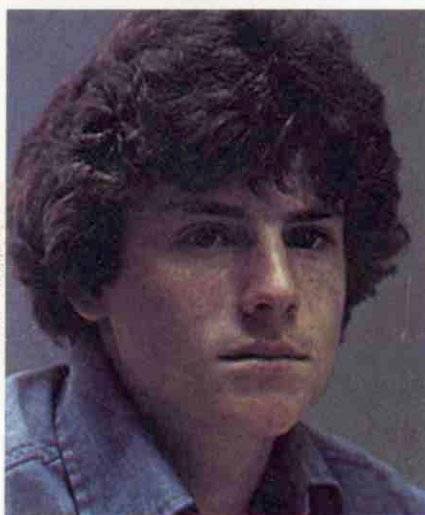


New  
Hampshire  
College

Associate Degree  
Bachelor's Degree  
Master's Degree

Manchester,  
New Hampshire

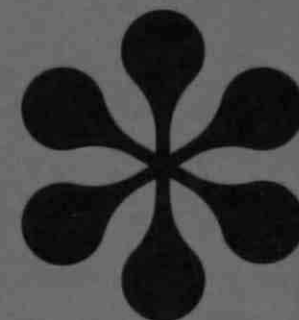
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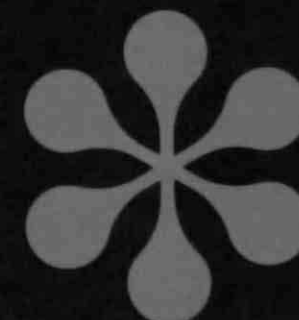
**New England Association of Schools & Colleges  
The Accrediting Commission of the  
Association of Independent Colleges and Schools  
The New Hampshire Postsecondary Education Commission  
State Board of Education for Business Teacher Education**



**MASTER OF BUSINESS ADMINISTRATION DEGREE**

**BACHELOR OF SCIENCE DEGREE**

**ASSOCIATE IN SCIENCE DEGREE**



**FOR ADDITIONAL INFORMATION**

**WRITE: Director of Admissions  
New Hampshire College  
2500 River Road  
Manchester, N.H. 03104**

**CALL: (603) 668-2211**



# The College of Business

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## GENERAL INFORMATION

### Philosophy and Objectives

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

To blend courses in the humanities and social sciences with specialization in business and business-related areas, giving the student an awareness of the social, economic and political forces at work in our world;

To maintain those supportive services and programs necessary for a student accepted by New Hampshire College to complete a successful college career;

To encourage innovative teaching and responsive relationships among students and staff;

To provide an open atmosphere which allows as much student participation in decision-making as practicable;

To allow student autonomy in determining the government and activities of the student body;

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



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### **History of the College**

New Hampshire College is a private, non-profit, fully-accredited, coeducational institution located in Manchester, New Hampshire. The College was founded by the late H.A.B. Shapiro in 1932 as the New Hampshire School of Accounting and Secretarial Sciences. During the years 1932 to 1960, the College remained relatively small.

In 1961, the College was incorporated and the name was changed to New Hampshire College of Accounting and Commerce. The State of New Hampshire granted the College a charter in 1963, making it a degree-granting institution of higher education. The first associate degrees were awarded the same year, and three years later the first bachelor degrees were conferred.

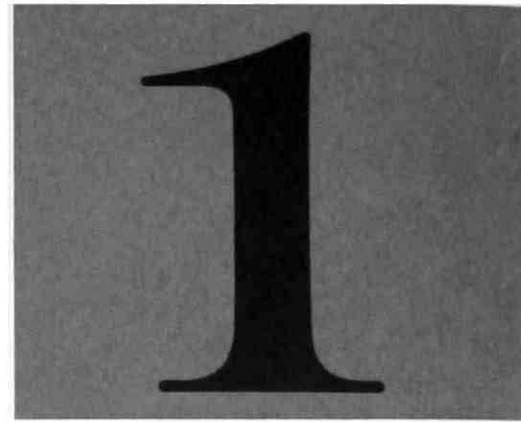
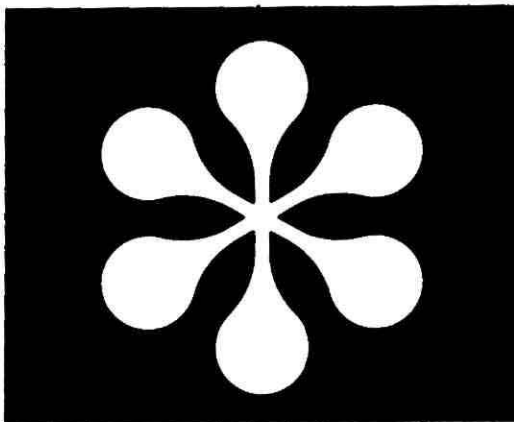
On September 1, 1968, the College became a non-profit institution and shortly thereafter selected its' first Board of Trustees. The name was changed to New Hampshire College on September 19, 1969. In August 1971, a new campus was opened replacing the previous downtown Manchester location. In September 1974, the College began a Master of Business Administration program.

The College now has a day school enrollment of approximately 1200, a graduate school enrollment of about 300, and continuing education enrollment in excess of 2000 students.

New Hampshire College has evolved from a commuter school to a resident college. Less than half the students now commute from home and less than half are residents of New Hampshire. Students come to the College from throughout the United States and from numerous foreign countries.

### **Location and Facilities**

New Hampshire College is located in Manchester, New Hampshire, the largest city in northern New England with a population of approximately 100,000. Manchester is a growing educational, industrial and cultural center. Three other colleges and a branch of the state university are located nearby. New Hampshire's outstanding recreational and historical sites are all close to the College. The city of Boston, with its cultural advantages, is just a one hour drive by car. New Interstate highways and frequent and convenient air and bus service link Manchester with the entire northeast. A major airline provides regular service from Manchester to Boston, New York and major cities of the midwest.



# 4

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The College's suburban setting, on the Manchester/Hooksett line in southern New Hampshire, features twenty modern buildings and 140+ acres. Facilities include two suite-type modular dormitories, three row-house style dormitories, four 2 & 3 bedroom apartment complexes and three 2 bedroom townhouses.

The Administration/Classroom building contains a computer center in addition to faculty/administrative offices and classrooms. The Library is a multi-media resource center housing a TV studio, 150 seat theater and meeting rooms.

The Student Union includes a bookstore, dining commons, post office, snack bar, and student services offices.

A Gymnasium, athletic fields and tennis courts provide recreational and competitive facilities for the College's students. A new maintenance building includes additional shower and locker facilities for the students.

## Accreditation

New Hampshire College is fully accredited by the following organizations:

- New England Association of Schools and Colleges, Inc.
- Association of Independent Colleges and Schools as a Senior College of Business
- New Hampshire State Department of Education - Teacher Certification
- New Hampshire Postsecondary Education Commission
- Approved for the education of veterans and the children of veterans
- Approved for the rehabilitation training of handicapped students
- Approved by the U.S. Department of Justice for non-immigrant students
- Listed in the Department of Health, Education and Welfare Education Directory Part 3: Higher Education

## Degrees

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

### Master of Business Administration

The Master of Business Administration degree permits specialization in the areas of:

- Accounting
- Business Management



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### **Bachelor of Science**

The Bachelor of Science degree is granted to students in:

- Accounting
- Management
- Marketing
- Retailing
- Economics/Finance
- Hotel-Resort-Tourism Administration
- Management Information Systems (Computer Sciences)
- Management Advisory Services (Computer Sciences and Accounting)
- Business Teacher Education
- Office Administration
- Techna-Business (Special program for holders of an associate degree in a technical area)

### **Associate in Science**

The Associate in Science degree is granted to students in:

- Accounting
- Management
- Electronic Data Processing
- Fashion Merchandising
- Executive Secretarial
- Legal Secretarial
- Medical Secretarial
- General Studies

### **New Hampshire College and University Council**

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

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





### **Army ROTC Program**

The United State Army offers commissions as second Lieutenants to New Hampshire College students through cross enrollment to the University of New Hampshire during the junior and senior years. ROTC students must complete a six-week summer camp after their sophomore year and then complete the ROTC Advanced Course their junior and senior years. (Veterans need not attend the basic summer camp.)

