cost accounting. Prerequisite: ACC 102. Offered every year.

ACC 214 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: ACC 102. Offered every year.

ACC 305 and 306 Advanced Accounting (2 semesters-3 credits each semester)

Advanced Accounting includes 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: ACC 204. Offered every year.

ACC 322 Institutional Accounting (3 credits)

This course covers the accounting principles and procedures applicable to governmental and not-for-profit institutions. Prerequisite: ACC 208. Offered every year.

ACC 411 Auditing Principles (3 credits)

An in-depth examination of audit programs and procedures, the importance of reviewing internal controls, as required during the course of a regular audit engagement, is stressed. Prerequisite: ACC 306. Offered every year.

ACC 415 Federal Taxation 1 (3 credits)

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals. Prerequisite: ACC 102. Offered every year.

ACC 416 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: ACC 415. Offered every year.

ACC 490 Cooperative Education (6 credits)*

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisite: Consent from the Career Development Center. Offered every year. *Request for additional credits made by the Career Development Center and approved by the Accounting Department which is as follows: * 3 credits for 240 hours, 6 credits for 480 hours.

Business Administration**ADB 110 Introduction to Business (3 credits)**

ADB 110 introduces basic business functions and how businesses are 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 background. A broad background in business practices, principles, and economic concepts are discussed and provide the basis for use in more advanced courses. Offered every semester.

ADB 111 Introduction to Sports Administration (3 credits)

This introductory course emphasizes management principles related to the business of sports. It includes a brief history of sports administration and an overview of career possibilities in this growing field. Offered as needed. (To be offered beginning in the fall semester of 1990.)

ADB 125 Human Relations in Administration (3 credits)

Human relations skills needed by managers to develop effective interaction skills which contribute directly to effective human resource management and development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations.

ADB 206 Business Law I (3 credits)

The background, foundation and structure of the United States legal system are examined. In addition, the following topics are explored: torts, product liability, criminal law, contracts, sales. Sophomore standing. Offered every semester.

ADB 207 Law and Sports Administration (3 credits)

This course presents the legal issues that are particular to administrators of sports programs at the professional, college and community levels. Offered as needed. (To be offered beginning the spring semester of 1991.)

ADB 211 Human Resource Management (3 credits)

This course examines the fundamentals of policies and administration; major tasks of procedures, developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management. Sophomore standing. Offered every semester.

ADB 212 Risk and Insurance (3 credits)

This course features 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 personal affairs. Basic types of insurance will be studied such as life, casualty, fidelity, surety, fire and allied fields as well as social insurance. Offered every other spring.

ADB 215 Principles of Management (3 credits)

This course is designed to examine the fundamentals and principles of management so as to develop in each individual an understanding of management in any formal organization. Special attention is addressed to planning and decision-making. International management is also covered. Sophomore standing. Offered every semester.

ADB 233 Real Estate (3 credits)

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate sales person or broker. Offered every year.

ADB 307 Business Law II (3 credits)

The study begun in Business Law I continues as the following topics are explored: commercial paper, real and personal property, creditor's rights and bankruptcy, agency, business organizations, estate planning and government regulation of business. Prerequisite: ADB 206. Offered every year.

ADB 308 Administrative Law (3 credits)

Government agencies have had in recent years an ever-increasing influence on business operations and decision-making. This course examines the need for these agencies and the particular roles certain agencies play in our society. In addition, this course explores the following topics: consumer protection, environmental law, antitrust law, labor law. Prerequisite: ADB 206. Offered every two years.

ADB 317 Small Business Management (3 credits)

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting, and credit are discussed. Emphasis is on developing a comprehensive business plan. Prerequisites: ACC 102, MKT 113, and ADB 215. Offered every year.

ADB 318 Sports Sales and Public Relations (3 credits)

This course presents a cross disciplinary approach to a variety of marketing, sales and public relations issues that confront a sports administrator. Offered as needed. (To be offered beginning in the fall semester of 1991.)

ADB 320 Entrepreneurship (3 credits)

This course focuses on the factors contributing to the personal success of entrepreneurs, and on the personal and professional qualities of the successful entrepreneur, a unique person who makes a major contribution to the health and wealth of the nation. Case studies, contemporary readings and simulations are used. International considerations are included. Prerequisite: ADB 110. Offered every two years.

ADB 322 Managing Organizational Change (3 credits)

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increasing productivity and conflict management in the complex and volatile business environment of today and the future. Change in an international environment is included. Prerequisite: ADB 215 and junior standing. Offered every two years.

ADB 324 Managing Productivity in Organizations (3 credits)

Productivity management, crucial to efficient resource allocation and effective human resource management, is analyzed. Major factors affecting productivity and strategies for effective management are covered through the use of contemporary exercises and simulations. International considerations are also studied. Prerequisite: ADB 125 and junior standing. Offered every two years.

ADB 325 Compensation and Benefit Administration (3 credits)

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance, and disability and pension plans are investigated. Emphasis on objectives, policies, organization, implementation and revision of compensation and benefit systems are studied. Prerequisite: ADB 211 and junior standing.

ADB 326 Social Environment of Business (3 credits)

This course introduces 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. Consideration is given to both national and international environments. Offered every semester.

ADB 328 Organizational Leadership (3 credits)

This course examines leadership as an interpersonal and intraorganizational phenomenon. The emphasis is on the leadership development of students. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity and motivational, effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Prerequisite: ADB 125 and junior standing. Offered every two years.

ADB 331 Introduction to Operations Management (3 credits)

This introductory course in operations and production management considers the evolution of the modern operations function, design of the system supervision scheduling, materials management and the provision of services. Prerequisites: ECO 201, ACC 102, MAT 220. Offered every semester.

ADB 332 Purchasing Management (3 credits)

This course provides a sound introduction to both the techniques employed by professional purchasing executives and the management of a purchasing department. It covers: 1) the role of the purchasing function, and its potential contribution to profitability; 2) the techniques of professional purchasing; and 3) the development of long-term supply strategies, and the organization and control of a purchasing department to implement the strategy. Offered every two years.

******ADB 333 Production Activity Control (3 credits)**

This course develops a system for controlling work in process, materials movement and in-process inventories, which are an integral part of the success of any manufacturing system. The purpose of this course is to teach students the techniques and procedures of an efficient shop floor control program.

******ADB 334 Capacity Management (3 credits)**

A study of the long, medium and short range techniques for capacity requirements planning. The course examines capacity calculation techniques, shifts, production channels, shift hours, work week days, utilization factors, efficiencies and overtime to yield rated capacities.

******ADB 335 Just In Time (3 credits)**

A study of the concepts and techniques involved in the developing philosophy of "Just In Time" manufacturing. The course covers four broad areas: general concepts, techniques, integration and application, and implementation of "Just In Time" principles in the manufacturing setting.

******ADB 336 Production Management and Control (3 credits)**

The system and techniques used for the management and control of production operations are studied. Key areas to be covered will include priority planning, shop floor control, capacity planning, and advanced manufacturing techniques. Prerequisite: ADB 331

******ADB 337 Materials Requirement Planning (3 credits)**

Material Requirement Planning is a set of techniques for studying: 1. calculation of dependent demand for component items, and 2. Time phasing.

Materials requirement planning is normally implemented via a computerbased system because of the large amount of data handling that it entails. An input to any materials requirement planning system is the master production schedule. The overall outputs include order action, rescheduling of open orders and planned orders.

ADB 338 International Business Management and Development
(3 credits)

This is a study of the management of five 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. Prerequisite: ADB 215. Offered every two years.

******ADB 339 Master Planning** (3 credits)

The Master Production Schedule is the intersection of the forecast/production plan and the Master Production Schedule itself. This course explains the relationship of the master schedule with the production plan, master production schedule objectives and purposes, make to stock and make to order master production schedule techniques, including the planning bill of materials. The course also discusses two levels of master production schedule techniques as well as determining master production scheduling levels, the concepts of time factors, backlog analysis, control, and other planning and controlling measurements.

ADB 342 Organizational Behavior (3 credits)

This course focuses on the primary factors which influence behavior in organizations to include: leadership, group dynamics, intergroup dynamics, organizational structure and design, change, culture, power and politics, environment and technology, as well as organizational behavior in an international context. Prerequisite: ADB 125.

******ADB 347 Inventory Management** (3 credits)

The concepts of inventory control and logistics are examined. Topics include inventory replenishment techniques, distribution requirements planning, traffic management, warehousing, organizational factors and communications. Prerequisite: ADB 331

******ADB 355 Manufacturing Resource Planning** (3 credits)

This capstone course integrates the functions of marketing, sales, finance and manufacturing with the resources of systems people, materials and capacity to form a comprehensive operating strategy. Focus is on the relationships between MRP I and MRP II. Prerequisite: ADB 331

ADB 394 Management Practicum (6 credits)

This is an independent work program for upper-level students providing a relevant link between classroom learning and “real-world” experience. The program is based on a student’s analysis and presentation of a proposal, in consultation with both the employer and the College; this proposal must be approved in advance. Successful completion of the project is the basis for the six-credit value. Course is available only to students who are Bachelor of Science degree candidates in Management, Business Studies or Marketing and have either two business or free electives available on their worksheet. Offered once a year.

ADB 401 Sports Facilities Management (3 credits)

The elements of managing such sports facilities as arenas, stadiums and athletic complexes form the content of this course. Offered as needed. (To be offered beginning in the fall semester 1992.)

ADB 420 Management Decision Making (3 credits)

This quantitative approach to business decision-making covers linear programming, queuing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems. Prerequisites: FIN 320 or FIN 435, ADB 110, ACC 102, MAT 220. Offered once every two years.

ADB 421 Strategic Management and Policy (3 credits)

This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit making U.S. and international corporations and public and not-for-profit organizations. Text and case studies. Prerequisites: ACC 102, MKT 113, and senior standing or permission of the instructor. Offered every year.

ADB 442 Advanced Seminar in Human Resource Management and Development (3 Credits)

This capstone course, which must be taken as the final course in the Human Resource Management concentration of the Business Studies major, examines contemporary issues in Human Resource Management resulting from new and changing legislation, demands of the work place, and emerging quality of work and life trends. Emphasis is placed on software applications and the international aspects of Human Resource Management are also studied. Prerequisite: ADB 211. Offered every two years.

ADB 460 Seminar in Organizational Behavior (3 credits)

The content of this course varies from semester to semester. It focuses on contemporary and changing issues in the field and explores special topics in depth. Readings, research and case studies are used in the study of such topics as managing change, leadership in large corporations, management and productivity, managerial forecasting, the ethics of management, the responsible use of power, management of conflict, problems and emerging trends in international organizational behavior, and research methods in business. Prerequisites: ADB 342 or permission of instructor. Offered every two years.

ADB 461 Seminar in Sports Administration (3 credits)

This course serves as the capstone course of the concentration. Students will integrate the knowledge and skills from courses in the concentration and allied business courses in order to solve problems that a sports administrator is likely to encounter. Offered as needed. (To be offered beginning the spring semester of 1993.)

ADB 480 Independent Study (3 credits)

This course allows the student to investigate any economic or business subject not incorporated into the curriculum. By permission of the instructor, Department Chairperson and Academic Dean. Offered every semester.

ADB 490 Management Cooperative Education (12 credits)

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

Computer Information Systems**CIS 100 Introduction to Business Data Processing (3 Credits)**

This course functions as the basic computer literacy course for all NHC students by ensuring a given level of understanding of computer concepts and by serving as the foundation for further academic and/or vocational computer-related education. The major components of a computer system, including hardware, application software, systems editors and compilers, and the structure of data and storage are included. Offered every year.

CIS 120 FORTRAN (3 credits)

This course gives the student the opportunity to develop his/her programming logic. The design of algorithms are emphasized along with the methodology of handling direct files, multidimensioned tables, functions, and subroutines. The student should acquire the knowledge to supply management with quantifiable information in the management science area. Prerequisite: CIS 100. Offered as needed.

CIS 125 Advanced BASIC (3 credits)

This course builds on the introduction to BASIC programming taught in CIS 100. The design of algorithms, manipulation of string arrays, multidimensional tables and sequential file building and updating are major course components. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered every year.

CIS 200 Introduction to Systems (3 credits)

This course introduces students to the concepts of the system life-cycle and the management of both CIS and non-CIS projects. It helps students develop an awareness of the process and activities necessary to define, approve, acquire, and manage computer information systems. CIS 200 also develops the student's understanding and perception of the relationships that exist between information and organization structures and computer systems. Prerequisites: CIS 100, ENG 102, ACC 102. Offered every year.

CIS 220 Principles of COBOL (3 credits)

This course is an introduction to computer programming in a business environment using COBOL. It is arranged so that students begin writing programs early in the semester. Programs of increased complexity are introduced as the course is developed. Emphasis is given to the fundamentals of structured program design and organization. The course includes discussion and application of topdown design strategies, structured techniques for designing and developing problem solutions, language syntax, data and file structures, sequential and indexed file handling using COBOL, and an overview of advanced features of COBOL. Operating systems facilities for developing and implementing batch programs for report generation, input editing, and file updating are included. Prerequisite: CIS 100. Offered every year.

CIS 230 "C" - A Programming Language (3 credits)

This course is designed to introduce the students to block structures reinforcing the structure programming techniques learned in COBOL. This language is a cross between a high level and an assembly level language and is heavily dependent on the use of functions. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisites: CIS 200 and CIS 240 or CIS 242. Offered as needed.

CIS 240 Systems Hardware (3 credits)

This course introduces the student to computer architecture and design techniques. Various hardware components for microcomputers, minicomputers and mainframes are covered. Prerequisite: CIS 125. Offered every year.

CIS 241 Systems Software (3 Credits)

Today and tomorrow's data processing environment requires the use of large, mini and micro systems working independently and together. This necessitates multiple levels of systems software to manage these resources starting from a simple uniprocessor to a sophisticated network of hardware and software. This course acquaints the student with the understanding of the design rationale, and the implementation for resource management within a computer operating system. It deals with the purpose of an operating system, management techniques (ex. techniques memory management, processor management, device management, data management and network management, generally used by an operating system, how these techniques are implemented and how to communicate with an operating system, system generation, control languages such as JCL.). Prerequisite: CIS 125. Offered every year.

CIS 242 Hardware/Software (3 credits)

This course introduces the student to computer architecture and system software used in mainframes, mini and microcomputer environments. The purpose of registers, storage locations (real and virtual), channels and control units are studied. System software (operating systems) functions and their relations to hardware units are emphasized. Prerequisite: CIS 125. Offered every year.

CIS 300 Advanced Systems Design (3 credits)

This course comprises an in-depth study of structured analysis and design techniques, utilizing lectures, independent systems research and bi-weekly student reports. Students will present system analysis and design results as elements of data flow concepts, incorporating data dictionaries, system and subsystem interrelated design requirements, and detailed testing procedures. Prerequisites: CIS 200, CIS 242, or CIS 240/CIS 241. Offered every year.

CIS 305 Microcomputer Systems (3 credits)

This course examines the role of microcomputers in modern information systems. Students are introduced to microcomputer hardware and software including operating systems and selected applications. Design and selection of microcomputer systems are included. The use of microcomputers in personal, small business, and corporate environments are explored. Prerequisite: CIS 200, junior standing. Offered every year.

CIS 320 RPG (3 credits)

This course illustrates a problem-oriented language typical of those used by many organizations. Within this framework, the emphasis is placed on the building and updating of Index-Sequential Files. Multiple record types, matching records, and level breaks unique to RPG are addressed. Prerequisite: CIS 220. Offered every year.

CIS 325 Advanced COBOL (3 credits)

Advanced COBOL continues the material covered in the Principles of COBOL. The topics of program structure, cohesion, and design are included. Additional language features, including the REPORT WRITER and the features necessary for various types of file processing are introduced. Structured design and programming concepts are emphasized throughout the course and the student is introduced to structured walk-throughs. Prerequisites: CIS 220, CIS 242, or CIS 240 and CIS 241. Offered every year.

CIS 330 Data Base Management Systems (3 credits)

The storage and retrieval of data is considered by many to be a major problem area in data processing. This course acquaints the student with the patterns of thought necessary to understand hierarchical (tree), network (plex) and relational data-base management systems. The logical, conceptual and physical aspects of a DBMS are detailed and studied and placed in proper perspective. Areas such as the design and use of a data dictionary, function of a data base administrator, and necessary DBMS languages are also considered. A student enrolling in this course has dealt with the physical aspect of data files, sequential, indexed and randomly organized files. Therefore, it is necessary to cover the physical aspect of DBMS design, (inverted lists, pointer "files"). The purpose of this coverage is only to clarify the concepts of a DBMS vs. standard accessing. Prerequisite: CIS 300. Offered every year.

CIS 333 Artificial Intelligence (3 credits)

This is a survey course of the field of artificial intelligence focusing upon expert systems concepts, techniques, applications and implications. Among the many topics surveyed are: game playing by computer, heuristic search, deductive question-answering systems, logic programming and knowledge representation. Business applications will be studied within the framework of Fifth generation computer systems. Students will learn an artificial intelligence language, microProlog, and an expert system shell, APES. An individual research project or paper is a major part of this course. Offered every two years.

CIS 360 Computer Simulation and Modeling for Business (3 credits)

This course provides the student with an understanding of fundamental computer simulation and modeling techniques used in business along with practical hands on computer exercises. Students formulate and run simulation programs using scientific languages such as BASIC, FORTRAN, or PASCAL and simulation languages such as GPSS and DYNAMO. Prerequisites: CIS 125, MAT 210, MAT 220. Offered every year.

CIS 370 Assembler Language Programming (3 credits)

CIS 370 is an in-depth presentation of the IBM 370 Basic Assembler Language on the College's IBM 4341 mainframe. Included are decimal and floating point arithmetic, I/O under OS and DOS, macros and conditional assembly. Prerequisite: CIS 240 or CIS 242. Offered as needed.

CIS 375 PASCAL (3 credits)

This course develops a strong foundation in structural programming style readability, logic, and documentation using PASCAL. The orientation is accomplished via lectures, classroom discussions and programming assignments. Prerequisites: CIS 125, MAT 210, MAT 220. Offered as needed.

CIS 390 Cooperative Education (3 credits)

Students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization in a CIS position. He or she will receive three CIS elective credits for successful completion of the cooperative education experience. This success is determined by the work supervisor of the student, the Career Development Center, and the Chairperson of the CIS department. Prerequisite: Consent of Director of Cooperative Education. Offered every year.

CIS 400 MIS Project and Policy (6 credits)

Application of on-line computer programming and system development concepts, principles and practices to a comprehensive system development project are covered. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Prerequisites: CIS 300, CIS 320, CIS 325, CIS 330. Offered every year.

CIS 402 MAS Project and Policy (3 credits)

This course requires MAS students to design, develop, and document a computer based accounting information system. It includes an in-depth feasibility analysis of a broad array of accounting packages. Prerequisite: CIS 330. Offered every year.

CIS 440 Data Communications and Networks (3 credits)

This course is directed to the understanding of data communications hardware, software, applications, terminology and the usage of all in both a real time or RJE environment. Prerequisites: CIS 300, CIS 330. Senior standing. Offered every year.

Business/Marketing Education**EDU 200 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 are emphasized. Counts as a liberal arts elective. Offered every year.

EDU 201 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 and learning technology are also emphasized. Prerequisite: PSY 108. Counts as a liberal arts elective. Offered every year.

EDU 290 Field Experience (3 credits)

Field experience 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. Offered every semester.

EDU 300 Principles of Business and Vocational Education (3 credits)

The field of business education- its curriculum, levels, facilities, materials, research and issues- is studied. Emphasis is on current practices in business education. Offered every year.