ROTC courses carry academic credit and are taught at the Merrimack Valley Branch of UNH in Manchester. ROTC students receive approximately \$2800 worth of financial assistance during the two-year program. Interested students must make a decision on participation in this program by the middle of their sophomore year.

## **STUDENT SERVICES**

### **Philosophy**

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

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

The Student Services Department includes academic advising, athletic facilities management, career planning and placement, counseling, health services, housing, intercollegiate athletics (including



intramural sports), orientation, resident assistants, student activities, student-to-student advisors and veterans affairs.

### **Orientation**

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

Student transferring from other institutions participate in a separate but similar orientation program.

### **Academic Advising Program**

The Academic Advising Program establishes contact between students and faculty in order to assist the student in maximizing his or her use of all the programs and services available at the college. Each student is assigned a faculty advisor who assists in the development of the student's curriculum and provides counsel for those encountering academic difficulties. The Director of Academic Advising coordinates the advising program and serves as general advisor for the freshman class.

For incoming freshmen, there is a program of study skills development staffed by upperclass students. These Student Academic Advisors conduct workshops at orientation, small group and individual study skills sessions. They are trained by and work closely with the Student Services staff. All freshmen are encouraged to participate in this program for the fullest possible development of their academic potential.

### **Athletics**

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



### **Athletic Facilities**

The College has a gymnasium, tennis courts, baseball field and athletic fields located on the campus. The gym floor is covered with a synthetic surface which accommodates indoor tennis, along with numerous other college activities.

### **Career Planning and Placement**

The office of Career Planning and Placement has three objectives: to assist the undergraduate students with career planning; to aid them in securing part-time and summer employment; to act as liaison between graduating seniors and prospective employers. Alumni of the college are also invited to use the facilities of the office. There is no charge made for any of these services.

During the fall semester, seniors are requested to register with the office for career advising and to schedule interviews with representatives from business, industry, and government agencies. Undergraduate students are invited to use the placement facilities at any time and to familiarize themselves with career planning and procedures. A recruiting schedule is conducted during the months of October through April to assist seniors in interviewing for possible future full-time employment.

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

A Career Planning Seminar is offered each semester to aid interested undergraduates in finding their ultimate career goals.

The Career Planning and Placement library contains books, magazines, newspapers, brochures, applications and annual reports. In addition, there is a large collec-

tion of directories, resume outlines and government statistics.

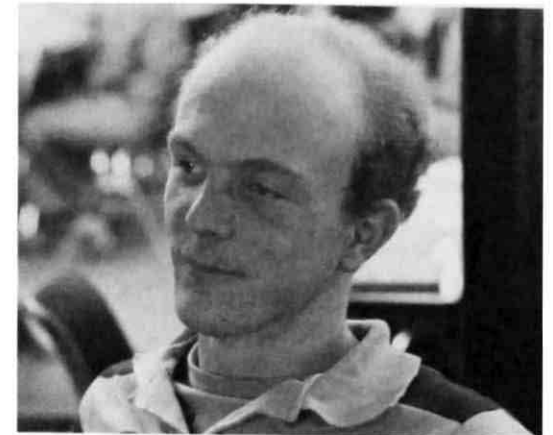
### **Counseling**

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

### **Health Services**

The Health Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday during the academic year. Students must have a completed medical history and signed physician's report on file in the Health Center before being allowed to begin classes and in order to





receive medical care. Nurses are on duty to assist students and provide care for in-patients as well as out-patients. Nurses are on call during the weekend.

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

### **Veterans' Affairs**

The Office of Veterans' Affairs, established on campus, is the principal service center for veterans and eligible dependents. Tutorial assistance programs, guidance, referrals, school and VA work-study positions, and many other services are available to all veterans. The College urges all veterans to acquaint themselves with this office in order to become aware of the educational benefits available to them under the G.I. Bill.

### **Housing**

Housing facilities at the College include dormitories, townhouses and apartments. The students share double rooms, common lounges and bath facilities in the dormitories.

The townhouses consist of four-person, two level living accommodations. On the first level, there is a livingroom and kitchen; above are bedrooms and bath.

Upperclass students live in the apartments and townhouses; freshmen will not usually be allowed to

reside in these apartments or townhouses. All students, with the exception of those who reside with relatives, are required to live in college housing as long as accommodations are available. If they are not, students are granted temporary permission to live off campus. When space becomes available, students may be recalled to campus. Such recalls will be based on senior standing on a lottery basis: (1) freshmen, (2) sophomores, (3) juniors, and (4) seniors. Long-term commitments for off-campus housing are not advised.

All freshman students and individuals who reside in the dormitories are required to take meals in the campus dining hall. Exceptions to this policy are made only under unusual circumstances. Questions on this matter should be directed to the Dean of Administration.



### **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, counseling, referrals, and in any other way they may assist students. Students are encouraged to acquaint themselves with their Resident Assistant and to ask them any questions they may have.

Questions concerning campus residences should be directed to the Director of Housing or the Dean of Student Services.

### **Student Activities**

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



## **STUDENT ORGANIZATIONS**



## Student Government Association

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

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

## Student Publications

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

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

## Cheerleaders

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

## Fraternities and Sororities

Through membership in social fraternities and sororities students often make life-long friendships based upon mutuality of interest and experience. Chartered and listed in the order of their establishment at New Hampshire College are Phi Delta Psi fraternity, Kappa Delta Phi fraternity, Chi Chapter, Kappa Chi, Phi Omega Psi sorority and Kappa Sigma, Lambda-Mu Chapter.

## I.F.C.

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

## Newman Student Community

The goals of the N.S.C. are to form a Christian Community on the campus, through the Liturgy: to participate with all other faiths



on campus in ecumenical activity through the presentation of lecture, films and other programs which will give Christian life meaning.

### **Future Secretaries Association**

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

To be eligible for membership, a student should be enrolled in the secretarial course of study and must maintain a 2.00 average.

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



### **Bowling League**

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

### **Marketing Club**

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

### **Humanities Committee**

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

### **Drama Club**

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

### **Ski Club**

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

### **Black Alliance**

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



### **Veterans Club**

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

### **Shooting Development Club**

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

### **Chess Club**

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

### **Special Events Committee**

This group plans and facilitates the fall, winter and spring weekend concerts and festivals. Membership is open to all.

### **Coffee House Committee**

Students, via this organization, run a night club for the student body many times a year. Comedy and all forms of music are offered.

### **Arts and Crafts**

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

### **WCAC Radio Station**

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



### **Hillel Club**

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

## ACADEMIC SUPPORT SERVICES



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

### **H.A.B. Shapiro Memorial Library**

New Hampshire College is served by the H.A.B. Shapiro Memorial Library, a modern and spacious building located near the center of the campus. The constantly expanding collection contains approximately 55,000 volumes, 3,500 reels of microfilm, and 15,000 of microfiche. The Library subscribes to 750 periodicals and numerous business and financial services. Tables and carrels are provided for individual study, and several conference rooms are available for group work. Professional librarians provide research assistance and instruction in the use of library resources.