EDU 301 Evaluation, Measurement and Testing (3 credits)

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts is discussed. The use of standardized and teacher-made tests is also examined. Prerequisite: MAT 111. Counts as a liberal arts elective. Offered every year.

EDU 311 Methods of Teaching Typing and Word Processing (2 credits)

This course studies the methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in typing, keyboarding, and word processing. Prerequisite: OAD 110. Offered as needed.

EDU 312 Methods of Teaching Shorthand and Office Procedures (2 credits)

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 are analyzed. Prerequisite: OAD 101. Offered as needed.

EDU 313 Methods of Teaching Accounting and General Business (3 credits)

This course studies 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 basic business courses. Prerequisite: Junior standing. Offered every year.

EDU 314 Coordination of Realistic Work Experience (3 credits)

This course examines the philosophy and objectives of cooperative vocational education and other work experiences, 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. Offered every year.

EDU 315 Methods of Teaching Marketing Education (3 credits)

The methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of Marketing Education are covered. Prerequisite: Junior standing. Offered as needed.

EDU 490 Student Teaching (15 credits)

Business and/or Marketing Teacher Education majors have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this semester, the student teacher receives 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. Offered every semester.

Office Administration

OAD 101 Shorthand 1 (3 credits)

To give the student a thorough knowledge of fundamentals of speedwriting, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered every fall.

OAD 102 Shorthand 2 (3 credits)

Designed to increase the student's shorthand vocabulary, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered every fall.

OAD 110 Typewriting 1 Theory and Speed up to 35 Words per Minute (3 credits)

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis in the formation of correct habits as a foundation for speed and accuracy are discussed. This course focuses on basic letter forms, tabulations, and manuscripts. Offered as needed.

OAD 111 Typewriting 2 35-50 Words per Minute (3 credits)

Arrangements of business letters and envelopes, carbon copies, stencils, and masters, tabulation and statistical matter, and rough drafts are included as drills to increase speed and accuracy. Prerequisites: OAD 110 or permission of Department Chairperson. Offered as needed.

OAD 112 Keyboarding for Information Processors and Microcomputers (1 credit)

Designed as a 20-hour course, keyboarding prepares students for the growing variety of jobs which require keyboarding skills to input information accurately and quickly. Keyboarding is for data processing students who cannot type by touch; for students interested in positions as data entry operators; for managers with executive work stations, for people in many occupational areas (medicine, law, sales, accounting, travel industry, farming, education) now requiring keyboarding skills. Alpha, number and symbol keys are taught, stressing accuracy and increased speed at the keyboard. Grading is pass-fail. Offered as needed.

OAD 220 Word Processing 1 (3 credits)

The application of Word Processing Systems and transcription skills in today's offices are reviewed. Students learn machine transcription, dictation, magnetic typewriters, memory typewriters, the IBM System 6, and text-editors. Prerequisite: OAD 110. Offered as needed.

OAD 221 Word Processing 2 (3 credits)

Students learn more word processing equipment such as DECWP/8 as well as microcomputers. They learn management skills in correspondence or administrative tasks by implementing a word processing center. Prerequisite: OAD 220. Offered as needed.

OAD 230 Office Simulation (3 credits)

Fundamental skills and knowledge in the operation of basic office machines, filing, letter and memo writing, and human relations are examined. Efficiency, organization, and versatility are stressed, and 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. Offered as needed.

OAD 231 Office Administration I (3 credits)

Students learn the general functions of an office manager's job: organization, policies, and communication principles. Also, the concrete areas of office location, workflow and layout, environment furniture and equipment, forms and records, and data and word processing are studied. Offered as needed.

OAD 232 Office Administration 2 (3 credits)

Students learn the basic principles and processes to staffing, training, working with the handicapped, and motivating the office worker to improve morale. Also, systems and procedures, job evaluations, job standards, and management reports are studied. Offered as needed.

Economics**ECO 201 Microeconomics (3 credits)**

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models which explain the behavior of consumers, producers, and resource suppliers in various market structures. Offered every semester.

ECO 202 Macroeconomics (3 credits)

This course explores the manner in which the overall level of output and income is determined in a market-oriented economy. The role of fiscal and monetary policy in influencing the level of economic activity is a major area of study. In addition, the impact of international transactions on the domestic economy is discussed. Offered every semester.

ECO 301 Managerial Economics (3 credits)

This course applies economic theory and quantitative techniques in the solution of business decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost, and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course. Prerequisites: ECO 201, ECO 202, ACC 102, and MAT 220. Offered every semester.

ECO 306 Money and Banking (3 credits)

This course covers three broad areas. The first is the banking industry, its regulation and internal operations. The second area is the banking industry in the national economy. This includes monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Prerequisites: ECO 201, ECO 202, ACC 101. Offered every semester.

ECO 308 U.S. Economic History (3 credits)

The course examines the changes in United States economic development from a colony in the era of mercantile capitalism to a global power in the era of industrial capitalism. Other focal points are historiography and the role of government in economic development. Prerequisites: ECO 201, ECO 202, HIS 213 or HIS 214. Offered every two years.

ECO 314 Labor Economics (3 credits)

This is a theoretical survey course on labor in the U.S. economy. Starting with an analysis of labor markets, including the development of labor supply and demand functions, the course proceeds to examine models of dual and segmented labor markets. Also covered is an analysis of the labor process from the focal point of production rather than exchange. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 315 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 are emphasized. Prerequisites: ECO 314 or ADB 211. Offered every two years.

ECO 322 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. Prerequisites: ECO 201, ECO 202. Offered every year.

ECO 325 Special Topics in Economics (3 credits)

Topics in Economics will be selected and designed for students in the Bachelor of Applied Science in Hospitality Administration program. Offered as needed. (Open only to students in the Bachelor of Applied Science in Hospitality Administration program).

ECO 327 Economic Development (3 credits)

The economic explanations for development and underdevelopment are examined. Problems faced by less-developed countries attempting to develop are covered as well as alternative approaches to these problems. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 330 Public Finance (3 credits)

The economic rationale for government provision of goods and services in a market system are examined. In addition, efficiency criteria for evaluating government programs are explored. Tax policy and the current U.S. tax structure are also studied. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 335 Urban and Regional Economics (3 credits)

This course looks at the causes of urbanization and the growth of regional economies. Problems arising from urbanization, their effects on local economies, and the government's role in solving these problems are explored. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 340 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. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 345 History of Economic Thought (3 credits)

The course analyzes the evolution of economic theory. Schools of thought covered include mercantilism, classical political economy, Marxist political economy, neo-classical and Keynesian economics, as well as institutionalism. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 402 Business Cycles and Forecasting (3 credits)

The course emphasizes the underlying theory of business cycles and the application of this theoretical structure to forecasting business conditions and economic activity in general. Advanced concepts in macroeconomics provide the basic economic models. The forecasting aspect of the course encompasses classical regression, time-series analysis, and some contemporary methods. Computer implementation of some of these techniques will be an integral part of the course. Prerequisites: ECO 201, ECO 202, MAT 220. Offered every spring.

ECO 480 Independent Study (3 credits)

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. By permission of instructor, Department Chairperson and Academic Dean. Prerequisite: MAT 220. Offered every year.

ECO 490 Cooperative Education (12 credits)

The Economics/Finance Cooperative Education option is a semester of supervised career-related work experience. The student is required to prepare monthly on-the-job reports and also prepare a final written analysis in a case study format. Prerequisite: Consent of the Career Development Center. Offered every year.

Finance******FIN 101 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. (Not open to ECO/FIN majors - CE only)

FIN 220 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. Prerequisites: ACC 102, MAT 111 or MAT 150. Offered every semester.

FIN 320 Introduction to Business Finance (3 credits)

This course is designed to survey the corporate finance discipline, to examine the financial management of corporations, to develop skills necessary for financial decision-making, and to acquaint students with money and capital markets and institutions. Prerequisites: ACC 102, MAT 111. Offered every semester.

FIN 324 Security Analysis (3 credits)

Student projects involve both stock and bond technical and fundamental analysis. Industry and company financial analysis are also discussed. Supply and demand factors are examined, as they affect individual firms and industries, in order to make a cogent investment decision. Portfolio management theory is briefly examined. Prerequisites: FIN 220, FIN 320, ECO 201, ECO 202. Offered every year.

FIN 336 Multinational Corporate Finance (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. An analysis of sources and uses of corporate funds abroad are evaluated including criteria for choices among alternative foreign investments. The effects of international corporate financial planning are examined including such 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 320 or FIN 435, junior/senior standing, or permission of instructor. Offered every year.

FIN 435 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 320 or ACC 306, MAT 111. Offered every semester.

Hotel Restaurant Management**HRM 109 Food Purchasing (3 credits)**

An examination of the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products and various sundry items, and the methodology of purchasing food in large quantities are also studied. Additional topics include wholesale and retail cuts of meat, standard purchasing procedures, specifications, centralized procurement and container sizes. Comparisons are made between the various types of frozen and canned fresh fruits and vegetables. Offered every year.

HRM 110 Quantity Food Production I (3 credits)

3 Lecture/laboratory hours, 1 lecture hour.

This is a beginning course in the theory and preparation of haute cuisine. Students will prepare appetizers, stocks, soups, sauces, vegetables, meats, poultry, fish, shellfish, salads, salad dressings and pasta products. The relationship of herbs and spices to various dishes are studied. The course also includes the theory and preparation of breads, rolls, pies, cookies and other baked products. Sanitation, safety, equipment and usage are stressed. Lab fee. Offered every year.

HRM 111 Quantity Food Production II (3 credits)

3 lecture/laboratory hours, 1 lecture hour.

This is an advanced course in the theory and preparation of haute cuisine under conditions of quantity food production management. Special emphasis is placed on both classical and international dishes. The course covers such areas as complete menus and menu planning which evolve around the different kinds of foods found in other countries. Classical pastries and desserts are also included. Prerequisites: HRM 109 and HRM 110. Lab Fee. Offered every year.

HRM 112 Introduction to Hotel and Restaurant Industry (3 credits)

The history and development of the hospitality industry from Greek and Roman times to the present day are covered. The organization and functions of modern operations, contrasting differences and similarities of resorts, hotels, and restaurants are discussed. Students develop an awareness and understanding of industry terminology. Offered every year.

HRM 215 Hotel Information Systems (3 credits)

A systems approach is used to examine the flow of information which occurs as a guest makes a reservation, checks in to, occupies, and checks out of a hotel. The course contains an in-depth analysis of current manual and computer-based systems that facilitate the flow of information in a hotel. Prerequisite: CIS 100. Offered every year.

HRM 314 Promotional Activities (3 credits)

This course studies 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. Prerequisite: MKT 113. Offered every year.

HRM 319 Restaurant Management (3 credits)

This course is designed to provide instruction in operational restaurant management. Included are the history and development of restaurants, food productions and menus, size, scope and classification of restaurants, principles of American, French, Russian and English services, principles of menu making, layout and design of restaurant, marketing and sales promotion, management of personnel and human relations, food and beverage control procedures. Offered every year.

HRM 322 Tourism (3 credits)

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

HRM 416 Law of the Hospitality Industry (3 credits)

An examination of the common and statutory laws applicable to the hospitality industry. Included are discussions of the innkeeper's duties and responsibilities to the guests, the duty to maintain the property, the duty to receive travelers, the vicarious liability for employee actions, and the liability for guests' property. Offered every year.

HRM 418 Seminar (3 credits)

This is a senior level course designed to bring together theory, practical knowledge, and individual experience from other course work and industry. Case studies of hotel and restaurant operations provide a framework for discussion of current problems and activities in the hospitality industry. Prerequisite: Senior standing. Offered every year.

HRM 420 Hotel Accounting (3 credits)

This course emphasizes the methods and procedures on internal control for hotels and restaurants. Management tools available to interpret and analyze data which contribute to more effective decision making are also examined. Prerequisite: ACC 102. Offered every year.

HRM 421 The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry (3 credits)

This course provides the student with an understanding of the importance of maintenance, energy and energy costs. Discussion of decision-making process regarding planning, use of energy systems and cost-cutting measures in their operation are studied. The interaction of management, engineering and maintenance is also explored. Offered every year.

HRM 422 Beverage Management and Control (3 credits)

This course covers the operation and management of cocktail lounges and bars. It includes layout and design of the facility, equipment used to operate it, control procedures, mixology, customer relations, staffing, marketing the facility, sanitation procedures, and regulations affecting operations. Offered every two years.

HRM 424 Wines and Beverages (3 credits)

This course covers the history and development of wines, beers and spirits from ancient to modern times. Areas of study include major wine and beverage producing regions, techniques and production, wine and beverage merchandising, world wide laws and regulatory bodies which govern product distribution, wine labels and supply and demand equilibrium. Grape varieties and the effect of vintage years on prices are also covered. Legal Age. Offered every year.

HRM 425 Hospitality Facilities Management (3 credits)

This course introduces the housekeeping function of the hospitality industry. Interior design and decorating, purchasing of carpet, wallcover, draperies, furniture and supplies are analyzed. Time and motion studies in personnel utilization are reviewed in this course. Offered every two years.

HRM 429 Lodging Administration (3 credits)

The course considers the analysis of theories, principles, and techniques of lodging management. Subjects include principles of organizing, formulating goals and objectives, decision-making processes, staffing, employee/guest relations and labor management negotiations. Emphasis is on problems and issues encountered by management. Offered every two years.

HRM 430 Management of Institutional Feeding Operations (3 credits)

This course introduces the student to areas of the hospitality industry outside the normal hotel/restaurant dining room area. Areas covered include schools, nursing homes, outside catering, and airline feeding. Special problems involving these organizations are explored. The course considers staffing, logistical, and nutritional needs. Offered every two years.

HRM 450 Experimental Foods (3 credits)

This laboratory course is designed to review and evaluate existing techniques for food production, judging, quality and cost, convenience foods and new techniques. The product's adaptability to specific restaurant operations is examined. Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every two years.

HRM 451 Nutrition (3 credits)

The changes in consumer dining habits mandate an awareness of the importance of proper nutrition in menu offerings. Included in the course are an examination of food requirements for the aged, special needs diets and health conscious groups. Specific topics covered include balanced diets, vitamin and mineral needs, low cholesterol

menu items, low sodium menu items and special needs diets. These are discussed in conjunction with the need for appetizing menu items and tasteful foods.

Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every two years.

HRM 490 Cooperative Education (6 credits)

This provides a guided cooperative education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to HRM majors only. Prerequisite: Consent of Career Development Center. Offered every year.

HRM 491 Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students will spend one academic semester working at approved hotels and restaurants. Open to Hotel Restaurant Management majors only with permission of the Department Chairperson. Prerequisite: Consent of the Career Development Center.

Note: A cooperative education experience for all Hotel/Restaurant Management students is mandatory. Students will normally be required to take HRM 490 Cooperative Education, for (6) six credits. However, students may, with the permission of the Department Chairperson, take in its place HRM 491 Cooperative Education for (12) twelve credits. HRM 490 involves work experience over one summer and HRM 491 involves work experience over an academic semester. One business elective and one free elective will be waived for the student who successfully completes HRM 491.

Humanities/Social Sciences

Courses numbered 100-200 are appropriate for Freshman and Sophomore level students; courses numbered 300-400 are appropriate for junior and senior level students.

AMS 101 American Studies (3 credits)

This course offers an interdisciplinary view of American cultural patterns and the often conflicting values inherent in and reflective of that culture. Students are encouraged to integrate readings and discussions with their experiences as visitors to the United States. Offered as needed. (Open only to Bachelor of Applied Science in Hospitality students or by permission of instructor.)

Fine Arts

FAS 121 Survey of Western Art History (3 credits)

This course emphasizes understanding and appreciating the visual arts, particularly painting. Emphasis is placed on the economic and intellectual history of each period, as it influenced the art of the era. Slides are used to illustrate course material. Offered every two years.

FAS 223 History and Literature of Music (3 credits)

FAS 223 is a broad study of music from the early Greeks to modern day including classical, electronic, and popular music. One of the themes is the correlation of the music of the past with that of the present. Offered every two years.

FAS 224 Music in the Romantic Period (3 credits)

FAS 224 studies the importance of the Romantic Period in music. Music of the Renaissance, Baroque, Classical and 20th century are presented in a very condensed form to illustrate characteristics of and comparisons to the unique age of Romantic music. Offered every two years.

******FAS 225 Useful Photography (3 credits)**

Useful photography reviews the various kinds of still cameras and the ways in which the use of light, visual impact, and optical effects can be employed by the student. The student is encouraged to make photographs during the term, and to develop applications of the knowledge to practical situations.

FAS 227 History of Jazz (3 credits)

This course details the history of jazz and jazz styles. Attention is paid to the interrelationships between jazz and other elements of American culture. Students will gain experience in purposeful listening that will enhance their ability to enjoy not only jazz but music generally. Offered every two years.

FAS 276 American Music (3 credits)

This course deals with all aspects of American 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. Offered every two years.

FAS 300 The Arts in London (3 credits)

This is a survey course comprising the disciplines of theater, art history and classical music. Students will explore the aesthetics of those disciplines focusing on actual examples in the city of London. Offered as needed. (Open only to students on the Lansdowne College campus.)

FAS 330 Introduction to Films (3 credits)

This course involves the viewing and analysis of representative films—fictional, documentary and experimental. Students become acquainted with film theory, basic terminology, film history, aesthetics and production techniques through three lectures and two scheduled viewing hours per week. Offered every spring.

Humanities**HUM 201 Introduction to the Humanities: Greece through the Renaissance (3 credits)**

Assuming little or no previous exposure to its content, this course offers vocabulary, understanding and appreciation of the visual arts, music, literature and ideas in the context of changing cultural environments, including ancient Greece and Rome, the Medieval Period and the Renaissance. May be taken independently of HUM 202. Offered every fall.

HUM 202 Introduction to the Humanities: Baroque through Modern (3 credits)

Continuing Humanities 201, this course introduces visual arts, music, literature and ideas in various cultural environments including the Baroque, Enlightenment, Romanticism, post-Romanticism, and Modernism. May be taken independently of HUM 201. Offered every spring.

HUM 211 The City of London (3 credits)

This course focuses on the importance of the city of London in the history and culture of English speaking peoples. Not only will students study and visit significant historical sites in the city, they will also be introduced to the literature associated with London. Offered as needed. (Open only to students on the Lansdowne College Campus.)

HUM 220 The Nature of Science - History and Philosophy (3 credits)

This course introduces students to the major events in the development of science from classical Greece to the present. Students will also examine the creative processes leading to the scientific discoveries forming the basis of modern civilization. Offered as needed. (Open only to students on the Lansdowne College Campus.)

HUM 230 Changing Roles of Men and Women in Western Society (3 credits)

HUM 230 is an interdisciplinary course based on the critical study of short stories, plays and poems written by and about women. Letters and historical-sociological essays concerning the role of women in society will also be studied. Some of the representative writers in the course include Adams, Wollstonecraft, Mill, Woolf, Hemingway, Meade, and Mailer. One course objective is to summarize women's social and economic roles. Offered every spring.

HUM 301 Britain as a Civilization (3 credits)

This course helps students develop an understanding of major British institutions and social systems. The course also relates those institutions and systems to the fabric of contemporary British life. Offered as needed. (Open only to students on the Lansdowne College Campus.)

HUM 320 Special Topics in Humanities (3 credits)

This course is meant to allow instructors to experiment with new course offerings. Specific content may be offered on a one-time basis only, and only after approval by the Humanities/Social Sciences chairperson. A course description and syllabus will be posted in the Registrar's Office.

HUM 384 Seminar on Soviet Society (3 credits)

HUM 384 is an annual study tour of the USSR under the sponsorship of New Hampshire College and St. Anselm College. This course incorporates field observations, lectures by Soviet authorities, and meetings with Soviet citizens. An orientation program is conducted prior to the tour. (Subject to student interest.)