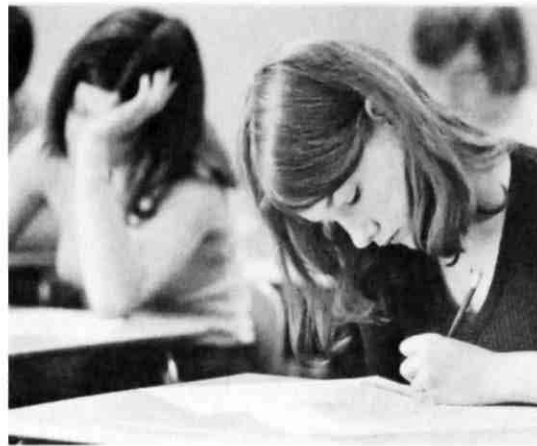
A small gallery functions for visual education with a calendar of exhibits of arts, crafts and student work.

The Audio-Visual Department of the Library contains a 150 seat studio which is equipped with tracked lighting and curtain backdrop for video film production as well as screen and projection booth for commercial film viewing. It is adaptable for programs and theater productions. A listening area with individual carrels are utilized by students for recordings, cassettes or television. A wide range of portable AV equipment circulates for class, instructor and student use. The studio is the broadcast point for channel 13, the College's closed circuit television system.

### **Reading and Communications Center**

The College maintains a Reading and Communications Center staffed by two full-time faculty members. Programs are available to all students desiring to improve reading and study skills such as





comprehension and retention, critical reading, speed reading, vocabulary building and note taking. Students who experience difficulties with texts or other books are encouraged to obtain individual aid. Help with written language is also available on an individual basis. Students for whom English is a second language are offered intensive instruction.

The Reading Center houses a collection of paperback books and instructional texts for loan as well as E.D.L. Controlled Reading machines and Tachistoscope for use in the improvement of reading ability.

### **Computer Center**

The New Hampshire College Computer Center is an academically oriented, primarily student-operated area. It is presently equipped with an IBM System 3, Model 15D and has a 3340 disk system with multi-programming

and directly attached 3741 (floppy disk). This is a 160K machine with a CRT and teleprocessing capabilities. Portable terminal capability allows access to two other major areas within the state.

### **Internship**

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

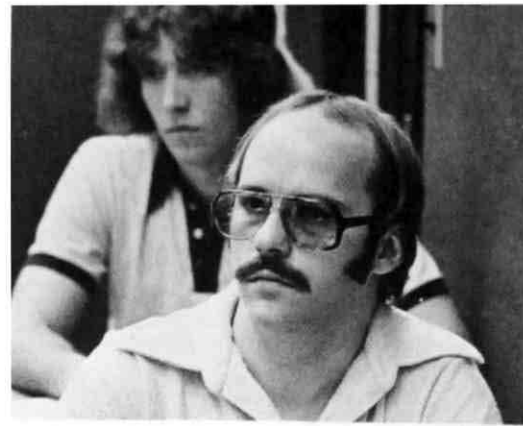
### **Domestic Internship**

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive 3 to

15 credits for an internship. Participants must be in good academic standing, and receive approval from the Department Chairman and the Director of Cooperative Education. All candidates must also be interviewed, screened and selected by the company granting the internship. The College maintains a working relationship with current and potential employers for this program, both within the Manchester area, and throughout the northeast. Students are also encouraged to develop business contacts that will assist them and the College in developing new opportunities.

### **Foreign Internships**

Students pursuing marketing, retailing or fashion merchandising programs of study have the opportunity to participate in a



6-week, 6 credit, summer internship. Coordinated by New Hampshire College, and used by 2 and 4-year colleges throughout the country, the goal of this program is to bring the real world of international distribution to American students.

Time is spent meeting the customer and working behind the scenes in organization, marketing, merchandising and promotion. Management puts the intern through an intensive "training program" which allows application of classroom theory to the International scene. Training includes fashion showings, department meetings, and an explanation of inventory control systems. Cultural side trips are also arranged.

Current opportunities exist in Copenhagen, Denmark; Brussels, Belgium; London, England; Paris, France; Cologne, Germany; and Hong Kong.

### **Cooperative Education**

With the 1975-76 academic year, the College began a 4-year cooperative education program, designed for accounting, management information systems or management advisory services majors. The program coordinates professional work experience with classroom training. Participants are admitted only in September, and are scheduled for eleven 16-week terms, eight involving classroom experience, and two involving work experience.

Participation in this program is through invitation only. During the first semester of the freshman year, interested candidates who have had at least a 3.00 high school cumulative average and a com-

bined SAT score of 1,000 are interviewed by the department chairperson and the Director of Cooperative Education. Their final approval, plus that of the Academic Dean's office, leads to final acceptance into the program.

### **New Hampshire College in England**

Through a special agreement with New England College, New Hampshire College students may spend a semester or a year abroad at New England College's campus in Arundel, Sussex, England. This special arrangement provides for New Hampshire College faculty to teach business courses at the Arundel campus permitting students to take business and liberal arts courses with little or no disruption in major programs at New Hampshire College. Students desiring to participate in this program should discuss their plans with the Academic Dean early in their career at New Hampshire College. Regular tuition applies to



the Arundel experience although students are responsible for air transportation and should allow for higher expenses for travel, etc. in England and the Continent. Room and board costs are determined by New England College but are comparable to New Hampshire College's.

The program provides students an opportunity to study in a foreign setting while continuing degree programs and traveling in the British Isles and on the Continent. Liberal arts courses are specifically geared to this foreign experience and field trips are a usual part of many courses.

### **Special Programs**

Through Special Programs the College tries to be responsive to the needs of the community and people within it. Ranging from one-day special programs, to

grouped seminars, to long term projects, the College attempts to provide that which is needed by the particular audience.

Examples of special programs are:

#### ***Upstart***

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

#### ***Project Ahead***

Project Ahead is a cooperative plan designed to help active duty personnel of the U.S. armed forces work toward a college degree. The College will counsel Project Ahead students prior to active duty and maintain an academic file on the participant. The individual applicant must qualify for military service and meet the College's entrance requirements for the program of his/her

choice. The College then evaluates for future credit any college level courses the student takes while in the service. After military discharge, the veteran returns to the College to continue degree work, or may have his/her transcript sent to any other college.

For complete information on Project Ahead, contact the New Hampshire College Admissions Office.

#### ***Small Business Management Course***

Co-sponsored by the Small Business Administration, SCORE, and New Hampshire College this program provides owners and managers of small businesses with up-to-date information on the techniques of managing a small business.

### Continuing Education

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

The Summer School is the only daytime program offered through Continuing Education. It is offered only at the Manchester campus.

All other Continuing Education programs are offered in the evening throughout the year. These centers operate as integral parts of the College, using the same accreditation criteria and the same academic control as the day division. Faculty are chosen from the College staff or from outside by the department chairmen in their specialty.