English**ENG 100 Reading Strategies (3 credits)**

Reading strategies is a reading and study skills course that is aimed at improving the verbal skills of students who are reading below college level. It provides students with practical applications or reading techniques with their own textbooks as well as encouraging wide reading, with corresponding writing assignments, of materials of a student's choice. Reading Strategies is offered only with permission of the instructor. Students enrolled in English 100 must complete the course before enrolling in English 101. Offered every fall.

ENG 101 Basic Writing (Composition I) (3 credits)

This course concentrates on basic reading and writing skills: reading for general ideas and specific support; writing properly developed short essays. Clear expression, appropriate support and structure, and correct mechanics are stressed. Introduction to the library for research and use of word processing for drafting and revision of essays are also covered. Class size is limited; conferences on paper and, when necessary tutoring through the Learning Center are required. The final examination in English 101 is the Basic Writing Competency Test. The student must pass this test to receive credit for the course.

ENG 102 Process Writing (Composition II) (3 credits)

This course develops fully the steps of process writing — explore, focus, order, develop and clarify. With limited class size (15 students), workshops and individual conferences, English 102 concentrates on the writing of a few long papers. Analytical reading skills, library research for supporting evidence, and individual tutoring through the Learning Center for individual problems in writing are also important parts of the course. Prerequisite: ENG 101 or permission of instructor.

ENG 103 Analytical Writing (Composition III) (3 credits)

This course continues the use of process writing in the area of argumentation. Critical reading skills, evaluative research techniques and the fundamentals of persuasion are the major areas of concentration. (Upon successful completion of English 103, students are eligible to sit for the College Writing Proficiency Examination, a College graduation requirement.) Prerequisite: ENG 102.

ENG 212 Public Speaking (3 credits)

This course is designed to help students develop abilities for all speaking situations, including skills in organization and delivery. The evaluation and improvement of voice, diction, articulation, and posture are also studied. Prerequisite: ENG 102. Offered every semester.

ENG 213 American Literature (3 credits)

English 213 is a survey of major American writers from 1620 through the Civil War. Authors of Colonial, Enlightenment, and Romantic periods in American literature are considered with the emphasis on their historical backgrounds. Prerequisite: ENG 101, or permission of instructor. Offered every two years.

ENG 214 American Literature (3 credits)

English 214 is a survey of major American writers from the 1870's through the contemporary age. Emphasis in this course is on the role of the individual and the artist in an increasingly industrialized and technological culture. Prerequisite: ENG 101 or permission of instructor. Offered every two years.

ENG 215 Survey of the Theatre (3 credits)

ENG 215 is the study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present. Prerequisite: ENG 101 or permission of instructor. Offered every year.

ENG 220 Business Communications (3 credits)

ENG 220 is a practical introduction to the preparation of business correspondence, employment applications and resumes, and formal research reports. Emphasis is placed on written communication skills. Prerequisite: ENG 103. Offered every semester.

ENG 223 English Literature 1 (3 credits)

This is a survey of English literature including the works of Beowulf, Chaucer, Shakespeare, Milton, Swift, Pope, and Johnson. This course examines the history and evolution of English literature as well as a variety of literary types. Prerequisite: ENG 101 or permission of instructor. Offered every two years.

ENG 224 English Literature 2 (3 credits)

This course covers the Romantic, Victorian and Modern literary periods. It examines the works of the Romantic poets, Victorian novelists and Modern literary artists including Shaw, Joyce and Eliot. Prerequisite: ENG 101 or permission of instructor. Offered every two years.

ENG 225 Introduction to Poetry (3 credits)

ENG 225 is an introduction to the study and appreciation of poetry. It seeks to give students a grasp of the nature and variety of poetry, means of reading it with appreciative understanding, and ideas on how to evaluate it. The focus is on the work of English and American poets, both traditional and modern. Prerequisite: ENG 101 or permission of instructor. Offered every year.

ENG 226 Contemporary Poetry (3 credits)

ENG 226 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 101 or ENG 225, or permission of instructor. Offered every two years.

ENG 234 Modern Authors (3 credits)

ENG 234 introduces students to contemporary readings from the 20th century - American, British, European. Depending on the term, the course is organized around different literary themes or movements. Prerequisite: ENG 101 or permission of instructor. Offered every year.

ENG 235 Introduction to Journalism (3 credits)

This writing practicum introduces students to news stories, feature articles, and editorials. ENG 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 103. Offered every year.

ENG 316 Contemporary Drama (3 credits)

ENG 316 is a consideration of modern plays from twentieth-century literature. The American, British, Russian, Scandinavian, and Irish theatres are among those studied. Prerequisite: ENG 102, or permission of instructor. Offered every two years.

ENG 319 Shakespeare (3 credits)

Students in ENG 319 study selected Shakespearean comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked. Prerequisite: ENG 102, or permission of instructor. Offered every year.

ENG 320 Special Topics in English (3 credits)

This course is meant to allow the instructor to experiment with new course offerings. Specific content may be offered on a one-time basis only, after approval by the Humanities/Social Science Chairperson. A course description and syllabus will be posted in the Registrar's Office. Prerequisite: ENG 102 or permission of instructor.

ENG 330 Seminar in Advanced Writing (3 credits)

ENG 330 is a course of study for students seeking experience in writing beyond freshman composition. Various models of writing are studied and practiced.

Prerequisite: B grade in ENG 102 and ENG 103 or permission of the Department Chairperson. Offered every year. (Enrollment limited to 15 students)

ENG 331 American Business in Literature (3 credits)

By applying humanistic perspectives to the business world, ENG 331 examines the ways in which important American writers express and critique the values, styles, rituals, symbols, psychology, and history of business. This course includes the close readings of novels, stories, poems and plays. Prerequisite: ENG 102. Offered every year.

ENG 332 The Nature Writers (3 credits)

This course introduces students to the prose and poetry by major writers and naturalists who observe nature vividly and who write about man's relationship to the natural environment. The writings of De Crevecoeur, Emerson, Hawthorne, Ruskin, Lawrence, Orwell, Commoner, Krutch, Leopold, and Dickinson are included for study. Prerequisite: ENG 102. Offered every three years.

ENG 333 Language Awareness (3 credits)

ENG 333 is an introduction to selected topics in English linguistics including dialects, usage, history, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered. Prerequisite: ENG 102. Offered every two years.

ENG 336 Thoreau and His Contemporaries (3 credits)

This course considers the works of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Other members of the Concord School are also discussed. Prerequisite: ENG 102. Offered every two years.

ENG 342 Non-Fiction Prose (3 credits)

This course examines non-fiction literature as a literary genre with sub-genres, as a reflection of the social and cultural milieu in which it is produced, and as a reflection of a writer's style. Readings include reportage, history, biography, journals, travel writing, and general treatments of a variety of subjects. Prerequisite: ENG 102. Offered every two years.

ENG 400 Contemporary Western Drama (3 credits)

This course introduces students to significant current trends in the British theatre. Students will survey the national, West End, suburban, and fringe productions and evaluate them from theatrical, literary, artistic and social points of view. Offered as needed. (Open only to students on the Lansdowne College campus.)

ENG 435 Feature Writing (3 credits)

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a journalistic focus in the communications major. Students will learn how to develop and organize ideas, adopt their writing for specific audiences, and revise and polish their prose style. Prerequisites: ENG 235. Offered every two years.

Business Communication

Note: Business Communication courses may satisfy business and free elective requirements for non-business communications majors.

BCM 226 Mass Communication (3 credits)

BCM 226 is a survey course which covers the nature of mass media communication, its development and effect upon modern forms of communication. The course focuses on how and why the media operate as they do, as well as on how media performance might be improved to better meet the needs of consumers. Offered every two years.

BCM 227 British Mass Media (3 credits)

Students in this course will develop an understanding of both print and broadcast journalism in Great Britain. This course will also present the economic political, social and cultural context in which the British media operate. Offered as needed. (Open only to students on the Lansdowne College Campus.)

BCM 231 Writing for Public Communications and Public Relations (3 credits)

BCM 231 is a survey course requiring the writing of copy in public communication formats: news releases, features, editorials, brochures, speeches, profiles, newsletters, and annual copy. Prerequisite: ENG 220 or permission of instructor. Offered every two years.

BCM 322 Oral Communication For Business (3 credits)

This course provides students with the skills that produce effective oral presentations on business topics. The course includes formal individual speeches as well as interactive and group presentations. It is run as a seminar to provide students with experience as moderators. Prerequisite: ENG 212. Offered every year.

BCM 335 Introduction to Principles of Public Relations (3 credits)

This course introduces students to the theory, practice and evolution of public relations in America. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their various clients. Prerequisite: ENG 220. Offered every year.

BCM 341 Technical Report Writing (3 credits)

This course trains students to produce documents of a technical nature which are commonly found within a business context. Students are required to prepare a variety of technical reports including software programs, audits, technical manuals and feasibility studies. Prerequisite: ENG 220. Offered every year.

BCM 342 Writing for the Computer Industry (3 credits)

This course is designed to increase the student's ability to communicate high-tech information and to review, expand and apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design and text organization. Prerequisite: BCM 341. Offered every two years.

BCM 437 Managerial Communication (3 credits)

This course allows students the opportunity not only to complete research projects of a business nature for diverse audiences, but to design appropriate report

formats. Research leads to documented reports and oral presentations using appropriate visual aids. Prerequisites: ENG 212, ENG 220. Offered every year.

BCM 440 Graphics and Layout in Print Media (3 credits)

Students practice the art and craft of graphic design and layout, including copyfitting, font selection, and other aspects of the printing process. Students produce a variety of pieces during the semester including brochures, flyers and pamphlets. Prerequisite: ENG 220 or permission of instructor.

BCM 441 Desktop Publishing (3 credits)

Desktop Publishing will be a hands on introduction to desktop publishing utilizing IBM compatibles and Aldus Pagemaker software. In this course, students will learn the purposes, advantages and disadvantages of desktop publishing, learn how to create internal and external publications, logos, resumes and visual aids, and how to chose hardware and software. Offered every year.

BCM 444 Corporate Video (3 credits)

This course includes lectures on history, theory and video techniques as well as hands-on production experiences to provide students with theoretical and applied knowledge of non-broadcast television applications in corporate environments. Prerequisite: ENG 220. Offered every two years.

BCM 452 Public Relations Campaign Planning Seminar (3 credits)

This course offers practice in managing communication campaigns from the public relations perspective with emphasis on the production and presentation of campaign plans. Plans will include such issues as media, strategies, target groups, evaluation techniques and budgets. Case studies and actual clients will be used. Offered every two years.

BCM 490 Business Communication Cooperative Education Option

Students may use six hours of free electives for placement in a supervised field cooperative education experience. This provides working experience in an area within or closely related to the student's major. The cooperative position must be approved by the department at the recommendation of the Career Development Center. The student will report on the experience as required by the cooperative education syllabus. While the cooperative education is administered through the Career Development Center, academic evaluation is provided by the department. Prerequisite: Permission of Business Communication advisor and the Career Development Center.

Philosophy

PHL 110 Introduction to Philosophy (3 credits)

This course provides a general introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present. Offered every year.

PHL 214 Logic Language and Argumentation (3 credits)

PHL 214 is the study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization. Offered every year.

PHL 216 Business Ethics (3 credits)

Business ethics examines a philosophical study of moral issues in business. Topics include such issues as corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality vs. loyalty to employer, as well as theoretical issues such as capitalism vs. socialism. Offered every year.

PHL 230 Comparative Religion (3 credits)

PHL 230 is a study of the origins of religion, how man manifests his religious spirit in the most primitive periods of history, how his religious spirit refines itself in accordance with the rise of this level of consciousness. The course also reviews the emergence of various world religions and the reasons for their differences as well as similarities. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Mohammedanism. Offered every year.

The Social Sciences**Government****GOV 109 Introduction to Politics (3 credits)**

This introduction to politics examines theories of the purpose of government and the nature of man. Special attention is given to the democratic foundations of the United States. Offered every year.

GOV 110 American Politics (3 credits)

GOV 110 is the study of policy-making in the American national political system. Emphasis is placed on the interaction of institutions and political factors within. This emphasis on process encourages the development of a political perspective applicable to social and economic activities. Offered every year.

GOV 211 International Relations (3 credits)

The study of international politics is considered in GOV 211 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 the limitations of the model are emphasized. Prerequisite: GOV 109 or GOV 110 or junior standing. Offered every two years.

GOV 213 Comparative Government (3 credits)

In GOV 213 the political systems of various countries of the world are studied and compared through an analytical approach which accentuates participation, policy and political culture. Specific countries are selected for study according to the interests of both prospective students and the instructor. Prerequisite: GOV 109 or GOV 110 or junior standing. Offered every two years.

GOV 216 Constitutional Freedoms (3 credits)

This course studies the fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process. Prerequisite: GOV 109 or GOV 110 or junior standing. Offered every two years.

GOV 217 Politics and the Media (3 credits)

GOV 217 examines the relationship between the information media and the political system. Issues addressed include various models of the press, media roles in political education, propaganda, election campaigns, and first amendment issues. Students conduct a model political communication campaign. Prerequisites: GOV 109, or GOV 110, or BCM 226. Offered every four years to coincide with presidential elections.

GOV 314 Political Theory (3 credits)

GOV 314 is an analytical survey and study of major political and social theories in western culture from Plato to Marx, emphasizing the historical and fundamental concepts of freedom and justice in the modern state. Prerequisite: GOV 109, GOV 110, or PHL 110. Offered every three years.

GOV 380 British Government and Politics (3 credits)

This course focuses not only on the formal and informal institutions but also the processes by which the United Kingdom is governed. Special emphasis is placed on the extent to which the realities and practical workings of institutions and processes can form to their idealized or theoretical bases. Offered as needed. (Open only to students on the Lansdowne College campus.)

History**HIS 109 Ancient and Medieval History (3 credits)**

HIS 109 is an 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 civilization of Egypt, Mesopotamia, Greece, Rome and Western Europe. Offered every year.

HIS 110 Modern European History (3 credits)

HIS 110 is an 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. Offered every year.

HIS 213 American History (3 credits)

HIS 213 studies the 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. Offered every year.

HIS 214 American History (3 credits)

HIS 214 studies the 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 following World War II. Offered every year.

HIS 218 American Diplomatic History (3 credits)

HIS 218 studies the 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. Offered every two years.

HIS 220 Europe in the Twentieth Century (3 credits)

HIS 220 studies 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 are the subjects of study. Offered every two years.

HIS 224 Introduction to Canada (3 credits)

This course on the history of Canada embraces the period from 1500 to the present, focusing on the evolution of the two founding nations while examining the development of Canada in the North American context. Canada is studied from a historical, political, regional, economic and cultural perspective with special attention given to relations with the United States. Offered every three years.

HIS 241 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 World War II. Offered every two years.

HIS 245 America Since 1945 (3 credits)

HIS 245 is a study of the Cold, Korean, and Viet Nam Wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations with coverage of the Nixon-Ford and Carter years. Also considered are the new frontiers, the great society and the Civil Rights movement of the 1960's. Offered every two years.

HIS 300 Modern British Social History (3 credits)

This course surveys the social history of the United Kingdom from the 17th through the 20th centuries. Offered as needed. (Open only to students on the Lansdowne College campus.)

HIS 315 Russian/Soviet Society in the Twentieth Century (3 credits)

This course studies Russian/Soviet history from 1905 to the present with emphasis on revolutionary traditions, government and politics, culture and religion, and social philosophy. Prerequisites: Junior standing and completion of a core course in political science (GOV), sociology or history. Offered every two years.

HIS 430 Seminar in Civil War (3 credits)

The battles and campaigns that represented the important turning points of the Civil War are discussed with considerable attention to the factors that brought about the war. Prerequisite: HIS 213 or permission of the instructor. Offered every two years.

HIS 476 Seminar in American Revolution (3 credits)

This course deals with the events and factors which led to the outbreak of rebellion, the Revolution, and the period of nation-making which followed national independence. Offered every two years.

Psychology**PSY 108 Introduction to Psychology (3 credits)**

PSY 108 is an introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, behavioral deviation, perception, learning, and human development. It provides a basis for further study in related areas. Offered every semester.

PSY 211 Human Growth and Development (3 credits)

PSY 211 studies physical and psychological development from the prenatal period to death. In addition, the course considers the human patterns of development. Prerequisite: PSY 108. Offered every year.

PSY 213 Psychology of Individual Adjustments (3 credits)

PSY 213 studies the dynamics of adjustment to problems of modern living which includes those adjustments students have made, are making and will make. Research information and self-understanding are emphasized. Prerequisite: PSY 108. Offered every two years.

PSY 215 Psychology of Abnormal Behavior (3 credits)

This course offers students an opportunity to better understand human behavior. It also studies the similarities and differences between normal and abnormal reactions to environmental stimuli. Prerequisite: PSY 108. Offered every two years.

PSY 216 Psychology of Personality (3 credits)

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation. Prerequisite: PSY 108. Offered every two years.

PSY 217 Reading and Research in Psychology (3 credits)

Seminar and/or individual meetings. Prerequisite: 6-9 hours in Psychology including PSY 108 (at least 3 hours at NHC) and permission of instructor. Offered every three years.

PSY 220 Resident Life Psychology (3 credits)

This course will explore the psychological and social development of college students living in residence halls at college. Through discussion, written/oral projects and experiences, students will examine their first-hand job applications in the light of theories of student development, organizational theory and group-work. Open only to students in the Resident Assistant Program.

PSY 320 Psychology of Individual Differences and Special Needs (3 credits)

This course provides knowledge and understanding of exceptional children and adolescents. The approach is both theoretical and practical with required visits to schools and institutions. Prerequisite: PSY 108. Offered as needed.

PSY 331 Human Sexuality (3 credits)

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some use is made of the techniques and knowledge from the biological and social sciences, and the humanities. Personal insights as well as academic achievement are expected results of this course. Prerequisite: PSY 108. Offered every year.

Anthropology**ATH 111 Introduction to Cultural Anthropology (3 credits)**

ATH 111 is the study of preliterate and changing societies with an emphasis on the social organization and cultural aspect of the societies. Offered every two years.

ATH 310 Cross Cultural Business Communication (3 credits)

This course examines how American cultural values affect communication patterns and behavioral styles, both verbal and nonverbal. The course covers differences in

cultural patterns and looks at how such differences affect business activities.
Prerequisite: ENG 220. Offered every two years.

Sociology

SOC 112 Introduction to Sociology (3 credits)

This course studies the organization of social behavior and relationship of society and social conditions. Emphasis is placed on culture, norm stratification, systems, structure, social institutions and social change. Offered every semester.

SOC 213 Contemporary Social Issues of the United States (3 credits)

SOC 213 studies contemporary human problems in their historical context - crime and delinquency, poverty, prejudice, pollution, and alcoholism, etc. Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

SOC 317 Sociology of the Family (3 credits)

SOC 317 is the sociological examination of the family institution in America and other societies. Both traditional and nontraditional family patterns are studied to provide a structure for understanding sex, marriage, family and kinship systems.

Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

SOC 324 Crime and Violence in American Society (3 credits)

This course examines the nature, causes and consequences of crime and violence in American Society. Methods for detecting, preventing and treating criminal behavior are also discussed with a specific examination of local criminality and agencies of control. Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

SOC 326 Sociology of Deviant Behavior (3 credits)

SOC 326 is the sociological analysis of the nature, cause and societal reactions to deviance such as mental illness, suicide, drug and alcohol addiction, and sexual deviations. Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

SOC 328 Aging in Modern Society (3 credits)

This course is the examination of basic social processes and problems of aging. Social and psychological issues are discussed as well as issues involved with death and dying. Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

SOC 330 Minority Relations (3 credits)

This course examines minority relations in America and other societies including the nature of minority-dominate interaction, the sources and operation of prejudice and discrimination, and the typical reactions of minorities to their disadvantaged position. Prerequisite: SOC 112 or permission of instructor. Offered every two years.