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

### Continuing Education Centers

### Majors

NHC - Portsmouth Center  
10 Vaughn Street  
Portsmouth, NH 03801  
(603) 436-2831 or 436-2840

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

NHC - Salem Center  
151 Main Street  
Salem, NH 03079  
(603) 893-3598 or 893-9600

General Management -  
AS and BS  
Accounting - AS and BS  
Marketing - BS  
Techna-Business - BS  
Economics/Finance - BS  
Graduate Program - Master of  
Business Administration

NHC - Manchester Center  
2500 River Road  
Manchester, NH 03104  
(603) 668-2211

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

NHC - Laconia Center  
345 Union Ave.  
Laconia, NH 03246  
(603) 524-3527 or 524-3554

General Management  
AS and BS  
Techna-Business - BS

NHC - Puerto Rico Center  
P.O. Box 1368  
Hato Rey, Puerto Rico 00919  
1-809-763-7655

General Management -  
AS and BS



## **ACADEMIC STANDARDS AND REGULATIONS**

### **Attendance**

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

Attendance is required in the following courses: Math 5; Math 8; Math 10 and 11; Eng. 9, 10 and 11; Communications 10; Accounting 1 and 2; MA 10; MA 25; MIS 20; SS 1 and 2; and SS 8 and 10. Excessive absences may result in failure or dismissal from these courses. More than three absences may be considered as excessive by the instructors of these 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.

### **Withdrawal from Class**

A student may withdraw from any course before final examination week. The course will not be recorded on the student's record if withdrawal occurs within the first two weeks of class.

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

### **Withdrawal from New Hampshire College**

A student may withdraw from the College by obtaining a withdrawal form from the Dean of Student Services and obtaining all necessary signatures. Failure to file a





withdrawal form with the Registrar will result in the automatic recording of grades F in all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received.

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

Activity cards must be returned when withdrawing from the College.

### Privacy of Student Records

The policy and the 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 of 1974, as amended in 1976. Except in instances where a student has given consent to make public information about himself/herself, all personally identifiable information in a student record is consid-

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

### Grading System

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

GRADE	QP
A Excellent	= 4
B Good	= 3

C Fair	= 2
D Passing	= 1
F Failing	= 0
S Satisfactory	= 0
U Unsatisfactory	= 0
CR Credit	
AU Audit	
W Withdrew	
WP Withdrew Passing	
WF Withdrew Failing	
T Transfer Credit	
I Incomplete	

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

Accounting	1	3 Credits	×	A (4)	=	12 QP
English	10	3 Credits	×	B (3)	=	9 QP
MA	10	3 Credits	×	C (2)	=	6 QP
MIS	20	3 Credits	×	D (1)	=	3 QP
History	9	3 Credits	×	F (0)	=	0 QP
					<b>15 Credits</b>	<b>30 QP</b>

**30 QP DIVIDED BY 15 CR = 2**  
**GRADE POINT AVERAGE IS 2.00**



### **Incompletes**

Faculty members may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an F, if work is not completed. Any extension of this period must receive the approval of the Academic Dean and be reported to the Registrar.

### **Repeating Courses**

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

### **Academic Review**

At the end of each year, and at any other time at the discretion of the Committee on Scholastic Standing, the records of all students may be reviewed by the committee. Any student whose accumulative academic average is less than 2.00 is subject to action by the committee. Also, any student who earns less than a 2.00 academic average in two consecutive terms is subject to action by the committee even though his or her total average may be satisfactory. The committee's action may be scholastic warning or academic dismissal from New Hampshire College. Requests for review of such action must be addressed to the Academic Dean.

The office of the Academic Dean and the Dean of Student Services will be responsible for working with students in academic difficulty at other times.

Courses taken at other colleges during the period in which a student

is academically dismissed will normally not be considered for transfer, if a student is later readmitted. Questions concerning this regulation should be referred to the Registrar.

### **Academic Renewal**

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

1. It must be approved by the Committee on Scholastic Standing.
2. It may be granted only once to a student.
3. A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.



4. A minimum of 33 credits must be completed at New Hampshire College after renewal is granted. All academic regulations are the same as those for transfer students.

### **Dismissal**

New Hampshire College reserves the right to dismiss a student who either fails to meet his academic or financial requirements or is found by an appropriate disciplinary board to be in violation of college regulations.

### **Petition for Readmission**

A student who is dismissed from New Hampshire College for academic causes may petition the Committee on Scholastic Standing for permission to be readmitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters.

### **Transfer Credits**

Students who wish to take courses for credit at other colleges and transfer them to New Hampshire College as part of their program of study, must receive approval from the Academic Dean and Registrar. It will be necessary to furnish a description of the course as well as to present an official transcript of the grade received at the conclusion of the course. Permission forms to take courses at other institutions will be issued by the Registrar.

### **Student Exchange Courses**

New Hampshire College students are eligible to take courses at NHCUC member institutions during the regular academic year. Courses must be approved by the Registrar and are subject to a room available basis. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts and grades are computed into the NHC average. Colleges participating in this program in

addition to New Hampshire College are: Colby-Sawyer College, Franklin Pierce College, Keene State College, Mount Saint Mary College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm's College, and the University of New Hampshire.

### **Awarding of Degrees**

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

### **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 invites membership of those students achieving a 3.50 or higher grade point in any one semester. Continued membership requires maintenance of a cumulative 3.20 average thereafter. In addition to academic achievement, service to the Society and the entire College is a requisite through such programs as tutoring, faculty assistance, and other Society sponsored programs.

### **Pi Omega Pi**

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

### **Graduation with Distinction**

#### *Degree of Bachelor of Science*

The degree of Bachelor of Science with certain distinctions will be conferred upon those members of the graduating class who have a minimum two years residence requirement, including completion of 63 credits hours, and who have met the following standards:

Students who have earned a minimum grade point average of: **3.80** Bachelor of Science summa cum laude; **3.50** Bachelor of Science magna cum laude; **3.00** Bachelor of Science cum laude.

### *Degree of Associate in Science*

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

Students who have earned a minimum grade point average of: **3.80** Associate in Science with highest honors; **3.50** Associate in Science with high honors; **3.00** Associate in Science with honors.

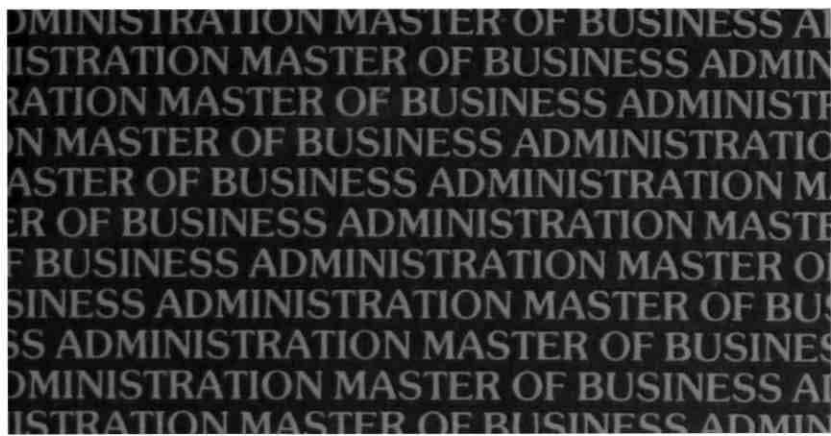
### **Gold Key Award**

Students who are candidates for the Bachelor of Science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative grade point average of 3.50 and must be eligible for graduation with distinction.

# **Programs of Study**

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## **MASTER OF BUSINESS ADMINISTRATION PROGRAM**

### **History and Accreditation**

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

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

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

### **Objectives**

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

- 1.** To provide individuals with advanced academic work in the field of business and management education.
- 2.** To provide individuals with a graduate program that is oriented toward a pragmatic study of business and management education.
- 3.** To provide individuals with a program that will prepare them for management positions in profit and non-profit institutional units in society.
- 4.** To provide individuals with an opportunity to develop a capacity for self-directed study and professional growth.



5. To provide individuals with a program that has, as its core, a broad-base exposure to the general concepts of management and allows for specialization in an area of interest.
6. To provide individuals employed full-time who have an undergraduate degree in business an opportunity to secure graduate business education on a part-time basis in the evening.

### **Administration**

The Associate Academic Dean is the Director of the Graduate Program. The Graduate Studies Committee serves as a forum for discussion of policies governing the graduate program. Members of the Graduate Studies Committee are the Academic Dean, the Associate Academic Dean who serves as chairman of the committee, the Director of Continuing Education, representatives of each of the major departments, a member of the graduate student body, and a member of the business community.

The Graduate Committee is charged with the review of all thesis proposals submitted by students wishing to elect the thesis option.

## **Admission To The Program**

### ***General Requirements***

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

1. Possession of a baccalaureate or higher degree from an accredited institution.
2. Admission in good standing is based upon an overall undergraduate grade-point-average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work. The Graduate Management Admission Test is required, but no minimal score has been determined.
3. Requirements for admission on limited status are the same as those for good standing admission except that persons may be admitted on provisional status who have undergraduate grade-point-averages below 2.49 (4.0 basis) for all undergraduate work completed. This provisional status may be removed and the student admitted in good standing to the program if he/she achieves an overall B (3.0) average in the first nine credits of the MBA program.
4. **Unclassified Students** — Students who have not been accepted into the MBA program may enroll in a course as an unclassified student. A student must be accepted into the MBA program in order to use this credit as part of his or her degree requirement. A maximum of six credits earned as an unclassified student may be used toward the MBA degree.



### *Transfer of Credit*

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

1. The credits must be from an accredited institution and be of graduate level. The student must have earned a grade of B or better in each course to be transferred.
2. The credits must be applicable to the MBA program at New Hampshire College.
3. A maximum of six semester hours of credit may be accepted.
4. The credits must have been earned within a five year period prior to the student's admission.
5. No credit for correspondence courses will be accepted.
6. A minimum of 27 semester hours of graduate credit must be earned at New Hampshire College.

### *Graduate Management Admission Test*

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

### *MBA Background Requirements*

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

PREREQUISITE COURSES	CREDITS
Accounting	6
Economics	6
Mathematics	6
Business Law	3
Computer-based Information Processing	3
Business Organization	3
Marketing	3
Finance	3
Statistics	3
Total prerequisite	<hr/> 36

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

***MBA Prerequisites/CLEP***

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

a national testing program. The following list indicates the CLEP examinations which will satisfy the prerequisite requirements.

Questions regarding CLEP may be directed to Mr. Richard France, Registrar and CLEP administrator at New Hampshire College (603/668-2211). New Hampshire College is Test Center #3649. The testing fees are as follows: one test, \$20; two tests, \$30; and three to five tests, \$40.

PREREQUISITES	'CLEP' EXAM	MINIMUM SCORE
Accounting	Introductory Accounting	50
Economics	Introductory Micro & Macro Economics	48
Business Law	Introductory Business Law	51
Computer Based Information Processing	Computers and Data Processing	46
Mathematics	Mathematics (General Exam)	460
Business Organization	Introduction to Business Management	46
Marketing	Introductory Marketing	48
Finance	Money and Banking	48
Statistics	Statistics	49

## CALENDAR

### Academic Year 1977-1978

Term I	September 12-December 2, 1977
Term II*	December 5, 1977-March 10, 1978
Term III	March 13-June 2, 1978
Term IV	June 5-August 25, 1978
*Holiday break	Dec. 23, 1977-Jan. 8, 1978 Classes resume Monday, January 9)

### Class Meeting Times

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

### Location of MBA Centers

<b>Manchester</b>	New Hampshire College 2500 North River Road Manchester, NH 03104 Mr. George T. Perraudin Associate Director Tel. 603/668-2211
<b>Salem</b>	New Hampshire College 151 Main Street Salem, NH 03079 Mr. Vincent Bankoski Associate Director Tel. 603/893-3598 or 603/893-9600
<b>Nashua</b>	Sanders Associates, Inc. Advanced Education 95 Canal Street Nashua, NH 03060 (Contact Mr. Bankoski at Salem Center)
<b>Portsmouth</b>	Pease Air Force Base Portsmouth, NH 03801 (Contact Dr. Cletus Kohake, Director of Continuing Education 10 Vaughn St., Portsmouth, N.H. 03801, Tel. 603/436-2831)



### ***Availability of MBA Courses***

- Manchester**
1. Core courses
  2. Specialization in management
  3. Specialization in accounting

- Salem and Nashua**
1. Core courses
  2. Specialization in management

- Portsmouth**
1. Core courses
  2. Specialization in accounting

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

# ACADEMIC POLICIES

## Student Evaluation

It is expected that each student will maintain at least a 3.0 (4.0 basis) average in all graduate work attempted. A maximum of six semester credits of C grades are allowed in the student's overall program. Any student failing to

maintain a satisfactory average will be referred to the Committee on Scholastic Standing to determine whether or not he/she should be permitted to continue in the Program. A student may withdraw from a course any time prior to the final exam with approval of the professor. Any student dismissed from the MBA program may petition the Committee on Graduate Studies to be reconsidered.

## Grading System

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

A	= 4.00	B -	= 2.66
A -	= 3.66	C +	= 2.33
B +	= 3.33	C	= 2.00
B	= 3.00	F	= 0.00 (no credit)

The grade-point-average is determined by multiplying the grade point value by the total number of semester hours for the particular course, adding the products and dividing by the total number of semester hours. An example of a student's grades and grade-point-average is calculated as follows:

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



**Withdrawals**

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

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

**Incompletes**

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

**Graduation Requirements**

1. Completion of all required MBA courses (minimum of 33 semester hours).
2. Minimum overall grade-point-average of 3.0 (4.0 basis) with no more than two "C" grades.
3. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Committee on Graduate Studies and will have to be based on good cause.

**EXPENSES****Tuition and Fees**

Cost per course	\$225
Parking fee	5
Graduation fee	25
Transcript fee	1

**Books and Supplies**

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

**Deferred Payment Plan**

Students receiving educational benefits from the Veterans Administration or other sources may use a deferred payment plan for tuition costs. A carrying charge of 1% per month is assessed on any unpaid balance, and the student remains responsible for the payment of any amount owed, including interest.

**Veterans' Benefits**

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

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

### **Refund of Tuition**

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



## **COURSE REQUIREMENTS**

### **Graduate Discipline in Management**

#### **Graduate Core (required)**

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

#### **Required Courses**

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

#### **Selection of One of the Following**

- GR 223 Institutional Economics
- GR 229 New Organizational Structures, Change and Process Consultation
- GR 230 Production Management
- GR 236 Management of the Non-Profit Institution
- GR 237 Non-Profit Corporate Market Strategies
- GR 238 Multinational Marketing

#### **Optional Courses (elect two)**

- Graduate business management electives
- Graduate accounting electives

**Graduate Discipline in Accounting****Graduate Core (required)**

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

**Required Courses**

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

**Optional Courses (elect two)**

- GR 206 Auditing
- GR 207 Federal Taxes
- Two graduate business management electives

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

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

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

**Thesis Option**

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

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## **COURSE DESCRIPTIONS**

### **GR 200 Managerial & Financial Accounting**

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

### **GR 202 Research Methods in Business**

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

### **GR 203 Financial Reporting I**

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

**Prerequisite:** GR 200 Managerial & Financial Accounting

### **GR 204 Budgeting and Cost Accounting**

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

**Prerequisite:** GR 200 Managerial & Financial Accounting

**GR 205 Financial Reporting II**

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

**Prerequisite:** GR 203 Financial Reporting I

**GR 206 Auditing**

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

**Prerequisite:** GR 205 Financial Reporting II

**GR 207 Federal Taxes**

The objective is to learn the most frequently applied provisions of the income tax law, be familiar with original source materials, and learn the importance of tax planning in financial matters. During the course, the

following income tax returns will be prepared: 1) Individual income tax return for the proprietor of a small business, 2) Corporation, 3) Partnership, and 4) Subchapter S Corporation.