SOC 410 Urban Issues in London (3 credits)

This course provides a sociological perspective on key issues in modern London. The London borough of Hackney will be used as the basis for detailed study, serving as an example of an inner city borough in which the major issues in the city as a whole can be examined. Offered as needed. (Open only to students on the Lansdowne College campus).

Fashion Merchandising

FMK 101 Basic Design and Color Theory (3 credits)

This course examines the basic principles of design including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. Offered every fall.

FMK 202 Fashion Merchandising (3 credits)

Fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores are studied. Classification merchandising systems, merchandise assortment plans and inventory control methods are analyzed. A field trip to New York City's market district is a possibility. Prerequisites: MKT 113, MKT 222 (may be taken concurrently). Offered every fall.

FMK 203 Retail Sales Promotion (3 credits)

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising and the design and execution of window and department displays are covered. Prerequisites: MKT 113, MKT 222, FMK 202, or permission of instructor. Offered every spring.

FMK 204 Product Analysis and Design (3 credits)

FMK 204 includes a study of textile information pertinent to merchandising, analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Correct concepts of color and design are explored and exposure is offered to non-textile materials used in the fashion industry. Offered every spring.

FMK 490 Fashion Merchandising Cooperative Education (3 credits)

The student shall have the option of (1) working as a cooperative student 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. Prerequisite: Consent of the Career Development Center.

Marketing

MKT 113 Introduction to Marketing (3 credits)

This course examines the basic functions involved in the exchange process designed to meet customer's needs. Such functions include marketing research, product design, promotional activities, distribution, and pricing. Offered every semester.

MKT 220 Sales Management (3 credits)

MKT 220 analyzes the sales function in modern business. This course consists of a study of management of field sales forces with special emphasis on structural planning as well as on operational control over recruiting, retention, supervision, motivation, compensation of sales personnel. Prerequisites: MKT 113. Offered every fall.

MKT 222 Principles of Retailing (3 credits)

This course studies the principles of retailing with emphasis on the development of retail institutions, merchandising, pricing, and contemporary problems of retailers in today's business environment. Prerequisite: MKT 113. Offered every spring.

MKT 223 Marketing Communications (3 credits)

This course presents the spectrum of communication vehicles businesses use to reach their target markets. Focus is upon strategic integration of promotional instruments to accomplish business objectives. Advertising, sales promotion, personal selling and publicity are topic areas examined. Prerequisite: MKT 113.

MKT 235 Sales and Persuasion (3 credits)

This course develops for the student an understanding of, and practical ability to use intelligent, ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life. Prerequisites: MKT 113, ENG 212. Offered every spring.

MKT 327 Retail Site Selection and Facilities Planning (3 credits)

This course is concerned with store location research and begins with an analysis of urban areas - their functions, land use patterns, spatial organization, and the urban economy. Also featured in this course are concepts of store layout and design as they relate to proper marketing strategy in a retail environment. Importance of atmospherics, internal traffic patterns and effective positioning of merchandise within a store are stressed. Prerequisite: MKT 113. Offered every spring.

MKT 329 Principles of Advertising (3 credits)

This course is designed to give students an understanding of advertising, its planning, creation, and use by approaching advertising from the viewpoint of management decision-making. Prerequisite: MKT 113. Offered every semester.

MKT 331 Industrial Marketing (3 credits)

This course explores the concepts of how a business organization buys, how the market is evaluated, how the industrial marketing mix is established, how industrial marketing plans are developed and how to sell to the military/government/industrial complex. Prerequisites: MKT 113, MKT 220 or permission of instructor. Offered every two years.

MKT 337 Marketing Research (3 credits)

MKT 337 introduces the student to the techniques of gathering, analyzing and using information to aid marketing decision-making. Student projects may be required. Prerequisites: ENG 103, MKT 113, and MKT 220. Offered every semester.

MKT 345 Consumer Behavior (3 credits)

This course explores the behavior that consumers display in searching, purchasing, using, evaluating, and disposing of products. Prerequisites: MKT 113, ADB 125, PSY 108. Offered every semester.

MKT 428 Advertising Research & Media Measurement (3 credits)

This course will apply marketing research techniques to the field of advertising. Topics covered include: research of an advertising campaign; and a survey of the research companies and reports used in evaluating the success of the advertising effort. Prerequisites: MKT 113, MKT 329, MKT 337. Offered every two years.

MKT 429 Advertising Campaigns (3 credits)

This advanced course in advertising and promotion covers the application of marketing strategies and theories to the development of a complete, multi-media advertising campaign. Aspects covered include: the gathering of primary and

secondary marketing research data, the establishment of an integrated marketing strategy plan, the development of creative exhibits in both the strategy print and broadcast media, and the construction of a media traffic plan. Students may compete as a team in the National Student Competition of the American Advertising Federation. Prerequisites: MKT 329, MKT 337, MKT 345 and/or permission of instructor. Offered as needed.

MKT 432 Marketing Strategies and Policies (3 credits)

Marketing Strategies and Policies is the capstone course of the undergraduate marketing curriculum. It focuses primarily on decisions required of marketing executives as they seek to develop, implement and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environments. Prerequisites: MKT 113, and completion of four of the following courses: MKT 220, MKT 222, MKT 329, MKT 331, MKT 337, MKT 345 and MKT 442. Offered every spring.

MKT 433 Multinational Marketing (3 credits)

The development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution and production activities is covered. International similarities and differences in marketing functions, as related to the cultural, economic, political, social and physical dimensions of the environment are examined. Also considered are the changes in marketing systems as well as the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: MKT 113, ECO 202. Offered every spring.

MKT 442 Retail Management (3 credits)

An advanced level course beyond the scope of MKT 222, MKT 442 is geared to the retailing major and those with general marketing and consumer behavior interests. Inventory planning and control, operational budgeting, interpreting consumer demand, mall management, and overall coordination of merchandising policies within a retail framework are covered. Prerequisites: MKT 113, MKT 222. Offered every spring.

MKT 448 Advanced Marketing Seminar (3 credits)

This course is an in-depth investigation into specialized research and application areas within the realm of marketing thought and theory. Issues and topics examined include, site location analysis, store design and layout, copy testing, concept testing, product testing, marketing information systems, ecological marketing and market simulation. Topics may differ each time the course is offered. Prerequisites: MKT 113, and permission of the instructor. Offered when needed.

MKT 480 Independent Study (3 credits)

Independent study allows the student to investigate any marketing subject not incorporated into the curriculum or to do in-depth study or research in a specialized area of marketing. Prerequisite: Permission of instructor, Department Chairperson and Academic Dean.

MKT 490 Marketing Cooperative Education (12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment

where marketing principles and practices can be learned firsthand. Prerequisites: Open to marketing majors only with permission of the Career Development Center.

MKT 495 Retailing Cooperative Education (12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Prerequisites: Open to retailing majors only with permission of the Career Development Center.

Mathematics and Science

MAT 050 Fundamentals (3 credits)

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

MAT 100 Business Mathematics (3 credits)

MAT 100 surveys the mathematical techniques essential to everyday business life. Operating statements, interest calculations, taxes, payroll, pricing, consumer credit and the metric system are all included among the topics at the discretion of the instructor. (Cannot be used as an elective by students who have completed MAT 110 or MAT 111 or MAT 150.) Offered as needed.

MAT 105 Merchandising Mathematics (3 credits)

MAT 105 surveys 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 MAT 110 or MAT 111 or MAT 150. A waiver of this restriction is awarded to four-year retailing majors.) Offered every fall.

MAT 110-111 Finite Mathematics I & II (3 credits each)

This sequence is designed to give the student a review of algebra and a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, math of finance, and matrix theory are investigated. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisite: MAT 110-none, MAT 111-MAT 110 or equivalent. Offered every semester.

MAT 112 Mathematics for Hospitality Administration (3 credits)

This applied mathematics course will include a variety of quantitative skills required by professionals in the hospitality field. Offered as needed. (Open to students enrolled in the Bachelor of Applied Science in Hospitality program).

MAT 150 Honors Finite Mathematics (3 credits)

Finite Mathematics is a one-semester course that includes material usually covered in two semesters by MAT 110 and 111. The course is designed for those students with a strong mathematics background in algebra. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisite: Permission of the Mathematics Department Chairperson. Offered every fall.

MAT 210 Introduction to Calculus for Business Students (3 credits)

This course examines business functions which are non-linear related. The fundamentals of differential and integral calculus are developed and applied. (A student who has completed MAT 251 may not register for MAT 210). Prerequisite: MAT 111 or equivalent. Offered every semester.

MAT 220 Statistics (3 credits)

MAT 220 is a fundamental course in the application of statistics including descriptive statistics, probability distributions, hypothesis testing and basic linear regression. (A student who has completed MAT 250 may not register for MAT 220). Prerequisite: MAT 111 or equivalent. Offered every semester.

MAT 250 Honors Statistics (3 credits)

This course is designed to provide a challenge for the MAT 150 student. Applications and some theory of statistics are presented in greater depth than in MAT 220. (A student who has completed MAT 220 may not register for MAT 250). Prerequisite: MAT 150 or permission of instructor. Offered as needed.

MAT 251 Honors Business Calculus (3 credits)

This course is designed to provide a continued challenge for the MAT 150 student. Differential and integral calculus are discussed in greater depth than MAT 210. As a result, more time can be allotted to theory and a variety of applications to business and economics. (A student who has completed MAT 210 may not register for MAT 251). Prerequisite: MAT 150 and exposure to high school calculus or permission of the instructor. Offered every fall.

MAT 300 Regression Analysis (3 credits)

Beginning with a review of hypothesis testing, the course quickly moves into a study of regression analysis of residuals, multiple regression, polynomial regression, indicator variables, and analysis of variance (as an extension of regression). Experience using both interactive statistical packages is provided. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 305 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, linear programming, inventory control, queuing theory, replacement theory and simulation. The course may integrate computer work with classwork (at the discretion of the instructor). Prerequisite: MAT 220 and CIS 100 or equivalent. Offered as needed.

MAT 310 Non-Parametric Statistics (3 credits)

This is an introductory course in nonparametric statistical techniques as they apply to business applications. Various procedures are examined based on the scales of measurement. Independent and dependent sampling tests for 2 and sample cases are examined. SPSS and STATPAK are used to expand on the examples. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 315 Topics in Statistics (3 credits)

Topics will vary from year to year but will be selected and departmentally approved from the following groups of topics: sampling techniques, index numbers, time series, ANOVA, and decision theory. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 320 Discrete Structures (3 credits)

This course studies those mathematical structures whose objects and operations can be efficiently manipulated by computers. The techniques of groups, rings, fields, and combinatorics (graph theory and counting) will be used to study structures appropriate to computer science, error correcting codes, logic circuits, sorting algorithms, automata, and formal languages. Prerequisite: MAT 111 or MAT 150. Offered every spring.

MAT 325 Topics in Mathematics (3 credits)

Topics may vary from year to year, but they will be selected and departmentally approved from the following group: linear algebra, logic, number theory, history of mathematics, differential equations, numerical integration and differentiation, curve fitting, and computer applications in mathematics. Prerequisite: MAT 210 or MAT 251 or equivalent or permission of the Department Chairperson. Offered as needed.

Science**SCI 110 Survey of the Physical Sciences (3 credits)**

SCI 110 studies selected topics in the areas of chemistry, physics, geology and astronomy, and the impact of these areas of study in our society. Offered as needed.

SCI 111 Survey of the Biological Sciences (3 credits)

In this course selected topics within the various biological sciences are studied. Ecology in our modern society, as well as historical developments, are considered. Offered as needed.

SCI 115 Contemporary Health (3 credits)

Contemporary Health will introduce the three major dimensions of health - physical, emotional and social. A study of issues such as health, nutrition, substance abuse, infectious diseases, and stress management will be discussed. The student will learn to relate a knowledge of health intelligently to the social issues of our day. Offered as needed.

SCI 119 Man and His Environment (3 credits)

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

SCI 120 Energy and Society (3 credits)

This course surveys various forms of energy which are available in an industrial society. The environmental impact as well as the continued availability of each form of energy 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. Offered as needed.

---Offered only in the Division of Continuing Education.

Reserve Officer Training Corp

Note: This program is offered at the University of New Hampshire.

The Army and Air Force offer Reserve Officers Training Corps (ROTC) programs leading to a commission as a second lieutenant in their respective services. Both programs are open to men and women. Students in either ROTC program may pursue any University curriculum that 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. In addition to on-campus ROTC course requirements, students must attend an officer preparatory training session for a part of one summer.

ROTC is open to all students pursuing a baccalaureate degree who have a minimum of two academic years or more remaining within their degree program. Entering freshmen may pre-register for Military Science 413 (AROTC) or Aerospace Studies 415 (AFROTC). Sophomores desiring to enter ROTC should check with either the Army or Air Force enrollment advisers located in Zais Hall.

Two-year ROTC programs are open to students who have academic years of study remaining at the University. Applicants for the two year program must attend a six-week training session during the summer immediately before their entry into ROTC.

Aerospace Studies (AERO), Reserve Officer Training Corps

Professor of Aerospace Studies: Col. Arthur J. Heaphy, Jr.

Assistant Professors: Maj. David L. Stoh, Capt. Gregory S. Meserve, Capt. Gloria A.L. Copeland.

Leadership Laboratory is required each semester of all Air Force ROTC students seeking commissions as second lieutenants in the U.S. Air Force upon graduation. Students taking Air Force ROTC courses for credit, but not seeking commissions, need not register for this lab.

301 Leadership Laboratory (1 Credits)

This command and staff leadership laboratory is taken by all AFROTC cadets throughout enrollment in AFROTC. Included in this program are Air Force customs, courtesies, drills, ceremonies, career opportunities, and the life and work of a junior officer. Student leadership potential is developed in a practical supervised laboratory. Students participate in field trips to Air Force installations.

415 The Air Force Today I (1 credit)

This course covers the development, mission, and organization of the Air Force as an instrument of the U.S. national defense policy.

416 The Air Force Today II (1 credit)

The major Air Force commands, roles of separate operating agencies, organization, systems, and operations of strategic defense, and general purpose aerospace forces are examined in this course.

541 The Development of Air Power I (1 credit)

Topics such as the nature of warfare, the development of air power from balloons and dirigibles through World War II are discussed.

542 The Development of Air Power II (1 credit)

The development of air power from post-World War II through the peaceful use of air power in Berlin, the Cuban crisis, the air war in Southeast Asia, and the research and development of present and future aerospace vehicles are presented.

671 Air Force Management and Leadership I (4 credits)

This is an integrated management course emphasizing the individual as a manager in the Air Force. Motivational, behavior, leadership, communication, group dynamics, and decision making in a changing environment are studied. Air Force case studies are presented.

672 Air Force Management and Leadership II (4 credits)

Organizational and personal values, management of forces in change, organizational power, politics, managerial strategy, and tactics are analyzed. Air Force case studies are included in Air Force Management and Leadership II.

681-682 National Security Forces in Contemporary American Society I and II (4 credits each semester)

This full year course focuses on the armed forces as part of American society, emphasizing civil-military relations in context of U.S. policy formulation and implementation. Attitudes toward the military, socialization processes, the role of the professional military leader- manager, and the requirements for adequate national security forces are analyzed. The political, economic, and social constraints on the national defense structure as well as the impact of technological and international developments on strategic preparedness are examined. The variables involved in the formulation and implementation of national security policy, military justice and administrative law complete the topics covered in this course.



The Culinary Institute of New Hampshire College

Established in 1983 on the North Campus, The Culinary Institute is the newest of New Hampshire College's degree programs. The institute's inception is a result of the College's commitment to meet newly-defined consumer and student needs in the New Hampshire area as well as the adjacent tourist locale. Students are prepared to meet the challenge of careers in the food service industry.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, is designed to combine academic knowledge with "real world experience." Students learn and then practice: basic and advanced skills in food preparation and service; bookkeeping and effective cost control; menu planning; and layout and work flow of kitchens and professional equipment found in the food service industry.

English and liberal arts courses are offered to assist students in developing skills that contribute to a professionally productive life. A work internship is required as well, in order to put to use knowledge acquired in the classroom.

Culinary Arts Curriculum

| First Term | | | Credits |
|-------------|-----|----------------------|----------|
| TCI | 110 | Culinary Skills | 3 |
| TCI | 112 | Pantry | 3 |
| TCI | 113 | Bakeshop I | 3 |
| ENG | 101 | Basic Writing | 3 |
| | | or | |
| ENG | 102 | Process Writing | 3 |
| TCI | 115 | Food Purchasing | 3 |
| | | | <hr/> 15 |
| Second Term | | | |
| TCI | 115 | Psychology | 3 |
| TCI | 111 | Food Production | 3 |
| TCI | 114 | Bakeshop II | 3 |
| TCI | | Elective | 3 |
| | | or | |
| ENG | 102 | Process Writing | 3 |
| TCI | 127 | Nutrition/Sanitation | 3 |
| TCI | 225 | Internship Seminar | 2 |
| | | | <hr/> 17 |
| Summer Term | | | |
| TCI | 390 | Culinary Internship | 6 |

Second Year

| | | | |
|---------------|-----|---------------------------|----------|
| TCI | 217 | Classical Cuisine | 3 |
| TCI | 220 | Garde Manger | 3 |
| TCI | 235 | Regional Cuisine | 3 |
| TCI | 236 | Internship Seminar II | 1 |
| TCI | 243 | Management/Supervision I | 3 |
| TCI | 126 | Mathematics | <u>3</u> |
| | | | 16 |
| TCI | 218 | International Cuisine | 3 |
| TCI | 237 | Menu/Facilities Planning | 3 |
| TCI | 250 | Management/Supervision II | 3 |
| | | Elective | 3 |
| | | Elective | <u>3</u> |
| | | | 15 |
| Total Credits | | | 69 |

Electives

| | | | |
|-----|-----|------------------------|---|
| TCI | 222 | Meat Identification | 3 |
| TCI | 233 | Seminar/Computers | 3 |
| TCI | 240 | Advanced Pastry | 3 |
| TCI | 241 | Food & Literature | 3 |
| TCI | 244 | Chef as Teacher | 3 |
| TCI | 245 | Catering | 3 |
| ENG | 220 | Business Communication | 3 |
| | | or | |
| ENG | 212 | Public Speaking | 3 |
| | | or other USB courses | |

A student will take ENG 101 if necessary prior to ENG 102. All students are required to pass the English Competency Exam.

A student must have completed 29 credits with a minimum G.P.A. of 2.0 to qualify for TCI 390 (Culinary Internship).

A student may waive TCI 126 (Mathematics) if qualified.

Culinary Institute Course Descriptions**TCI 109 Food Purchasing (3 credits)**

This course exposes the student to the duties of stewardship and all related purchasing functions. Selecting purveyors, ordering, receiving, storage and issuing are examined as well as all the specifications and paperwork involved. The student is also introduced to examination of grades, types and varieties of fruits, vegetables, meats, fish and sundry products.

An overall view of the food purchasing function is not only studied but actually practiced by the students. Offered once a year.

TCI 110 Culinary Skills and Procedures (3 credits)

As the foundation course for a student's culinary career, Culinary Skills and Procedures emphasizes mastering the use of tools, techniques and vocabulary which apply to the kitchen environment. Extensive classroom lectures, demonstrations and hands-on production assist the student in focusing attention on detail, neatness, and following correct procedure. This class also develops proper attitudes toward the

culinary profession in accordance with the Institute's high standards. Offered once a year.