**Prerequisite:** GR 205 Financial Reporting II or by permission of the Director of Graduate Studies.

**GR 220 Organizational Behavior and Development**

A systematic analysis of individuals within an organizational structure. The process of understanding the psychological, sociological and cultural makeup of people within organizational structure accomplishing a task situation. The course focuses upon individual and group decision-making, communications, growth patterns, and the management of stress within a business.

**GR 221 Quantitative Analysis in Business**

An introduction to fundamental theories underlying various techniques, mathematical and statistical, developed to facilitate management decision-making under uncertainty. Emphasis will be on the role and evaluation of modern quantitative techniques rather than technical expertise.

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**GR 223 Institutional Economics**

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

**GR 224 Marketing Strategy**

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

**GR 225 Business, Government, and the Environment**

The health of our society depends significantly on the responsiveness and responsibility of business, labor, government and consumer units and how each interacts with the other. This course examines ways managers of each of these institutional units might respond to external environmental problems. Emphasis is placed on current problems being encountered by executives in their institutional roles and how conflict exists between this and

his role as a member of society. Issues considered in this course include pollution control, ethics of the business person, role of women in business, consumerism, minority groups and multinational institutions.

**GR 226 Small Business Management and Entrepreneurship**

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



**GR 228 Business Policy**

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

**GR 229 New Organizational Structures, Change, and Process Consultation**

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

**Prerequisite:** GR 220 and GR 240

**GR 230 Production Management**

Exploration into production processes will be undertaken with the use of text and case materials. A system life cycle approach from elements of design to the complete process will be examined. Decision problems of the system will be reviewed and appropriate materials introduced to the student to challenge his analytical capabilities. Although primarily qualitatively oriented, this course will utilize quantitative methods of problem solutions.

**GR 231 Seminar in Interpersonal Behavior**

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

### **GR 232 Business Cycles and Forecasting**

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

The course will break down into two parts: the first part will deal with business cycle history and theory, and the second part will deal with the use of lagging, coincident and leading economic indicators.

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

### **GR 233 Labor Relations and Arbitration**

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

The exact design of the course will vary from instructor to instructor. The case study method, supplemented by occasional lectures and straight readings, would seem an ideal approach.

### **GR 234 International Trade and Finance**

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

### **GR 235 Investment Analysis and Evaluation**

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

**GR 236 Management of the Non-profit Institution**

Non-profit institutions are a growing entity within our society today. This sector includes, not only government but all private activities which are not pursued for a profit. Included among the not-for-profits, are such institutions as universities, colleges, hospitals, religious organizations and such businesses as "think tanks" like The Rand Corporation.

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

**GR 237 Non-profit Corporate Market Strategies**

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

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

**GR 238 Multinational Marketing**

Multinational organizations have become an increasingly important element in our business environment. The trend to an ever increasing number of these institutional units is apparent. These companies will be involved in larger segments of the world's business as time passes. We can already see the extent of their world-wide activities but also can read of some of their blunders.

Past marketing practices have in many instances been lacking. It will be the intent of this course to introduce the student to global marketing techniques which should provide insight into intelligent marketing for international businesses.

**GR 240 Management Information and Control**

The course is designed to orient the graduate student with the practical applications of information and control systems in contemporary organizational situations. In so doing, the student will become familiar with the basic concepts, terminology, and interactions of systems hardware, software, and data management. Students will demonstrate a working proficiency in BASIC or FORTRAN as a requisite for successful completion of the course.

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## **THE BACHELOR OF SCIENCE DEGREE**

### **DEPARTMENT OF ACCOUNTING**

Accounting is one of the fastest growing professions in the United States. Professional accountants are growing, not only in number, but also in influence. The professional accountant's responsibilities, duties, and prestige have grown tremendously during the past 50 years. Demand has never been so critical for qualified people at high levels of responsibility in accounting, and rapid advancement in the field is limited only by individual ability.

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



## ACCOUNTING CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Elementary Accounting (Acct 1 & 2)	6
Intermediate Accounting (Acct 3 & 4)	6
Advanced Accounting (Acct 5 & 6)	6
Cost Accounting (Acct 7 & 8)	6
Federal Income Tax Procedure (Acct 9)	3
Auditing Principles (Acct 11)	3
Institutional Accounting (Acct 22)	1½
Financial Statement Analysis (Acct 21)	1½
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Introduction to Marketing (MA 13)	3
Corporate Finance (FIN 15)	3
Money and Banking (FIN 16)	3
Human Relations in Administration (MA 25)	3
Production Management (MA 27)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming, FORTRAN IV or RPG II (MIS 22 & MIS 24 & MIS 26)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3

Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	36
Free Elective	3
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**NOTE:** An accounting Internship (3 credits) may be taken in place of the free elective.

## MANAGEMENT ADVISORY SERVICES

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

Management Advisory Service students will be taught the skill areas required for the design and maintenance of financial accounting systems and general systems theory and management. Students will be offered the opportunity to apply their classroom experiences to real-world situations through a combination of exercises and actual work experiences.

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

### MANAGEMENT ADVISORY SERVICES CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
EDP Hardware (MIS 23)	3
FORTTRAN IV (MIS 24)	3
Systems Practicum 1 (MIS 25)	3
File Concepts (MIS 28)	3
Elementary Accounting (Acct 1 & 2)	6
Intermediate Accounting (Acct 3 & 4)	6
Advanced Accounting (Acct 5 & 6)	6
Cost Accounting (Acct 7 & 8)	6
Federal Income Tax Procedure (optional) (Acct 9)	3
Auditing Principles (Acct 11)	3
Financial Statement Analysis (Acct 21)	1½
Institutional Accounting (Acct 22)	1½

Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Corporate Finance (FIN 15)	3
Money and Banking (FIN 16)	3
Human Relations in Administration (MA 25)	3
Production Management (MA 27)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Logic Language and Argumentation (Phil 14)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
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### DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

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

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

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

### **MANAGEMENT INFORMATION SYSTEMS CURRICULUM**

<i>Course Title</i>	<i>Credits</i>
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTTRAN IV (MIS 24)	3
RPG II (MIS 26)	3
Systems Hardware & Software (MIS 30)	6
File Concepts (MIS 28)	3
Systems Practicum (MIS 25 & 29)	6
Elementary Accounting (Acct 1 & 2)	6
Cost Accounting (Acct 7 & 8)	6
Financial Statement Analysis (Acct 21)	1½
Institutional Accounting (Acct 22)	1½
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Introduction to Marketing (MA 13)	3
Human Relations in Administration (MA 25)	3
Production Management (MA 27)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3



Statistics (Math 18)	3
Liberal Arts Electives	24
Free Electives	15
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NOTE: Management Information Systems Internship may be taken in place of Systems Practicum II and one liberal arts elective.

## DEPARTMENT OF BUSINESS EDUCATION / OFFICE ADMINISTRATION

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

### Admission to the Business Education Program

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

1. Have accumulated a minimum of 63 semester hours of credit.

2. Have an accumulated grade point average of at least 2.50
3. Demonstrate the personal and social fitness necessary for success as a teacher.
4. Have the physical and mental capabilities for success in the teaching profession.
5. Display competency in oral and written communications.

### Requirements for Major in Business Education

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

1. Comprehensive Business Education (required)
  - 6 credits in a second area
  - 3 credits in a third area
  - 3 credits in a fourth area
  - 3 credits in a fifth area
2. Accounting Business Education (required)
  - 9 credits in Area 2
  - 3 credits in a third area
  - 3 credits in a fourth area



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## **3. Secretarial Business Education (required)**

- 9 credits in Area 3
- 3 credits in a third area
- 3 credits in a fourth area

## **4. Distributive Education (required)**

- 9 credits in Area 4
- 3 credits in a third area
- 3 credits in a fourth area

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

### **Area 1: Typing and Office Practice**

(Three of the following courses, including Office Procedures)

- 1. Typing 1
- 2. Typing 2
- 3. Typing 3
- 4. Office Procedures

### **Area 2: Accounting**

(Choose from the following courses)

- 1. Intermediate Accounting
- 2. Cost Accounting
- 3. Advanced Accounting

### **Area 3: Secretarial**

(Choose from the following courses)

- 1. Shorthand 1
- 2. Shorthand 2
- 3. Shorthand 3
- 4. Office Simulation

### **Area 4: Distribution**

(Choose from the following courses)

- 1. Principles of Retailing
- 2. Sales
- 3. Introduction to Marketing
- 4. Consumer Behavior
- 5. Principles of Advertising
- 6. Retail Sales Promotion

### **Area 5: Management Information Systems**

(Choose from the following courses)

- 1. Introduction to Systems
- 2. COBOL Programming
- 3. FORTRAN IV

### **Area 6: General Business**

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

- 1. Business Law (MA 7)
- 2. Risk and Insurance
- 3. Social Environment of Business
- 4. Introduction to Marketing

## BUSINESS TEACHER EDUCATION CURRICULUM

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

Liberal Arts Electives	15
Area (Business) Electives	15
Free Electives (see Note 2, below)	0-3
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**NOTE 1:** Two methods courses, Bookkeeping and General Business (ED 13) and Distributive Education (ED 17) are three credit courses; three methods courses, Cooperative Education (ED 15), Typing and Office Practice (ED 12), Shorthand and Word Processing (ED 16) are two-credit courses. Four methods are required of all majors.

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

## OFFICE ADMINISTRATION

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

## OFFICE ADMINISTRATION CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Introduction to Marketing (MA 13)	3
Human Relations in Administration (MA 25)	3
Elementary Accounting (Acct 1 & 2)	6
Business Data Processing (MIS 20)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Typing (SS 8-10-11-13)	12
Shorthand (SS 1-2-3-4)	12
Shorthand Elective	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	27
Free Electives	24
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**NOTE:** Secretarial Science Internship (6 credits) may be taken in place of Executive Office Administration and one free elective.

## DEPARTMENT OF MANAGEMENT ARTS / ECONOMIC SCIENCES

### General Management

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

### GENERAL MANAGEMENT CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Corporate Finance (FIN 15)	3
Management Decision-Making (MA 20)	3
Managerial Economics (FIN 12)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3

Elementary Accounting (Acct 1 & 2)	6
Management Accounting (Acct 14)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Business Electives	24
Free Elective	3

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

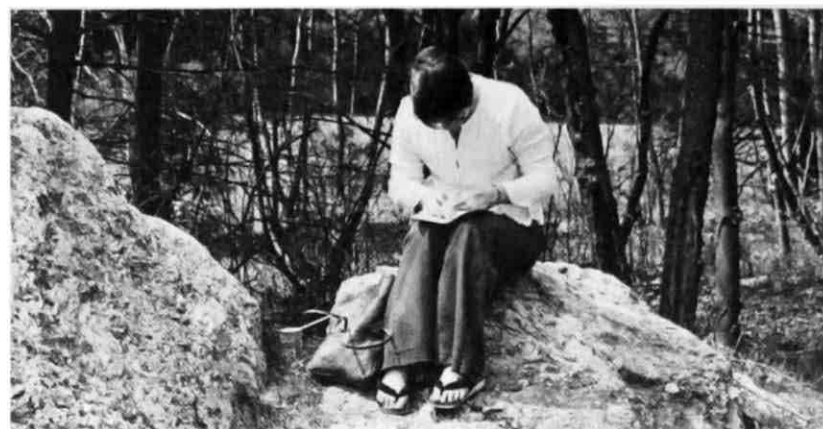
## ECONOMICS / FINANCE

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

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

## ECONOMICS / FINANCE CURRICULUM

<i>Course Title</i>	<i>Credit</i>
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Introduction to Business (MA 10)	3
Corporate Finance (FIN 15)	3
Money and Banking (FIN 16)	3
Personal Finance (FIN 1)	3
Managerial Economics (FIN 12)	3
Human Relations in Administration (MA 25)	3
Introduction to Investments (FIN 2)	3
Business Cycles and Forecasting (FIN 34)	3



Labor Economics (Eco 14)	3
Elementary Accounting (Acct 1 & 2)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	30
Business Electives	24
Economics/Finance Electives	12
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**NOTE:** Management Internship (12 credits) and Readings in Management (3 credits) may be taken in place of 9 business elective credits and 6 liberal arts elective credits.

### **HOTEL/RESORT/TOURISM ADMINISTRATION**

The hospitality field is one of the fastest growing industries in the world. New Hampshire College, located near the heart of the New England hotel resort industry, offers a major in this field that combines the practical course work necessary to succeed in the hotel industry

with a broad education encompassing liberal arts electives and business subjects. A required internship provides the student a choice of summer or academic semester work experience. Opportunities in the hospitality industry are excellent for those persons with academic training and education. Salaries, while modest in beginning jobs, are excellent in middle and upper management. Young age is generally no barrier to advancement in this field. Many hard working management personnel are in their early 20's. It should be noted that hours and days of work do not necessarily follow the normal 9:00 to 5:00 or Monday to Friday schedule. The hotel industry provides majors an opportunity to work and travel throughout the United States and abroad.

### **HOTEL/RESORT/TOURISM CURRICULUM**

<i>Course Title</i>	<i>Credits</i>
Food Purchasing (HR 9)	3
Quantity Food Production I (HR 10)	3
Quantity Food Production II (HR 11)	3
Introduction to Hotel/Resort Operations (HR 12)	3
Food, Beverage and Labor Control (HR 13)	3
Promotional Activities (HR 14)	3
Hotel Office Management (HR 15)	3
Law of the Hospitality Industry (HR 16)	3
Hotel/Resort/Tourism Seminar (HR 18)	3

Restaurant Management (HR 19)	3
Hotel Accounting (HR 20)	3
Hotel Facilities Management (HR 21)	3
Tourism (HR 22)	3
Internship (HR 50 or HR 51) *	6 or 12
Elementary Accounting (Acct 1 & 2)	6
Modern Math (Math 10 & 11)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Personnel Management (MA 11)	3
Risk and Insurance (MA 12)	3
Corporate Finance (Fin 15)	3
Business Law (MA 6)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Liberal Arts Electives	30
Free Elective	3
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**\* NOTE:** Students will normally be required to take HR 50, Internship, for 6 credits. However, students may, with the permission of the department, take in its place HR 51, Internship, for 12 credits. HR 50 involves work experience over one summer and HR 51 involves work experience over an academic semester. Those students taking HR 51 would not be required to take HR 18 and the free elective.

## RETAILING

One of the most dynamic areas in business today is the field of retailing. The art of selecting, pricing, promoting, and selling goods is "big business," and for the executive involved in these functions the opportunities are unlimited. In every major city in the world, there is a variety of jobs that require this training, and New Hampshire College prepares students for these challenging careers with its retailing curriculum. Retailing, with its constant need for capable trainees for executive positions will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved. Students may participate in an internship for a full semester, and selected students may opt for a foreign internship in the summer.