TCI 111 Food Production (3 credits)

Food Production continues TCI 110 with lectures and demonstrations to strengthen the student's background and knowledge of cooking techniques and their application to a variety of products. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110. Offered once a year.

TCI 112 Pantry (3 credits)

This course covers breakfast cookery, salad preparation, sandwich preparation, basic sausage making and the process of making, purchasing, storing and displaying cheese. Students are lectured on a specific technique at the beginning of class and then allowed to practice the technique before incorporating it into a recipe during lab time. Plate presentation and garnish will be required for each day's product. Offered once a year.

TCI 113 Bakeshop I (3 credits)

This course defines basic baking terminology, ingredients, and methods. Basic techniques are applied to the actual production of baked items including breads, doughnuts and puff pastries. The student will be able to analyze the components of baked products and evaluate the finished products against industry standards while developing an appropriate professional attitude toward the baking/culinary field. Offered once a year.

TCI 114 Baking II (3 credits)

This course is a continuation of TCI 113, Bakeshop I. A lecture and lab format is used to introduce students to techniques used in the production of doughnuts, eclair paste, pies, cakes, and miscellaneous dessert preparations. Prerequisite: TCI 113. Offered once a year.

TCI 115 Psychology (3 credits)

This introductory course gives students the opportunity to evaluate their personal strengths and weaknesses in relation to their varied roles. Students apply interpersonal strategies and techniques within experimental exercises and use critical evaluation of readings and group experiences. Offered once a year.

ENG 102 Process Writing (3 credits)

This course stresses composition skills and rewriting. It also requires analysis and response to a variety of essays. In order to receive credit for English 102, the student must pass a final English Competency Exam designed to measure his or her abilities to write coherently, correctly and thoughtfully, and to analyze accurately. Prerequisite: ENG 101. Offered once a year.

TCI 126 Mathematics (3 credits)

This course reviews the computational arithmetic skills required for accurate food service preparation, operation and management. Emphasis is placed on methods used to solve mathematical problems which relate to food service operations. Topics covered include: operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversion, menu pricing, food cost, inventories, break-even analysis, and financial statements. Use of a calculator is stressed. Offered once a year.

TCI 127 Nutrition/Health (3 credits)

Through this course the student will develop knowledge toward a cohesive concept of health. Because the majority of all diseases and illnesses are directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for him/herself. In addition, sanitation and safety as they apply to the work place are studied. The fundamentals of food service sanitation and the techniques of proper sanitation practices, safety practices and first aid are discussed. The development of an appropriate professional attitude toward food service sanitation and safety is stressed. Students may qualify for National Restaurant Association certification. Offered once a year.

TCI 217 Classical Cuisine (3 credits)

Historical in nature and artistic in philosophy, classical cuisine is the master French chef's approach. The student is expected to assimilate, through demonstration, production and service of fine French cuisine, a sense of his/her heritage in the culinary arts. The brigade system is stressed and used. Tableside cooking and preparation are explored featuring appetizers, salads, entrees, flaming desserts and coffees. Prerequisite: TCI 110, TCI 111. Offered once a year.

TCI 218 International Cuisine and Service (3 credits)

In this production class, the student prepares the cuisine of six different nationalities. Mid-Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced and then a set menu is provided for service in the Culinary Dining Room. All facets of a country's cuisine, from appetizers through desserts, are studied. Prerequisite: TCI 217. Offered once a year.

TCI 220 Garde Manger (3 credits)

The presentation of this course is as diverse as the industry's position of Garde Manger. The student is introduced to the food show competition in both hot and cold food disciplines through in-house competitions which emphasize the development of the student's eye for quality and aesthetics. Basic ice carving, buffet layout, and design with extensive cold food work, including chaud froid and aspic, are taught. Prerequisites: TCI 110, TCI 111, TCI 217. Offered once a year.

TCI 222 Meat Identification (3 credits)

The material covered in this course is extremely important in relation to all other laboratory courses offered in the curriculum. Because meat is one of the most expensive items handled in the food service industry, one must have a thorough understanding of buying, butchering and preparing. The subject matter is taught from the chef's point of view and covers animal anatomy for all the classes of animals used for meat, and boning primal cuts into sub-primal cuts and restaurant service cuts. Other topics covered are inspection, grading, yield grading, variety meats, beef, veal, pork and lamb, charts, and butchering. All the tools of the butcher shops, including hand, power saws and grinders are used. As the different cuts of meat are produced, they are discussed in terms of cooking the product properly for the best yield. The course emphasizes purchasing a quality product for the menu and breaking it down, preparing it well, and presenting it to get the best profit. The student will be able to use this material to great advantage in all areas of food service and will gain extensive knowledge of ways to deal with a salesman when purchasing meats and setting up a standardized meat buying system. There is also information on composition and structure of meats and poultry, their classifications and their market forms. Butchers as well as meat company representatives are

invited to class to share their experiences. Appropriate field trips will be arranged. Offered once a year.

TCI 223 Senior Seminar (3 credits)

A capstone course in which students study career possibilities, develop basic computer literacy, and apply management theories and supervisory skills through case studies. Opportunities to hear professionals discuss the food service industry as well as participate in lab demos are also provided.

Senior Seminar offers three components:

Computer:

Introduction to computer

Wordperfect Jr.

PC Applications to hospitality industry

Communication in the profession:

Getting a job - resume update

interview skills

career skills

Interaction on the job - Human Behavior in Organizations

Exercises and Guest Speaker

Chef Presenters - Guest lecturers

Discussions

Demonstrations with follow up evaluations

Seniors who successfully fulfill the requirements of Senior Seminar will have an understanding of the following:

- computer use in food service industry
- career choice specifics
- professionals' experiences

Offered as needed.

TCI 226 Internship Seminar I (3 credits)

Internship Seminar I prepares students for full participation in their internship. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science, psychology) to the workplace. Students are assisted in finding an internship best suited to their individual needs and career aspirations. Requirements for receiving academic credit for the internship are set forth in this course. Offered once a year.

TCI 233 Bakeshop III Classical Baking (Elective) (3 credits)

Through the use of lecture, demonstration and student participation in baking labs, the student should become more proficient in baking techniques learned in the previous two classes. More emphasis will be placed on classical terms, desserts, terminology, equipment, and techniques. Specific emphasis on decorative projects. Prerequisites: TCI 113, TCI 114. Offered once a year.

TCI 235 Regional Cuisine (3 credits)

This course explores the historical implications of, and their effect on, the development of Regional American cuisines. The diverse ethnic backgrounds, regional availability, and their role in the development of truly American dishes are explored. The student will assemble and produce menus which encompass cuisine from a region's earliest beginnings to a variety of food that is prepared today. Offered once a year.

TCI 236 Internship Seminar II (1 credit)

Internship Seminar II is a required post-internship course combining class and conference time. Class time is devoted to readings and discussions of the social sciences which affected the internship experience. Oral presentation of the internship projects will be scheduled. Conference time centers on the updating of resumes for career placement and finalizing and evaluating the written portion of the internship project. Prerequisites: TCI 225, TCI 390. Offered once a year.

TCI 237 Menu/Facilities Planning (3 credits)

Understanding that a menu is the focal point of any food service operation, proper menu planning is vital for success. This class is structured to give the student a firm working knowledge in menu writing techniques. Color, layout, design and merchandising tools, as they pertain to different establishments, are discussed. The student participates in actual menu design and facilities layout of a food service establishment according to his/her own specifications as part of a class project. Offered once a year.

TCI 240 Bakeshop IV Advanced Pastry (Elective) (3 credits)

This practical lab course introduces students with an interest in baking to more advanced mediums used in decorative pastry items. Each class session begins with a discussion of a specific medium and the scientific principles governing its manipulation. Students are presented with a basic recipe and technique and are given lab time to develop their skill with each medium. Ways to incorporate the item of the day into a more elaborate showpiece are taught as well. Prerequisite: TCI 113, TCI 114. Offered as needed.

TCI 241 Food and Literature (3 credits)

Food and Literature is a course designed to develop critical reading/thinking skills through the analysis and discussion of literary and journalistic selections that contain, to some degree, the theme of food. Selections will span several genre: poetry (including mythology), novel, short story, non-fiction. The text serves as initial reference for historical context with other resources providing a broad choice of readings for critical analysis and enjoyment. Offered as needed.

TCI 243 Management and Supervision I (3 credits)

The principles of proper dining room service and management are presented. Techniques of good customer relations and product merchandising are stressed. Practical exercises in American service and its variations with Russian and banquet services allow the student to gain an understanding of the interaction between the "Back of the House" and the "Front of the House." Mixology and beverage management are also examined. Offered once a year.

TCI 244 Chef as Teacher (Elective) (3 credits)

This course focuses on the preparation of students for the role they will have as teachers in the food service industry. Seniors are presented theories and methods of teaching. Senior student teachers then develop and present three full menu lesson plans one-on-one to professional educators from various academic disciplines at New Hampshire College. Formal and informal evaluations are conducted during the dinners at the conclusion of each class. Prerequisites: Permission of TCI staff. Offered as needed.

TCI 245 Catering (Elective) (3 credits)

This course discusses the requirements and demands of establishing and maintaining both on and off-premise catering businesses. Skills in planning for a successful catering company are developed through the preparation of a business plan and a market study. Weekly lab sessions are utilized to teach canape and hors d'oeuvre preparation as well as attractive platter garnishing and buffet set-ups. Students are required to organize, prepare and serve a catered function as a class project. Prerequisites: TCI 110, TCI 111, or staff approval. Offered as needed.

TCI 250 Management and Supervision II (3 credits)

This is a combined lecture and lab course. Students are involved, on lab weeks, in the study and preparation of tableside cooking, in addition to running an actual dining room utilizing hand service. Lecture weeks are spent discussing supervision as it applies specifically to the hospitality industry. A case study method is used to encourage students to participate in problem solving and decision making in the context of a dining room supervisory role. Prerequisite: TCI 243. Offered once a year.

TCI 390 Culinary Internship

The internship is an intricate part of the student's development in the field of Culinary Arts. It is in this phase of his or her education that the student spends a minimum of 600 hours working in a bona fide restaurant or other food service operation utilizing the skills and theories that have been developed in the first year of culinary education. The grading of this course comes in three forms: an employer evaluation, an on-site, in-field evaluation by a TCI instructor, and a written report by the student which correlates the classroom education to actual hands-on learning. The goals of the course are to aid the student to:

1. Develop appropriate work values and habits
2. Gain confidence for future employment
3. Test career choices early and realistically
4. Gain understanding of human relations
5. Apply what has been learned in the classroom.

Offered once a year.



GRADUATE SCHOOL
OF BUSINESS

The Graduate School of Business

New Hampshire College's graduate programs in business have played a significant role in the institutions ongoing evolution. Inaugurated in 1974, the graduate business curriculum was originally conceived and developed as an evening degree program, serving primarily nontraditional students already engaged in full-time employment. While this focus continues to be a conspicuous force in the life of the graduate school, it has been complemented by the establishment of a full-time day graduate program in 1982, a move made possible by the College's acquisition of its North Campus. There are now over 1,700 students enrolled in the graduate school.

A separate school within the College since 1981, the Graduate School of Business shares several characteristics with the other academic divisions. It believes in the importance of maintaining an effective working relationship with a broad range of companies, public agencies and departments, and other public and private organizations. It encourages an active interchange of perspectives and experience between the classroom and the workplace, and promotes interaction between active practitioners and both faculty and students. In addition, the graduate school is committed to the objective of community education, and offers its programs at several satellite locations in addition to on-campus, thereby extending the opportunity for more advanced education in business-related disciplines to working adults at times and sites less accessible to more traditional degree programs.

The full-time day program has introduced other elements to these relationships, not only through a wider diversity of background and outlooks, in and out of the classroom, but also through the growing involvement of day graduate students in institutional life, as student consultants, tutors, resident assistants, and other responsibilities.

Approximately one-half of the full-time enrollment consists of international students, underscoring the College's commitment to pluralistic education, and contributing additional perspectives of management in the context of other cultures. A significant number of day students, both international and domestic, are persons who have taken leaves of absence from their places of employment to pursue their degrees on an accelerated basis.

Graduate Education in Business

In addition to the characteristics which it shares with other parts of the College, the graduate school is particularly committed to the following:

- To provide deeper and broader understanding of the dimensions and relationships which operate in the affairs of business organizations. The common core of courses is an explicit statement of this commitment, recognizing the overall functional and organizational context of business institutions.
- To enhance skills and techniques to be used in pragmatic approaches to both immediate problems in organizational administration and longer-range issues and concerns of regional, national, and global scale. Students are expected to become familiar with the use of analytical tools and related resources, and in their effective application in decision-making and policy formulation. As students progress through their graduate curricula, they acquire further skill in integrating their prior skills and perspectives into new situations.
- To embrace both the concepts of global interdependence and the growing necessity of effective social and transcultural interaction. The graduate school early recog-

nized, through its international business program, the importance of an awareness of the world-wide economic system, and continues to emphasize this awareness and an explicit sense of the intercultural environment of both domestic and multinational business enterprises.

- To promote ongoing professional education. This is reflected in the commitment of the faculty and staff to their own intellectual and professional growth; in the continued enrollment of practicing managers and executives in the graduate programs; and in the graduate school's cooperation with the educational objectives of companies, professional societies, and other bodies.
- To sustain a high quality of teaching and academic excellence. Both full-time and adjunct faculty members are selected not only on the basis of academic credentials and professional competence, but also for their ability to work effectively with students in responding to the challenge of graduate studies and for their commitment to a stimulating academic environment. These traits are maintained and enhanced by regular interaction of full-time and adjunct instructors, within and beyond their academic disciplines, and by the specific input of representatives of the business community into the processes of curriculum and program development.

Facilities and Activities

The administrative center of the graduate school is located at the 500-acre North Campus, in Alumni Hall, a spacious modern building; both day and evening classes are held in this facility. Alumni Hall also houses the computation center for the graduate school, including a cluster of remote terminals connected on-line with the College's IBM 4341 and related equipment at the South Campus, as well as microcomputing equipment and word-processing facilities which are also accessible for student use. These computation resources support a variety of software appropriate to business operations, including BASIC, COBOL, FORTRAN, PASCAL, and the integrated academic operating system, MUSIC. Statistical and analytical packages, simulation and modeling software, and specialized programs in a variety of academic disciplines and functional areas are accessible through the College's systems. Graduate students also make use of the collection and facilities of the Shapiro Library for research, preparation of presentations, and other projects and activities related to media resources and information sources.

The graduate school is also the headquarters of ongoing educational enterprises. The *Journal of Educational Computing Research* is a scholarly quarterly which publishes original research, reviews, and other studies related to the applications, effects, and implications of computer-based education. In addition, the graduate school is one of a number of schools throughout the United States which participate in the Small Business Institute, a program which provides advanced students with the opportunity to serve as consultants to actual small business operations, assisting them in resolving operational problems.

The graduate school also offers courses, primarily in the evening, at several satellite locations elsewhere in New Hampshire, at the Brunswick Naval Air Station in Maine, and at the Roosevelt Roads Naval Station in Puerto Rico. These centers are administered by onsite directors and staff; details of the specific programs available at these locations may be found in the section, "WHERE PROGRAMS ARE OFFERED."

Additional information regarding on-campus housing, health services, athletic facilities, placement, and other recreational and extra-curricular resources of the College may be found in the Student Activities section of this catalog.

Admission

Unconditional Admission

Unconditional admission to any of the MBA programs or the MS program in Accounting or Computer Information Systems, requires that the applicant have earned a bachelor's degree from an accredited institution of higher learning, with an academic record of 2.5 or better, or 2.7 in the latter half of a completed academic program. In addition, the applicant must have completed specific background preparation in the areas of accounting, economics, mathematics, statistics, business organization, data processing, marketing and law. The MS in CIS requires background preparation in COBOL, files, and one other advanced computer language.

If any of the above requirements have not been met, the applicant may still be eligible for limited admission, in which case, the student will be required to satisfy the deficiency in addition to meeting the requirements of his/her chosen graduate program.

Unconditional admission to the MS program in Business Education requires that the applicant have earned a bachelor's degree in a business discipline or in business education, or have at least one year of business teaching experience; and that the applicant present scores of either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). No minimum score is specified.

Advanced Certificate Only Admission

Applicants for the advanced certificate only programs are required to have earned a bachelor's degree from an accredited institution of higher learning, and must satisfy the specific background preparation and/or other prerequisites for the courses in the certificate programs.

Unclassified Admission

Persons wishing to be admitted in unclassified status (i.e., to enroll in one or two courses as a special student) must also satisfy any specified background preparation requirements and/or prerequisites, in addition to possessing a bachelor's degree or higher from an accredited institution.

GMAT

Students admitted to the MBA program and to the MS program in Accounting or Computer Information Systems, are required to submit scores on the Graduate Management Admission Test (GMAT) at the time of their admission or within six months of their admission to the graduate school. No minimum score is specified.

New Hampshire College and University Consortium

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges and universities in New Hampshire that promotes cooperation and exchange of programs and resources.

New Hampshire College students may benefit from access to library collections as well as course work in nearby institutions on a space available basis at the following institutions: Colby-Sawyer College, Daniel Webster College, Dartmouth College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, Saint Anselm College and the University of New Hampshire.

Transfer Credit

Graduate credit earned at another accredited institution during the last five years may be accepted in satisfaction of New Hampshire College courses. A maximum of six semester hours may be transferred into any of the MBA degree programs or the MS programs in Accounting or Computer Information Systems; a maximum of eight semester hours may be transferred into the MS program in Business Education. Credits are transferable; grades are not. Grades earned at other institutions do not appear on the student's NHC transcript, nor are they calculated in the overall GPA.

Again, the criteria for accepting a course in transfer are as follows:

1. The student must have received B or above in the course.
2. The course must have been taken within the past five years.
3. The student must provide an official transcript indicating the course was taken for graduate credit.
4. The course must have been taken at an accredited institution.
5. The course must be appropriate to the program being pursued.
6. The Dean of the GSB gives final approval on transfer credits.

Financial Aid

Students enrolled or accepted for enrollment in either day or evening graduate programs may be considered for several forms of institution and federal financial aid. Scholarship and work programs are provided by the College. Title IV Federal Student Assistance programs to which graduate students have access include the National Direct Student Loan Program (NDSL), College Work Study Program (CWS), Guaranteed Student Loan Program (GSL) and the Auxiliary Loan Program (ALPS).

Application procedures include submission of the College Board's Graduate and Professional School Financial Aid Service Form (GAPSFAS).

Additional details are available from the Financial Aid Office.

1989-1990 Costs

Graduate School of Business

Full Time Day Program

Students enrolled in the day programs may expect their program to cost:

| | |
|---------------------|--|
| Tuition | \$10,775 |
| Fees | \$ 270 (approximately) |
| Housing on Campus | \$ 2,400 double room (six months) \$ 2,980 single room (six months) |
| On-Campus Meal Plan | \$ 1,386 (six months) |
| Books and Supplies | \$600-700 per year |

The full time tuition and fees entitle the student to complete background courses plus the twelve course MBA program in Administration, or, any 16 course program. An additional charge is assessed for each background course taken in conjunction with a 16 course degree program.

The tuition and fees entitle a full-time day graduate student to take up to eighteen months from the date of initial enrollment to complete his/her degree requirements; if the student needs additional time for program completion, additional tuition and fees will be assessed for all courses taken after the eighteen month period.

Evening Programs

Students enrolled in the evening program may expect to pay:

| | |
|---------|--------------|
| Tuition | \$576/course |
| Fees | \$ 50 |

Books and supplies are sold separately.

Academic Policies

Academic Honesty

The New Hampshire College and the Graduate School of Business expect all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the College or the Graduate School of Business. Students found to be involved in such activities are subject to serious disciplinary action up to and including expulsion.

Plagiarism is defined as the use, whether by paraphrase or direct quotation of the work, published or unpublished, of another person without full and clear acknowledgment.

Cheating would include the giving or receiving of unauthorized assistance on quizzes, examinations, and written assignments, including computer generated assignments, from any source not approved by the instructor.

Class Attendance

It is the responsibility of each student to attend all of the scheduled class meetings in a given course. Faculty members may withdraw a student because of absence from class. In those circumstances when students cannot attend a scheduled class, they must understand that the faculty member is not obligated to excuse the absence, and such absence(s) may result in being withdrawn from the course.

****Withdrawal from Courses**

Until the fourth scheduled class meeting, a student may withdraw from a course by completing a withdrawal form at the North Campus or any Center location. The faculty member's signature is not required. After the fourth class meeting, a student wishing to withdraw from a course must meet with the instructor in person to discuss the withdrawal and complete the withdrawal form. The faculty member's signature is required.

No course withdrawals are permitted after the tenth class meeting except under extreme circumstances and only with the instructor's recommendation and the approval of the Dean.

Non-attendance at class meetings is not construed as a withdrawal. An instructor may withdraw any student from a course on the grounds of excessive (three or more) absences, and/or if, in the opinion of the instructor, the student will be unable to complete the course requirements satisfactorily. Full-time day students must meet with the Academic Coordinator to approve withdrawals, and each withdrawal counts as one of the sixteen courses covered by full-time tuition.

Transcript Request

Except as provided by the Federal Education Rights and Privacy Act and in instances where a student consents to release his/her 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.

Parents who pay the cost (in full or in part) of their child's education may request their son's/daughter's transcript. 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 to a student or former student whose financial obligations to the College have not been satisfied.

Transcript Cost

There is a charge of \$2.00 per transcript.

English Language

Students whose primary language is not English are required to submit scores on the Test of English as a Foreign Language (TOEFL). The American Language and Culture Center, at the South Campus offers intensive instruction to students needing more proficiency in speaking and writing English. Students who require instruction in English should be advised that their tenure at NHC could be extended by several terms and that additional tuition is charged for the ESL (English as a Second Language) and GLS (Graduate Language Study) programs.

Students who have not submitted a TOEFL score or students whose TOEFL is below 550 must have their English skills assessed upon arriving on campus. Based on the results of the assessment tests, students who need additional English language study may fall into one of two categories:

1. Assignment to the Graduate Language Study (GLS) Class will occur for students who need additional work in English but whose skills are strong enough to accommodate some graduate study. Students in this group may take one or two graduate courses or prerequisites concurrently. Students with TOEFLs between 500 and 550 generally fall in this category.
2. Students who need full-time English study will be assigned to an ESL (English as a Second Language) class for one or more terms until their skills are strong enough for Graduate Study.

Confidentiality of Records

Access to students' records is restricted by federal law and College policy. Grades are provided only in written reports mailed to students promptly following the completion of each course.

Grades

Students are graded upon their performance according to the traditional system of A (4.00), A- (3.66), B+ (3.33), B (3.00), B- (2.66), C+ (2.33), C (2.00), and F (0). No credit is granted for a grade of F. Other grades include:

| | |
|--------------------|-----|
| Incomplete* | I |
| Incomplete/Failure | I/F |
| Satisfactory | S |
| Unsatisfactory | U |
| Credit | CR |
| Audit | AU |
| Withdraw** | W |
| Transfer Credit | T |

***Incomplete Performance**

The grade of I is assigned when course assignments have not been completed, and arrangements have been made with the instructor. The grade of F is automatically substituted for the grade of I eight weeks after the start of the following term if the deficient work has not been completed satisfactorily.

Repeating Courses

Graduate students may be permitted to repeat courses by petition to, and with approval of, the Dean. The first grade assigned remains on the student's record but is not used when calculating grade point average. The grade assigned for the course as repeated is also recorded, and is used in computing the student's achieved grade point average.

Scholastic Standing

The Admission and Scholastic Standing Committee of the Graduate School of Business meets each term to review student transcripts in order to determine scholastic standing. Scholastic problems are classified as follows:

1. Scholastic Concern (SC)
A student who, for the first time, earns a cumulative GPA of less than 3.0.
2. Scholastic Warning (SW)
A student earning a cumulative GPA of less than 3.0 for two consecutive terms.
3. Continued Scholastic Warning (CSW)
A student earning a cumulative GPA of less than 3.0 for three or more consecutive terms.
4. Scholastic Warning-2 C's (SW/2C's)
A student earning two grades of C with a cumulative GPA of less than 3.0.
5. Academic Probation (AP)
A student who has been placed on academic probation with specific probationary requirements.
6. Scholastic Warning-Special (SW/SP)
A) A student receiving a grade of I/F or F
B) A student whose program may be considered in serious academic difficulty.
7. Academic Dismissal
A student dismissed from the Graduate School of Business. Special letters are sent to students who are placed on Academic Probation or who are Academically Dismissed. These letters are sent by certified mail.

Internships

Internships for credit are available to full-time day MBA and MS candidates approved by faculty for graduate-level educational work experience. These internships supplement traditional classroom experience. In many cases, compensation is not awarded; schedules are flexible and arranged to best suit each student's and employer's needs.

Although the graduate school maintains relations with business and industry, non-profit organizations, and governmental agencies with which internships can be arranged, the Career Development Center, in conjunction with the graduate school, is responsible for job development and placement.

Limited academic credit in lieu of course work is granted for successful completion of approved internships.

A list of employers who have sponsored New Hampshire College interns is available through the Dean's Office.

Time Needed for Completion of the Degree Programs

Full-time day students who have satisfied all requirements for admission may be able to complete the programs on the following schedule:

Administration (M.B.A.)

Four terms (one year)

Administration (M.B.A. with an Advanced Certificate option)

Six terms (1 1/2 years)

Accounting (M.S.), CIS (M.S.), Co-op (M.B.A.)

Six terms (1 1/2 years)

Programs offered in the day may be completed on an eighteen-month (1 1/2 year) schedule at no additional charge if at least nine courses have been successfully completed in the first twelve months after initial enrollment. Day students who have not satisfied all background preparation requirements will require one or two additional terms to complete their programs.

Evening students who have satisfied all requirements for admission may be able to complete the programs on the following schedule:

Administration (M.B.A.)

Six terms (1 1/2 years)

Administration (M.B.A.) with an Advanced Certificate option Eight terms
(two years)

Accounting (M.S.) and CIS (M.S.)

Eight terms (two years)

The M.S. program in Business Education requires four to six terms for completion.

All degree requirements must be completed within eight years from the date of admission.

Graduation Requirements

To qualify for a graduate degree, a student must complete the courses prescribed, and the number of hours of credit required in the program of study, with a minimum overall grade point average of 3.0 and no more than two grades of C+ or lower. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Scholastic Standing Committee and must be based on good cause.

Graduation

The Graduate School of Business awards degrees twice a year. Students who complete their degree requirements at the end of Terms I or II (December or March) are awarded their degrees in March. Students who complete their degree requirements at the end of Terms III or IV (June or August) are awarded their degrees in September.

Students must complete all degree requirements no later than the end of the last full term before graduation (for example, a potential March graduate must have completed all requirements by the end of Term II). In addition, students must submit a formal graduation petition form no later than the following dates:

For March graduation-submit petition before November 1st.
For September graduation-submit petition before May 1st.

Degrees and Programs

The Underlying Idea

At New Hampshire College, graduate programs are designed

- To promote students' understanding of
 - organizations
 - environments
 - their interaction
- To help students to model and simulate
 - organizations
 - environments
 - their interaction
- To enhance students' skills in directing and administering the affairs of organizations, based on these abilities.

Program Outlines

Master of Business Administration Degree

The curriculum for the Master of Business Administration program is designed to prepare students for middle management and senior management positions.

The MBA can be specialized with an advanced certificate, requiring a minimum of 14 graduate courses which include the entire core curriculum (10 courses).

The basic MBA program requires 12 graduate courses, which include 10 core courses and two electives. Students who did not have specified business courses as undergraduates, or equivalent work experience, may need additional background. These courses are available at the Graduate School and are scheduled on the same twelve-week format as the three-credit graduate courses.

Required Courses for Basic MBA:

| | |
|--------|---|
| GSR200 | Information Sources, Research Methods, and Communication Techniques |
| GSH210 | Human Behavior in Organizations |
| GCF300 | Managerial Accounting |
| GCF320 | Financial Management |
| GCO350 | Quantitative Analysis for Decision Making |
| GCO351 | Production and Operations Management |
| GCO352 | Introduction to CIS |
| GXM400 | Marketing Strategies |
| GXG410 | Business, Government, and the Environment |
| GNP600 | Policy Formulation and Administration and Two graduate business electives (or GNR604 Thesis Option) |

Advanced Certificates

The Advanced Certificate options in Accounting, Computer Information Systems, International Business, Personnel Administration/Industrial Relations, Marketing, or Finance may be taken as an independent program of graduate study by persons already possessing a graduate business degree who wish to enhance or update their skills in a specific business discipline, and those holding a bachelor's degree qualifying on the basis of educational background and professional experience. The Advanced Certificate may also be taken concurrently with the MBA as outlined below.

Successful completion of the Certificate Program requires that the student attain at least a 3.0 GPA with a maximum of one C level grade in those courses within the Certificate Program.

MBA with Advanced Certificate Option

Completion of an MBA with an Advanced Certificate option requires:

- 1) A minimum of 14 courses, to include 10 core courses. The overall GPA must be a minimum of 3.0 with no more than two grades of C+ or lower in all courses completed.
- 2) In addition, only one of the allowed grades of C+ or lower may be in the Advanced Certificate Courses, with a minimum of 3.0 in those courses.
- 3) Depending upon prerequisite requirements, some Advanced Certificates may require more than eighteen months to complete. Students should confirm with an advisor the minimum time required for completing a particular Advanced Certificate given their individual circumstances. Full-time day students incur additional tuition charges for any course taken beyond eighteen months or exceeding sixteen courses.

Note: MBA with two Advanced Certificates requires a minimum of 18 courses. However, the Graduate School cannot guarantee against scheduling conflicts for students who are pursuing two Advanced Certificates simultaneously.

Advanced Certificate in Accounting

Courses required for the certificate-only option:

| | |
|--------|---------------------------------|
| GCF300 | Managerial Accounting* |
| GCF302 | Financial Reporting I |
| GCF303 | Financial Reporting II |
| GCF304 | Budgeting and Cost Accounting |
| GCF305 | Auditing |
| GCF306 | Financial Reporting III |
| GPT500 | Federal Taxation of Individuals |

*Background Accounting I and II is a prerequisite for GCF300.

Advanced Certificate in Computer Information Systems

Courses required for the certificate-only option:

| | |
|--------|---|
| GCO352 | Introduction to CIS* |
| GCO355 | Data Base Design |
| GCO359 | Computer Architecture and Software Systems |
| GCO360 | Principles of Information Analysis and System Development |
| GCO361 | Principles of System Design |

*Requires background in data processing.

Advanced Certificate in Marketing**Courses required for the certificate-only option:**

| | |
|--------|---|
| GXM400 | Marketing Strategies* and any four of the following: |
| GXM401 | Multinational Marketing |
| GXM402 | Marketing Strategies for Non-Profit Institutions |
| GXM403 | Advertising Management |
| GXM404 | Consumer Behavior |
| GXM405 | Market Research** |
| GXM406 | Product Management |
| GXM407 | Industrial Marketing |
| GXM408 | Retailing |

*Background marketing is a prerequisite for GXM400.

**Note: GCO350, Quantitative Analysis is a prerequisite for the Market Research elective.

Advanced Certificate in International Business**Courses required for the certificate-only option:**

| | |
|--------|-------------------------------------|
| GXE422 | Multinational Corporate Environment |
| GXM401 | Multinational Market Strategies |
| GCF321 | Multinational Corporate Finance* |
| GNC602 | Multinational Corporate Management |

*Note: GCF300 Managerial Accounting and GCF320 Financial Management are pre-requisites for Multinational Corporate Finance.

Advanced Certificate in Personnel Administration/Industrial Relations**Courses required for the certificate-only option:**

| | |
|--------|--|
| GSH210 | Human Behavior in Organizations |
| GSH211 | Human Resource Management |
| GSH212 | Labor Relations and Arbitration |
| GSH214 | Compensation and Benefits Management |
| GXG410 | Business, Government, and the Environment, plus |

One graduate business elective for students pursuing the MBA with the Advanced Certificate in Personnel Administration/Industrial Relations.

Advanced Certificate in Finance**Courses required for the certificate-only option:**

| | |
|--------|---|
| GCF300 | Managerial Accounting* |
| GCF320 | Financial Management |
| GCF321 | Multinational Corporate Finance |
| GCF322 | Advanced Financial Management |
| GPV501 | Investment Analysis and Portfolio Management and One finance elective |

*Background Accounting I and II is a prerequisite for GCF300.

The Master of Science Degree in Accounting

The curriculum for this program offers a combination of concentrated studies in accounting as preparation for qualification as a Certified Public Accountant and for a broader based study of management related to the application of accounting theory.

The MS in Accounting can be combined with the MBA as a dual degree. The second master's degree from the Graduate School of Business requires a minimum of seven courses beyond the first master's degree.

The MS in Accounting requires 16 graduate courses (48 credits). Some students may be required to satisfy additional background courses which can be waived for undergraduate or work experience equivalent.

Required Courses:

| | |
|--------|--|
| GSR200 | Information Sources, Research Methods, and Communication Techniques |
| GSH210 | Human Behavior in Organizations |
| GCF300 | Managerial Accounting* |
| GCF302 | Financial Reporting I* |
| GCF303 | Financial Reporting II |
| GCF304 | Budgeting and Cost Accounting* |
| GCF305 | Auditing* |
| GCF306 | Financial Reporting III* |
| GCF307 | Seminar in Accounting Theory |
| GCF320 | Financial Management |
| GCO350 | Quantitative Analysis for Decision Making |
| GCO351 | Production and Operations Management |
| GCO352 | Introduction to CIS |
| GXG411 | Federal Taxation of Corporations |
| GXG412 | Business Law |
| GPT500 | Federal Taxation of Individuals |

Courses marked with an asterisk () may be waived in favor of other accounting/business electives for persons who have earned an undergraduate degree in accounting, and who maintained an overall GPA of 3.0 in the major.

The Master of Science Degree in Business Education

The Master of Science in Business Education provides advanced professional knowledge and skill for business educators. It requires 8 graduate courses (30 credits) and can be combined with an advanced Certificate specialization. This option requires a minimum of 10 graduate courses.

Required Courses:

| | |
|--------|--|
| GSR200 | Information Sources, Research Methods, and Communication Techniques (3 credits) |
| GSR201 | Information Sources, Research Methods, and Communication Techniques/Business Education (1 credit module). May be taken concurrently with or subsequent to GSR200. |
| GSR202 | Current Literature in Business Education* |
| GCE360 | Improvement of Instruction in Business Education* |
| GCE361 | Curriculum Development* |

GCE362 **Administration and Supervision in Business Education***
 and
 One graduate education elective* (or GNR604 Thesis
 Option)
 and
 Two graduate business electives (three credits each)

*Four credit courses

Areas of Certification

*Comprehensive Business Education

*Comprehensive Marketing Education

*Secretarial Business Education

*Accounting Business Education

To receive certification in any of the four areas listed above, a student must successfully complete the basic Master of Science in Business Education Program, and:

1. Substitute GCE364 Vocational Student Organization and Cooperative Work Experience for the four credit education elective.
2. Complete eight (8) credits of GCE 370 Student Teaching.
3. Document 2,000 hours of work experience in the field of certification.
4. Meet other competencies as determined by the Coordinator of the program.

The Master of Science Degree in Computer Information Systems

The MS in CIS is designed for students who wish to pursue a career in the analysis, design and management of computer-based information systems. The program will meet the needs of students currently involved in a computer-related occupation, as well as those who wish to move into the field from another career specialty.

The MS/CIS program has as its goals:

- Establishing a firm foundation in both the theory and practice of computerized information system analysis, design and management.
- Exposing students to the most current tools and approaches.
- Enabling students to develop additional technical competency through internships and area concentrations within the MS curriculum.

Required Courses:

| | |
|---------------|--|
| GSR200 | Information Sources, Research Methods, and Communication Techniques |
| GCF300 | Managerial Accounting |
| GCO350 | Quantitative Analysis for Decision Making |
| GSH210 | Human Behavior in Organizations |
| GCO351 | Production and Operations Management |
| GCF320 | Financial Management |
| GCO352 | Introduction to CIS |
| GCO353 | Computer Simulation and Modeling in Business |
| GCO354 | Data Communications and Networking |
| GCO355 | Data Base Design |
| GCO356 | Projects in CIS |
| GCO359 | Computer Architecture and Software Systems |

- GC0360 **Principles of Information Analysis and Systems
Development**
- GC0361 **Principles of Systems Design
and
Two CIS Electives**

A comprehensive examination is required of all MS/CIS students.

Cooperative Education MBA

The Cooperative Education MBA is designed to provide management work experience for the full-time day MBA candidate. Cooperative Education placements are arranged through the Career Development Center with quality businesses who provide meaningful management experience for the student, and compensate them for their work. The program is designed to prepare students for middle and, ultimately, senior management positions.

The Coop Ed MBA program requires 13 graduate courses, which includes ten core courses, one elective, an industry field experience, and a professional placement.

Students who did not have specified business subjects as undergraduates or equivalent work experience may need additional background courses. These are available at the Graduate School and are scheduled in the same 12 week format as the 3 credit graduate courses.

The two paid cooperative education placements required in this program are for 10 weeks each, with a minimum of 30 hours per week.

Where the Programs are Offered

All five M.B.A. programs and the M.S. program in Accounting are offered in both the daytime and evening at the North Campus in Hooksett. The other locations offer the courses leading to these degrees:

Concord, New Hampshire: Basic MBA Program in Administration
130 Pembroke Road
Concord, NH 03301
603-225-8230

Laconia, New Hampshire: Basic M.B.A. program in Administration
McGrath Street
Laconia, New Hampshire 03246
603-524-3527

Nashua, New Hampshire: Basic M.B.A. program in Administration; advanced certificate program in Personnel Administration/Industrial Relations
546 Amherst Street
Nashua, NH 03063
603-881-8393

Portsmouth, New Hampshire: Basic M.B.A. program in Administration;
advanced certificate program in Personal Administration/Industrial Relations
M.S. in Business Education.
Portsmouth Business Center
U.S. Route 1 - Greenleaf Avenue
Portsmouth, NH 03801
603-436-2831

Salem, New Hampshire: Basic M.B.A. program in Administration; advanced certificate program in International Business
 19-21 Keewaydin Drive
 Salem, NH 03079
 603-893-9600

Brunswick, Maine: Basic M.B.A. program in Administration; Advanced Certificate in Personnel Administration/Industrial Relations and Marketing
 Brunswick Naval Air Station
 Box 4
 NAS Brunswick, ME 04011
 207-725-6486

Ceiba, Puerto Rico: Basic M.B.A. program in Administration
 Roosevelt Roads Naval Station
 P.O. Box 3602
 USNS
 FPO Miami, FL 34051
 809-865-8598

When the Programs are Offered

These programs are offered in twelve-week terms starting in September, December, March, and June. Students are admitted to any of the day programs primarily in September and March; admission to the evening programs is in September, December, March, and June at all locations.

The M.S. program in Business Education is offered at the north campus in Hooksett during the regular twelve week term. Courses are also offered during a four week summer term starting in July. In addition, selective M.S. courses are offered at the Portsmouth Center.

Classes routinely meet for three hours once each week. Saturday classes are offered at the North Campus and at the centers in Nashua, Portsmouth, and Salem, New Hampshire.

Calendar Academic Year 1989-90

Term I
 September 11, 1989-December 2, 1989
 Term II*
 December 4, 1989-March 10, 1990
 Term III
 March 12, 1990-June 2, 1990
 Term IV
 June 4, 1990-August 25, 1990

*Holiday, December 18, 1989 to January 2, 1990; classes resume Tuesday, January 2, 1990.

Course Descriptions

GSR200 Information Sources, Research Methods, and Communication Techniques

Development of awareness of and improvement of personal skills in the use of available sources of information, and in effective written and oral communication. (Required as one of the first three courses in all programs.) (Background preparation: three credit hours in statistics, or equivalent.)

GSR201 Information Sources, Research Methods, and Communication Techniques/Business Education (1 credit module)

Development of awareness and evaluation of available sources of information applicable to business education. Prerequisite: GSR200 Information Sources, Research Methods and Communication Techniques/Business Education - may be taken concurrently.

GSR202 Current Literature in Business Education

Familiarization with the latest developments in business and business education through an in-depth examination of current books and periodicals.

GSH210 Human Behavior in Organizations

A study of individuals and groups and their interaction. An examination of theories of motivation, communication, leadership, power, and change with practical relation to contemporary issues, and of organizations for key design variables, reward systems aimed at improved performance and organizational efficiency through current employee motivational programs, participative management, and cooperative decision-making.

GSH211 Human Resource Management

Development of more effective managers and staff specialists in the ways of managing human resources through best use of recruiting, selection, training, career development, and other current, contemporary methods. Introduction to the areas of compensation, collective bargaining, affirmative action, and the regulatory environment as they relate to today's human resource applications in actual organizations. (Prerequisite: GSH210, Human Behavior in Organizations.)

GSH212 Labor Relations and Arbitration

A study of both public and private labor relations and methods of dispute resolution, stressing labor agreement administration, grievance procedures, and arbitration. Examination of the history of union-management relations, bargaining, and negotiation strategies. The limitations of the use of power are also studied. (Prerequisites: GSH210 Human Behavior in Organizations required, and GSH211 Human Resource Management recommended.)

GSH213 Seminar in Interpersonal Behavior

An in-depth examination and practical problem-solving setting for a study of personal assumptions, motives, theories, and interpersonal relations in organizations of contemporary and current interest. Involvement in the experiential learning dimension to maximize student participation in actual interpersonal behavior and research. (Prerequisite: GSH210 Human Behavior in Organizations.)

GSH214 Compensation and Benefits Management

A detailed examination of the compensation and benefits functions within the human resources department, and their impact on both employer and employee.

This examines the legal, accounting, financial, tax, and employee benefits functions with emphasis on the many compensation and benefit plans available, in use, and being researched. A practical look at current issues, negotiations, and contemporary organizational programs. (Prerequisites: GSH210 Human Behavior in Organizations and GSH211 Human Resource Management.)

GCF300 Managerial Accounting

A study of the accumulation of accounting information with emphasis upon its internal use for management planning, control, and decision-making. (Background preparation: six credit hours of accounting, or equivalent.)

GCF302 Financial Reporting I

An examination of the theory and practices of financial accounting with emphasis on asset and liability, measurement and reporting. (Prerequisite: GCF300 Managerial Accounting.)

GCF303 Financial Reporting II

A continuation of GCF302. Topics include stockholders' equity, income measurement, income taxes, pensions, leases and statement of changes in financial position. (Prerequisite: GCF302 Financial Reporting I.)

GCF304 Budgeting and Cost Accounting

A comprehensive study of concepts, procedures, and practices of accounting systems designed to aid in the planning and control process of a variety of profit and non-for-profit organizations. (Prerequisite: GCF300 Managerial Accounting.)

GCF305 Auditing

A study of the concepts and methods of professional audit practice. (Prerequisite: GCF303 Financial Reporting II.)

GCF306 Financial Reporting III

An examination of advanced accounting topics such as partnerships, consolidations, insolvencies, estates and trusts. (Prerequisite: GCF303 Financial Reporting II.)

GCF307 Seminar in Accounting Theory

Extensive survey of historic and contemporary accounting literature to provide students with an appreciation of the development and current status of generally accepted accounting principles, and issues relating to their application. (Prerequisite: GCF306 Financial Reporting III.)

GCF320 Financial Management

A study of financial decision-making in the setting of the firm, including its relationships with financial markets and institutions. (Background preparation: six credit hours in economics. Prerequisite: GCF300 Managerial Accounting.)

GCF321 Multinational Corporate Finance

A study of problems of financing and reporting international operations with particular emphasis upon evaluation of risk, and strategies of funding in international monetary relationships. (Prerequisite: GCF320 Financial Management.)

GCF322 Advanced Financial Management

This course covers the policy options available to financial managers in the areas of working capital management as well as long term decisions involving capital budgeting, capital structure, dividend policies and warrants and convertibles.

Extensive use is made of cases so that students can deal with the problems faced by firms in the real world of business. (Prerequisite: GCF320 Financial Management.)

GCF324 Public Government Finance

A study of financial decision-making within federal, state and local government units with respect to expenditures; and taxes, fees, and money and capital markets as sources of funds to finance government operations. (Prerequisites: GCF320 Financial Management and six credit hours of undergraduate economics or equivalent.)

GCF326 Money and Capital Markets

This course analyzes the processes at work within the U.S. financial system. Students will study the nature of its major participants, their objectives and procedures for assessing opportunities and for pricing risk. Furthermore, students will analyze the role of the financial system in the allocation of credit to the different sectors, its responsiveness to economic activity and its continuous adaptation to changing needs. Emphasis will be placed on the role and functions of the federal reserve system. (Background preparation: six credit hours of undergraduate economics or equivalent. Prerequisite: GCF320 Financial Management.)

GCF327 Fiscal and Monetary Policies and Practices

Examines the performance of the national economy and its impact on the firm. Outlines the procedures for the measurement of macroeconomic data and presents alternative approaches for the determination of national income production and employment, investment behavior, inflation and interest rates. Students will analyse the formulation and impact of monetary and fiscal policies and their relationship to the money and capital markets. (Background preparation: six credit hours in economics.)

GCO350 Quantitative Analysis for Decision-Making

A survey of mathematical, probabilistic, and statistical tools available for assisting in the operation and management of industrial organizations. (Background preparation: six credit hours in mathematics, three credit hours in statistics, or equivalent.)

GCO351 Production and Operations Management

Study of the concepts of production and operations, and of a variety of methods and techniques used in their management. (Background preparation: six credit hours in economics. Prerequisite: GCO350 Quantitative Analysis for Decision-Making, or by permission of the instructor.)

GCO352 Introduction to CIS

Introduction to systems concepts and analysis, and their application to management and decision-making through the use of computer technology. (Background preparation: three credit hours in data processing, or equivalent.)

GCO353 Computer Simulation and Modeling in Business

Examination of computer simulation and modeling techniques and their applications in the business environment using DYNAMO, BASIC, FORTRAN, GPSS, and other languages. (Prerequisites: GCO352 Introduction to CIS, GCO350 Quantitative Analysis for Decision Making, GCO355 Data Base Design, and GCO360 Principles of Information Analysis and System Development.)

GCO354 Data Communications and Networking

Examination of the elements of communications networks including common carrier offerings, terminal types, multiplexing and concentrator offerings, vendor protocols, and system design considerations. (Prerequisite: GCO352 Introduction to CIS, GCO355 Data Base Design, and GCO 360 Principles of Information Analysis and System Development.)

GCO355 Data Base Design

Development and management of data based on thorough study of computer-based systems concepts and design of a decision-support project. (Prerequisite: GCO352 Introduction to CIS, and GCO359 Computer Architecture and Software Systems, may be taken concurrently with GCO355.)

GCO356 Projects in CIS (Seminar in Decision Support Systems)

Overview of current affairs and emerging developments in the realm of computer-based management systems. (Prerequisites: GCO353 Computer Simulation and Modeling in Business, or GCO354 Data Communications and Networking, and GCO361 Principles of System Design.)

GCO357 Principles of Artificial Intelligence

An introduction to the basic concepts and techniques of artificial intelligence. Emphasis is on representational strategies and notational systems/structures. In addition to surveying the field, a number of business applications will be studied in depth. Topics include: production systems, heuristic search, natural language understanding, problem-solving, deduction, question-answering and inference. Fifth-generation computer systems will be examined along with knowledge-based automatic programming, integrated data-bases, robotics, advisory systems, intelligent DSS. An introduction to logic programming with PROLOG will allow hands-on experience. (Prerequisites: GCO350 Quantitative Analysis for Decision-Making, GCO352 Introduction to CIS.)

GCO358 Introduction to EDP Auditing

A study of the process, tools, and techniques used in auditing computer-based information systems and in evaluating their internal controls. (Prerequisite: GCO352 Introduction to CIS.)

GCO359 Computer Architecture and Software Systems

An introduction to modern computer digital logic, machine architecture and software systems. It includes operating systems software principles and applications as well as the interrelationships between hardware and machine assembly language software. Various components of mainframe and microcomputers are examined along with business applications/configurations. (Background preparation: three credit hours in COBOL, BASIC, and Files. Prerequisite: GCO352 Introduction to CIS.)

GCO360 Principles of Information Analysis and Systems Development

Focuses on techniques of information analysis which underlie the development of information systems. Using the systems life cycle as a point of departure, the course will examine approaches for managing and controlling applications development. The student will get a working understanding of methods for analyzing information needs and specifying application system requirements. He/she will also be exposed to issues of group dynamics and individual behavior which affect the processes studied.

Management organization, technology, and economic perspectives are considered. (Prerequisites: GCO352 Introduction to CIS, and GCO359 Computer Architecture and Software Systems.)

GCO361 Principles of Systems Design

Designed to integrate the areas of computer technology, information analysis, and systems design to and from the student in designing large scale computer based, application-oriented, information systems. The course provides the knowledge and skills necessary to develop a logical design and implement an operational system from that design. Attention will focus on hardware and software selection; techniques of logical and physical file design; system testing; strategies for conversion; implementation and evaluation. (Prerequisites: GCO355 Data Base Design, GCO360 Principles of Information Analysis and Systems Development.)

GCO362 Advanced EDP Auditing

Focuses on the process of auditing in an EDP environment. Students will be exposed to the tools and techniques available for auditing computer based information systems. The course will also focus on the process of collecting and evaluating evidence to determine whether a computer system safeguards assets, maintains data integrity and security; and consumes resources efficiently. Finally, the course will provide students with experience in review, testing, and evolution of internal controls. (Prerequisite: GCO358 Introduction to EDP Auditing-may be taken concurrently.)

GCO365 Building Expert Systems

A variety of expert systems will be examined on a case basis. Students will participate in the design and implementation of an artificially intelligent expert system using logic programming and other techniques. The PROLOG language is covered in depth. (Prerequisites: GCO353 Computer Simulation and Modeling in Business, GCO355 Data Base Design, GCO357 Principles of Artificial Intelligence.)

GCO366 Topics in CIS

An advanced topic of current interest in business computing will be covered in depth. Students will have the opportunity to complete a paper or project on this topic. (Prerequisite: GCO361 Principles of System Design.)

GCO367 Project in Artificial Intelligence

Designed to give the advanced student the opportunity to put theory and practical knowledge together in the design and implementation of a large-scale artificial intelligence project. Students will utilize a variety of advanced AI techniques and programming languages. This project is the capstone of the Artificial Intelligence Concentration. (Prerequisite: GCO365 Building Expert Systems.)

GCO368 Project in EDP Auditing

Requires the student to design and implement a computer based advanced EDP Auditing project using the material covered in the previous EDP Auditing courses. The focus of the project will be upon developing or refining new tools for EDP Auditing. (Prerequisite: GCO362 Advanced EDP Auditing.)

GCE360 Improvement of Instruction in Business Education (4 credits)

An advanced review and comparison of business education classroom methodologies, including simulations, role-playing, and computer-based techniques.

GCE361 Curriculum Development (4 credits)

Design and modification of effective business education curricula. Class members will prepare and evaluate secondary and/or post-secondary curricula.

GCE362 Administration and Supervision in Business Education (4 credits)

Modern administrative theories and practices related to secondary and post-secondary business education programs.

GCE363 Microcomputers in Business Education (4 credits)

A study of the use of the microcomputer in secondary and postsecondary business education courses. Each student is required to prepare some workable programs for business education courses, as well as evaluate existing software. (Background preparation: three credit hours in data processing, or equivalent.)

GCE364 Vocational Student Organization and Realistic Work Experience (4 credits)

A course that investigates and discusses current issues in both business and vocational education. Examples of topics to be included are the effective employment of youth organizations in a program and the efficient running of a cooperative work experience program. The class members are expected to apply, in a practical sense, the principles discussed in the course by helping to administer the NH State DECA Career Development Conference.

GCE370 Student Teaching

A practical application of the theories learned in the business education program. The student will be assigned to a high school for a period of eight weeks. Active teaching of at least three class periods per day, plus other assigned duties, will begin promptly. Supervision is by the Graduate School of Business and grading is a letter grade.

GXM400 Marketing Strategies

A study of the process of searching for, and identifying, prospective opportunities for establishing effective relationships with markets, and of the techniques of marketing. (Background preparation: three credit hours in marketing, or equivalent.)

GXM401 Multinational Market Strategies

A study of the particular issues involved in identifying and developing relationships with international markets. (Prerequisite: GXM400 Marketing Strategies.)

GXM402 Marketing Strategies for Non-Profit Institutions

Applications of marketing concepts and practices to not-forprofit organizations and explorations of sources of financial support and strategies for their development. (Prerequisite: GXM400 Marketing Strategies.)

GXM403 Advertising Management

Addresses the specific activities involved in managing a campaign including research, media selection, copywriting, layouts and the role of ad agencies. (Prerequisite: GXM400 Marketing Strategies.)

GXM404 Consumer Behavior

Addresses the psychological, as well as sociological, foundations of consumer behavior; how firms research these "roots" and then design strategies on the basis of what they learn. (Prerequisite: GXM400 Marketing Strategies.)

GXM405 Market Research

Addresses identification of the value of research as well as identification of the problem to be resolved. Numerous mathematical analysis techniques will be incorporated into the course as well as research design issues. (Prerequisite: GXM400 Marketing Strategies.)

GXM406 Product Management

Addresses the growing role of product manager within the marketing organization and his/her role in new product development and management. (Prerequisite: GXM400 Marketing Strategies.)

GXM407 Industrial Marketing

Addresses the very real distinctions from consumer marketing as well as sales force management material. (Prerequisite: GXM400 Marketing Strategies.)

GXM408 Retailing

Addresses the fundamentals of merchandising and promotion from both the perspective of the proprietorship and a chain-store manager. Incorporates the topics of franchising, telemarketing and research into the course. (Prerequisite: GXM400 Marketing Strategies.)

GXG410 Business, Government and the Environment

Consideration of the relationships between business organizations and a variety of external interests, and of methods of interacting with those interests.

GXG411 Federal Taxation of Corporations

Theory and practice of federal income taxation of corporations, partnerships, estates and trusts. (Prerequisite: GPT500 Federal Taxation of Individuals.)

GXG412 Business Law

Theory and application of business regulations and the laws of contracts, agency, property, and business organizations. (Background preparation: three credit hours in business law, or equivalent.)

GXE420 Business Cycles and Forecasting

A study of theories of fluctuations of economic activity and of techniques for forecasting business conditions and rates of business activity. (Background preparation: six credit hours in economics, or equivalent.)

GXE421 Institutional Economics

A study of theoretical and philosophical foundations of capitalism as compared to alternative economic systems. (Background preparation: six credit hours in economics, or equivalent.)

GXE422 Multinational Corporate Environment

A survey of economic, social, and political relationships among and within nations, and their impacts upon corporations operating in an international context.

GPT500 Federal Taxation of Individuals

The theory and practice of federal income taxation of individuals.

GPV501 Investment Analysis and Portfolio Management

A study of the techniques used to assess the value of securities, and the methods used in the management of investment portfolios, with primary focus on stocks and

bonds in terms of their valuation, risk return measurement, diversification, and other aspects of portfolio theory. (Prerequisite: GCF320 Financial Management.)

GNP600 Policy Formulation and Administration

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. (May not be taken until at least ten courses have been completed in the program. In addition, the background requirement in Business Law must be satisfied.)

GNS601 Entrepreneurship and Small Business Management

A study of entrepreneurship and small business from a management standpoint, including analyses of research, marketing, taxes, forms of business, capital and venture capital opportunities, and a real-life project or Small Business Institute consultancy.

GNS602 Consulting

An examination of consulting, from defining what a consultant is to analyzing the problems and expenses involved in starting a consulting business. Topics include: promotion, establishment of a client list, computers in support of consulting, and contracts.

GNC602 Multinational Corporate Management

Introduction to the nature of international operations and of the issues of management of multinational activities, with particular reference to cultural, political, economic, and physical dimensions of foreign nations.

GNN603 Management of Non-Profit Organizations

A study of planning, budgeting, control, and other management activities in the context of the not-for-profit institution.

GNR604 Thesis Option

Students may substitute six credit hours of thesis credit in lieu of two elective courses in the MBA and MS/Accounting programs, or one graduate education elective in the MS/Business Education program, upon acceptance by a full-time supervising faculty member and with prior approval of the dean of the graduate school. A thesis must be completed within nine months of its approval.

GNR605 Internship

A limited program of internships (for academic credit in substitution for course work) is available for full-time day students to enhance their educational experience through appropriate, supplemental, work-oriented activity in selected environments. Internships, administered by the Career Development Center and supervised by faculty members, are subject to tuition charges related to the number of hours of credit granted. To qualify, a student must have earned a grade point average of at least 3.0 and have obtained the permission of a sponsoring full-time faculty member. Credit for the internship activity will be granted only upon receipt of an oral and written report submitted to and accepted by the faculty sponsor. Students who do not participate in internship work are expected to complete the equivalent number of credits in elective courses.

GNR606 Productivity Management

Fundamentals of productivity management and measurement, and a study of current strategies for enhancing organizational effectiveness from the perspective of the operating manager.

GNI607 Cooperative Education MBA-Industry Field Experience

This placement is for a three-month period with any industry in any business subject area. The purpose of this placement is to familiarize the student with the responsibilities, work load, and duties of middle management. Students must work at least 12 weeks at 30 hours per week, attend the Cooperative Education Seminar, and turn in the required written assignments to successfully complete the Industry Field Experience. The Industry Field Experience is to be taken in the student's second or third term provided the student has at least 9 credits earned, all with grades of B or higher, three of which are in GSH210 Human Behavior in Organizations.

GNI608 Cooperative Education MBA-Professional Placement

This placement is for a three-month period within an industry and business subject area directly related to one of the Graduate School's core course areas. The purpose of this placement is to provide "real life" experiences in a middle management position related to the student's MBA program under the direction of the core subjects area coordinator. Students must work at least 12 weeks at 30 hours per week and complete required written assignments as assigned by a core area faculty member to successfully complete the Professional Placement. This placement is to be taken in the student's fifth or sixth term provided the student has a B average, 27 credits earned, three of which are in GXG410 Business, Government and the Environment, and has successfully completed the Industry Field Experience with a grade of B or better. Students who complete both GNI607 and GNI608 may substitute them for one three credit business elective in the 12-course (36credit) MBA program.

Independent Study

In exceptional circumstances an independent study arrangement may be approved by the Dean of the Graduate School of Business. This arrangement requires a written request and justification by the student, identification of a supervising faculty member, and the approval of the Dean.

Concluding Remarks

Since the first Master of Business Administration degree was awarded by New Hampshire College in 1975, the number of graduates of the M.B.A. and M.S. programs has grown to more than two thousand men and women, actively engaged in careers in business and industry, public service, and other professional enterprises, both in the United States and in more than a dozen other countries.

This substantial breadth of alumni representation in employment and geography provided the Graduate School of Business with a clearer sense of its responsibility to ensure quality in its response to current educational needs, and to maintain an effective capacity to identify and respond to developing needs.

Community Economic Development Program

The Community Economic Development Program has three components:

- An academic program in Community Economic Development (CED) offering a master's degree.
- An academic program in International Community Development (ICD) offering a master's degree in Community Economic Development with an International Specialization.
- A series of short-term training programs offering intensive instruction over a 12-week period. People successfully completing the training will be awarded a certificate. The short-term program is geared primarily for people working overseas.

Program Purpose

The degree programs were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED Program views community development as a strategy for addressing economic problems in communities and societies faced with "changing business, social and personal needs". Such development calls for social and economic activities and programs which promote total community benefit rather than individual financial gain. The program promotes community development efforts through:

1. creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision and commitment to community-based development strategies; and,
2. providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

The Master's Degree In CED

Academic Standards

Admission

For the master's level, the admission requirements include: evidence of the successful completion of a bachelor's degree, two years work experience in community development or a related field, and a completed application form and a personal statement. NOTE: Nonnative speakers must pass an English proficiency test, (TOEFL) exam, with a score of 550 or better.

Admission requirements for students with non-traditional preparation (e.g., students without bachelor's degrees) involve a more extensive application process, including: completed application, personal statement as described in the application kit, copies of

any official transcripts of undergraduate work completed, personal visit and interview, writing sample (a 4 to 6 page written essay, at the time of the interview, which responds to a CED problem and requires the applicant to think and write as well as problem-solve), a minimum of five years community economic development or community service experience, currently involved in an on-going community economic development project, a full faculty review and approval of the application, a sustained 3.0 GPA in the first term. NOTE: In the case of overseas students, an interview and the essay (done at the time of the interview) may be replaced by three letters of recommendation and a writing sample.

How to Request an Application for the CED Programs

To request an application for admission contact: Michael Swack, Community Economic Development Program, New Hampshire College, 2500 North River Road, Manchester, NH 03104 USA Phone: (603) 668-2211 or (603) 644-3103 Telex: 710 2200616 Answer back: NHCollegeMAN FAX phone: (603) 645-9603

Financial Aid

Limited scholarship money is available from the CED Program. American students may qualify for financial assistance from the federal government. The College maintains a fully-staffed financial aid office to assist students applying for federal financial aid programs.

Fees

National Program: \$1375/term X 4 terms = \$5500

International Program: \$2773/term X 3 terms = \$8319

Short-term training: range from \$2640/term to \$4600/term

Academic Progress

All students must maintain a 3.0 GPA to remain in good standing while in the program.

Graduation Requirements

In order to graduate, students must complete 36 credits in residence at New Hampshire College with a GPA of 3.0. Students must also complete the applicable required courses (described below).

Program Description — National CED Track

Courses in this track are offered one three-day weekend each month, for a sixteen-month period beginning in September and ending in December. This sixteen-month program is divided into four 4-month terms. During each three-day weekend, a student takes three courses (6 classroom hours for each course) and meets with an advisor about independent work on a fourth course (the student's continuing project). Each course offers two credits and meets once a month for four months. The independent work earns four credits per term. Students must take 8-10 credits per term.

Degree Requirements

Satisfactory completion of the equivalent of ten two credit hour semester courses, and a major project (16 credits) that carries throughout the entire sixteen-month program. (This project is linked to the student's specific area of interest in CED and often

to the student's current employment, and would be equivalent in effort to a masters thesis.)

Total: 36 credits at New Hampshire College, with a cumulative GPA of 3.0

Curriculum: The curriculum for the National CED track includes the following required courses:

| | | |
|-----|---------|---|
| CED | 701: | Community Economics |
| CED | 703: | Managerial Accounting |
| CED | 704: | Financing CED |
| CED | 707A&B: | Organizational Management for Community Organizations |
| CED | 706: | Business Development |
| CED | 705: | Financial Management |
| CED | 790: | Independent Work (four terms) |

In addition, the student then selects from a variety of courses, which include:

| | | |
|-----|-------|--|
| CED | 712: | Computers and Community Development |
| CED | 709: | Marketing Strategies for Community Enterprises |
| CED | 702: | Law and Community Development |
| CED | 708: | Development of Cooperatives |
| CED | 710: | Housing Development |
| CED | 711: | Land Use |
| CED | 722: | Negotiation Strategies |
| CED | 722A: | Micro-Enterprise Development |
| CED | 721: | Development as a Tool for Conflict Resolution |
| CED | 720: | Perspectives on International Development Policy |

Course Descriptions - National Track

CED 722A Micro-Enterprise Development

This courses looks at the characteristics of the informal sector, businesses that crowd the lowest rung of the economic scale, and examines ways of assisting these income-generating activities of the poor.

CED 701 Community Economics

This is the beginning overview course. It includes an examination of how macroeconomic policies have a large impact on people in communities and neighborhoods, and includes an initial examination of basic economic policies and programs that can be pursued at the local level. The course will also deal with how the various CED components (law, finance, cooperatives, housing, land, management, education, organizing and business development) fit into an overall CED strategy.

CED 702 Law and Community Development

Tax, corporate and organizing issues of unincorporated associations, for-profit and non-profit corporations and their relationship to subsidiaries are some of the topics covered in this course. Students will also study recent court cases and their effects on community development organizations, tax laws and their effects on non-profit development organizations, and legal issues of joint venturing and syndications involving non-profit development organizations.

CED 703 Managerial Accounting

This course covers issues of fiscal management, financial reporting, management control and internal as well as external accountability for non-profit development organizations. (This is a prerequisite for Financial Management.)

CED 704 Financing Community Development

This course deals with issues surrounding financial institutions, how they operate, how they should be approached, the alternatives to dealing with traditional financing, financial packaging, and basic financial calculations.

CED 705 Financial Management

This course includes financial information, understanding financial statements, operations planning and making and understanding investment decisions in cooperatives and community enterprises.

CED 706 Business Development

This course covers how an organization would go about planning and developing small business ventures. This includes a business plan, market analysis, funding sources, basic financial statements in business planning and evaluating the impact of development on community needs.

CED 707A&B Organizational Management for Community Organizations

This two term sequence of courses examines the skill required for effective management in democratically controlled community-based organizations. Students undergo a self analysis in terms of their management style and study models to be used for the diagnosis of organizations. The nature of democratic organizations is explored and strategies for implementation are reviewed and developed. In addition, one session will be devoted to successful fundraising strategies.

CED 708 Development of Worker Cooperatives

This course shows the start-up of a cooperative; membership issues; legal issues; tax and security issues; cooperative management systems; and the educational components of cooperative development. It will also outline how "internal capital accounts" of worker co-ops operate so as to distinguish them from the traditional ownership model.

CED 709 Marketing Strategies for Community Enterprises

This course focuses on analysis and promotion strategies to meet CED objectives. It includes the use of the media and techniques to market products and services in the local economy. It covers both forprofit and non-profit issues.

CED 710 Housing Development

This course includes market analysis and determining housing needs; site selection and control; financial feasibility reports; picking a development team; getting approved from various government entities; identifying public and private subsidies; and various forms of ownership including cooperatives and land trusts.

CED 711 Land Use

Community economic development often involves land. This course includes legal, institutional, economic, political and environmental factors which affect land use.

CED 712 Computers and Community Development

This course covers the basic elements of word processing, data base management, and financial planning and analysis. It also provides the student with specific skills with LOTUS 1,2,3 and one of the user friendly word processing packages appropriate for community-based organizations.

CED 720 Perspectives on International Development Policy

This course provides an overview of the issues confronting international development today. The student will be expected to gain a general understanding of the major international issues and tie these issues directly into the context of his or her own local community experience.

CED 721 Development as a Tool for Conflict Resolution

This course looks at the underlying causes, processes by which conflict escalates, and methods for resolving conflict. The case study method will be used to demonstrate major points. The course focuses on how to use CED as an effective tool for conflict resolution, with special reference to real life international cases of cooperation. Different international conflicts will be examined, and students will participate in proposing solutions.

CED 722 Negotiation Strategies

This course covers negotiation techniques and strategies for CED organizations.

CED 790 Independent Work (four terms)

A project contract is developed that clearly sets forth a problem statement, project goals, methods to achieve goals and the activities necessary to accomplish the overall project's objectives. A timetable is reviewed each month with the project advisor, and the student's project needs are discussed. The student is required to submit a term report at the end of each term and a final written report at the end of the program which describes the project's results and objectives with an in-depth analysis.

Program Description —International CED Track (ICED)

The degree offered for this track is also a Master of Science in CED with a Specialization in International Development. It is a oneyear residential program. The program is divided into three 12-week terms. Most classes meet Monday through Friday from 9 a.m.-5 p.m. Students take a minimum of twelve credits per term.

Degree Requirements

Satisfactory completion of the equivalent of twelve 3-credit hour courses spread over three semesters, for a total of 36 credits.

Curriculum

The curriculum for the International CED track includes the following required courses. (Each course provides 3 credits except where designated.)

| | | |
|------|------|---|
| ICED | 501: | Accounting |
| ICED | 509: | Financial Management for Cooperatives and Community Enterprises |
| ICED | 533: | History and Philosophy of Development |
| ICED | 529: | Project Design and Management |
| ICED | 503: | Research and Evaluation Methods |
| ICED | 504: | Economics and Development |
| ICED | 515: | Organizational Management for Community Organizations |
| ICED | 782: | Computer Applications for ICED |

In addition, the student then selects from a variety of courses which include:

| | | |
|------|-------|---|
| ICED | 502: | Training for Trainers |
| ICED | 512: | Cooperative Development |
| ICED | 521: | Perspectives on International Policy* |
| ICED | 522A: | Micro-Enterprise Development I* |
| ICED | 525: | Micro-Enterprise Development II |
| ICED | 507: | Housing and Land Use |
| ICED | 506: | Appropriate Technology and Development |
| ICED | 511: | Health Planning and Policy for Development |
| ICED | 513: | Comparative Analysis of Public Policies in Developing Countries |
| ICED | 721: | Development as a Tool for Conflict Resolution* |
| ICED | 508: | Development Finance |

*These courses are offered on the weekends to both National and International students. Because they provide twenty-four classroom hours, they are given only two credits.

Course Descriptions - International Program

ICED 501 Accounting

This course covers issues of generating basic financial information, financial reporting and financial control in community based enterprises. (This is a prerequisite for ICED 509: Financial Management.)

ICED 502 Training for Trainers

This course covers the principles and methods of Adult Education, with an emphasis placed on equipping students with the abilities to become effective trainers when they return to their local communities. Through the acquisition of a variety of techniques, the participants will learn to transfer skills to members of their communities in specific areas of development.

ICED 503 Research and Evaluation Methods

This course will examine a variety of community survey techniques, management information systems and evaluation methodologies necessary for effective project design and implementation.

ICED 506 Appropriate Technology and Development

Much has been made lately about the role of appropriate technology for development. The question has been raised — What is the meaning of “appropriate”? Why are different technologies more appropriate for developing countries than for developed? These questions and the whole issue of technological transfer will be explored in this course.

ICED 507 Housing and Land Use

This course will summarize the main trends in the global phenomenon of urbanization as it affects the Third World. Students will examine the major issues and problems of providing affordable shelter to the urban poor and will develop tools which will help assess shelter quality and needs at the local level.

ICED 508 Development Finance

This course explores financial institutions, how they operate and how they should be approached. Special emphasis is on the design and operation of development finance institutions and how they can promote community-based economic development efforts.

ICED 509 Financial Management

The participant is training and developing skills in understanding financial information, operations and planning, making and understanding investment decisions and how to weigh trade-offs between social benefits and financial returns.

ICED 511 Health Planning and Policy for Developing Countries

A general orientation to the program planning issues of developing countries. The course will cover a number of innovative preventative health models and treatment programs supported by the international health organizations plus alternative approaches to administering and financing these programs.

ICED 512 Cooperative Development

This course will study in-depth a number of producer, consumer, credit, housing and marketing cooperatives; how they were formed and how they are managed. Discussion will center around the benefits and burdens of using cooperatives as a development tool.

ICED 513 Comparative Analysis of Public Policies in Developing Countries

In many cases the unintended consequences of misdirected or obsolete policies impede positive change in a particular sector. Development policies of selected countries will be compared to see how policy change in itself can bring about improvements in the economic and social conditions of a community.

ICED 515 Organizational Management for Community Organizations

This course is designed to equip community workers with the necessary tools to manage community-based organizations. It provides strategies for decision-making, planning, budgeting and personnel management.

ICED 521 Perspectives On International Development Policy*

The course provides a general overview of the issues confronting international development today. The student will be expected to gain a general understanding of the major international issues and to tie these issues directly into the context of his or her own local community experience. As the Program unfolds other courses will examine in more depth many of the proposed solutions to these problems.

ICED 522 Micro-Enterprise Development I*

This course will look at the characteristics of the informal sector businesses that crowd the lowest rung of the economic scale and examine ways of assisting these income generation initiatives of the poor.

ICED 525 Micro-Enterprise Development II

In this course students will learn more advanced ways about how to design and manage an intermediary to provide credit, management, and organizational assistance to "micro-scale" economic enterprises.

ICED 529 Project Development and Management

This course offers a critical analysis of the processes of designing and managing development programs and projects in developing countries. It will examine organizational structures and a variety of approaches to project design, implementation, management, administration and evaluation.

ICED 721 Development as a Tool for Conflict Resolution*

This course will look at the underlying causes of conflict and the processes by which conflict escalates. The students will examine effective methods for resolving conflict, utilizing CED as an effective tool. Case studies will be used to examine how cooperation is working effectively through the implementation of CED efforts.

ICED 782 Computer Applications for Community Economic Development

This course covers the basic elements of word processing, data base management and financial planning and analysis. It also provides the students with specific skills with Lotus 1-2-3 and one of the user friendly word processing packages appropriate for community-based organizations.

Short-term Certificate Training in Community Economic Development

The short-term training certificate program is designed to target working adults with an interest in developing particular skills in community economic development. It is offered as a cooperative effort between the ICED graduate program and the Institute for Cooperative Community Development (ICCD). The program is primarily geared to those working or interested in working overseas. The program attracts qualified applicants (with or without degrees) from many of the same sources as the master's degree program. Therefore, the student pool includes applicants from private voluntary organizations, community-based organizations and government. These are people who, for a variety of reasons, choose not to enter the degree program.

For the most part, courses offered in the short-term program will be those offered in the degree program. Further, the program is structured to allow individual organizations to participate in the selection of a variety of additional offerings such as courses, trips, attendance at conferences, special tutoring or specialized minitechnical training to result in a targeted training package that will have an immediate impact on their

organizations when trainees return to their communities. These individually designed training packages are geared to the overall objective of institutional capacity building.

The core of the short-term training consists of the courses offered over the regular 12-week academic term for the master's program plus seminars and special workshops which tie the theme of each training program into a whole. Each of the three terms offers a particular focus, e.g., training of trainers, financial management, project development. Upon successful completion of the 12-week program, the trainee will be awarded a certificate. In some cases the trainee may choose to remain for two additional terms in pursuit of the master's degree. In such cases, the trainee must apply and be considered as any other applicant to the graduate program.

Certificate Requirements

Completion of 12 academic credits and any required seminars designed for the particular short-term training session.

Curriculum

The curriculum is designed to provide training modules for those working in local development organizations, individuals who will be transferring these skills to cooperatives, micro-enterprises, worker owned industries, and community-based economic development initiatives. Integrated training modules will be developed in a variety of program areas, responding to the training needs of the participants. Examples of two of these training modules are:

Module I: Project Management and Design

Courses and Seminars Include:

- Project Development and Management
- Organizational Management
- Project Evaluation
- Use of Computers for Project Implementation
- Management of Cooperatives
- Introduction to Accounting and Financial Management

Classroom work and field trips are geared toward the needs of mid-career project managers involved with local development, community based cooperatives and worker owned industry. The program provides specific technical skills in finance, management, organizational systems, business development and organization of cooperatives. Classroom instruction is tailored to be directly relevant to the participants' work and their community development experience.

Module II: Training of Trainers

Courses and Seminars Include:

- Training of Trainers
- Materials Development
- Project Design and Management
- Use of Computers as a Training Tool
- Evaluation Methods
- Micro-Enterprises

Classroom work and field trips are geared to the needs of trainers of people involved in local development activities. The program provides applied training to those preparing and implementing applied training initiatives. It is designed to serve the needs of programs serving micro-entrepreneurs, worker owned businesses, limited equity housing schemes and cooperatives. Classroom instruction is tailored to be directly relevant to the participants' work and their management and community development experience.

In addition to the actual coursework, the participants will visit with local development agencies in New England in order to observe model projects in the field.



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M.Ed., Antioch University

Rabbi Arthur Starr

Rabbi

B.A., University of Cincinnati

B.H.L., M.A.H.L., Rabbi, Hebrew

Union College

Albert J. Tremblay

Residence Coordinator

B.A., St. Michael's College

M.S., Indiana University

Peter C. Tufts

Head Men's Ice Hockey Coach; Head

Women's Soccer Coach

B.S., University of New Hampshire

Deirdre Weilgus

Associate Director of Administrative

Systems, Computer Center

B.A., Boston College

Nancy White

Director of Health Center/Nurse

L.P.N., Moore General Hospital School

of Practical Nursing

B.S.H.S., New Hampshire College

Karen Wolfe

Assistant Director of Activities/

Operations

B.S., Emporia State University

M.Ed., Eastern Illinois University

Vincent J. Zuccala

Head Trainer

B.S., Salem State College

M.S., Eastern Illinois University

Honorary Degree Recipients

- 1971 H.A.B. Shapiro, Doctor of Humane Letters
1972 Col. John H. Glenn, Doctor of Science
1973 Julian Bond, Doctor of Laws
1974 Stewart L. Udall, Doctor of Laws
1975 Louis Rukeyser, Doctor of Humane Letters
1976 Nikki Giovnanni, Doctor of Humane Letters
William S. Green, Doctor of Laws
1977 Martin Agronsky, Doctor of Laws
Rev. Placidus H. Riley, Doctor of Humane Letters
1978 Newell S. Paire, Doctor of Laws
1979 Eugene S. Mills, Doctor of Laws
Charles S. Stanton, Doctor of Laws
John F. Sterling, Doctor of Laws
1980 Jack L. Bowers, Doctor of Laws
Norris Cotton, Doctor of Laws
Philip S. Dunlap, Doctor of Laws
1981 John A. Beckett, Doctor of Laws
Richard A. Fulton, Doctor of Laws
1982 Lotte Jacobi, Doctor of Humane Letters
Robert Rosenberg, Doctor of Laws
1983 Henry R. Block, Doctor of Laws
1984 Ralph W. Farmer, Doctor of Laws
Victor K. Kiam, II, Doctor of Laws
Warren B. Rudman, Doctor of Laws
1985 Curtis L. Carlson, Doctor of Humane Letters
1986 Christopher Forbes, Doctor of Humane Letters
Sakip Sabanci, Doctor of Laws
1987 Joachim W. Froelich, OSB, Doctor of Humane Letters
1988 Kenneth J. Rowley, Doctor of Laws
Thomas V. Vanderslice, Doctor of Science
1989 Thomas A. Corcoran, Doctor of Laws

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