**RETAILING CURRICULUM**

<i>Course Title</i>	<i>Credits</i>
Fashion Merchandising (FM 1)	3
Retail Sales Promotion (FM 3)	3
Product Analysis and Design (FM 4)	3
Principles of Retailing (MA 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Consumer Behavior (MA 14)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Principles of Advertising (MA 29)	3
Marketing Research (MA 37)	3
Organizational Behavior (MA 42)	3
Marketing Geography (Geog. 27)	3
Elementary Accounting (Acct 1 & 2)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Introduction to Psychology (Psy 8)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6

Statistics (Math 18)	3
Liberal Arts Electives	27
Business Electives	12
Free Elective	3
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**NOTE:** Management Internship (12 credits) and Readings in Management (3 credits) may be taken in place of 9 business elective credits and 6 liberal arts elective credits.

**MARKETING**

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

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

**MARKETING CURRICULUM**

<i>Course Title</i>	<i>Credits</i>
Principles of Retailing (MA 2)	3
Sales (MA 3)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Consumer Behavior (MA 14)	3
Corporate Finance (FIN 15)	3
Management Decision-Making (MA 20)	3
Central Management and Policy-Making (MA 21)	3
Managerial Economics (FIN 12)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Principles of Advertising (MA 29)	3
Marketing Research (MA 37)	3
Organizational Behavior (MA 42)	3
Marketing Geography (Geog. 27)	3
Elementary Accounting (Acct 1 & 2)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3

Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	24
Free Electives	18
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**NOTE:** Management Internship (12 credits) and Readings in Management (3 credits) may be taken in place of Central Management and Policy Making and 12 free elective credits.

**TECHNA-BUSINESS**

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

The objective of this program is to provide individuals who have earned an Associate Degree in a specialized

skill other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing the technical skills.

TECHNA-BUSINESS CURRICULUM

Course Title	Credits
Elementary Accounting (Acct 1 & 2)	6
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng 10 & 11)	6
Modern Math (Math 10 & 11)	6
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Liberal Arts Electives	33
Business Electives	15
Free Electives	48
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Besides its range of four-year bachelor's degree majors, New Hampshire College offers two-year associate degree programs, which may be a solution for those not sure about going to college for four years. A two-year program offers solid preparation for a job—in addition to the opportunity to continue easily on to a bachelor's degree.

### ACCOUNTING CURRICULUM

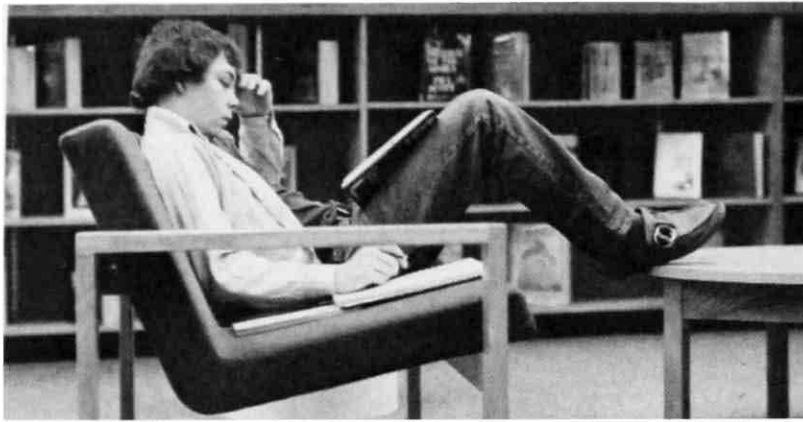
<i>Course Title</i>	<i>Credits</i>
Elementary Accounting (Acct 1 & 2)	6
Intermediate Accounting (Acct 3 & 4)	6
Cost Accounting (Acct 7 & 8)	6
Introduction to Business (MA 10)	3
Introduction to Marketing (MA 13)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	9

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### GENERAL MANAGEMENT CURRICULUM

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

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

### ELECTRONIC DATA PROCESSING CURRICULUM

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

## FASHION MERCHANDISING

One of the most interesting areas in business today is the field of fashion merchandising. New Hampshire College prepares students for a challenging career with this program of study. The program is geared to the needs of various phases of the fashion field, with the objective to help students enter the field in organizations where they may progress well. Students participate in an internship program during their second year, adding practical experience to theory, thus making the fashion merchandising graduate a complete candidate for success. Superior students may also choose to experience a foreign internship in the summer.

### FASHION MERCHANDISING CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Fashion Merchandising (FM 1)	3
Fashion Merchandising Internship (FM 2)	3
Retail Sales Promotion (FM 3)	3
Product Analysis & Design (FM 4)	3
Principles of Retailing (MA 2)	3

Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Microeconomics (Eco 1)	3
Introduction to Psychology (Psy 8)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Merchandising Math (Math 9)	3
Liberal Arts Electives	9
Free Elective	3
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### EXECUTIVE SECRETARIAL

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

### EXECUTIVE SECRETARIAL CURRICULUM

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

## LEGAL SECRETARIAL

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

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

## MEDICAL SECRETARIAL CURRICULUM

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





### MEDICAL SECRETARIAL CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Business Data Processing (MIS 20)	3
Introduction to Business (MA 10)	3
Elementary Accounting (Acct 1)	3
Elementary Accounting (Acct 2) OR	3
Business Math (Math 8)	3
Shorthand (SS 1-2-3-4)	12
Typing (SS 8-10-11-13)	12
Medical Shorthand (SS 7)	3
Composition (Eng 10 & 11)	6
Medical Laboratory Procedures (SS 18)	3
Medical Terminology (SS 17)	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Introduction to Anatomy & Physiology (Sci 17)	3
Liberal Arts Elective	3
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**NOTE:** Secretarial Science Internship (6 credits) may be taken in place of Executive Office Administration and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a liberal arts elective in lieu of taking Typing 1 and/or Shorthand 1.

### GENERAL STUDIES

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

### GENERAL STUDIES CURRICULUM

<i>Course Title</i>	<i>Credits</i>
Composition (Eng 10 & 11)	6
Modern Math (Math 10 & 11)	6
Introduction to Psychology (Psy 8)	3
Introduction to Sociology (Soc 12)	3
History Electives	6
Liberal Arts Electives	21
Free Electives	18
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# **Description of Courses**

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## ACCOUNTING

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

Elementary Accounting is a two semester course designed to:

- (1) introduce the student to the need for accounting in business and its relevancy to society.
- (2) develop an understanding of the basic financial statements used by business.
- (3) develop an understanding of the composition of basic asset, liability, equity, and income determining accounts, in accordance with current accounting concepts and principles.
- (4) introduce the student to the fundamental mechanics of accounting for proprietorships, partnerships, and corporations.

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

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

This course covers an intensive examination and analysis of the accounting theory for assets, liabilities and stockholders equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is

placed on the study and application of APB opinions and FASB opinions along with problem solving.

**Prerequisite:** Acct. 2

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

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

**Prerequisite:** Acct. 4

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

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

**Prerequisite:** Acct. 2

### **Acct. 9 Federal Income Tax Procedure 3 credits**

A detailed presentation is made of the theory and practice applicable in the preparations of federal income tax returns for individuals. Partnerships and corporations in-

come taxes are also covered.

**Prerequisite:** Acct. 2

**Acct. 11 Auditing Principles 3 credits**

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

**Prerequisite:** Acct. 6

**Acct. 12 Advanced Auditing 3 credits**

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

**Prerequisite:** Acct. 11

**Acct. 14 Management Accounting 3 credits**

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

**Prerequisite:** Acct. 2

**Acct. 21 Financial Statement Analysis  
1½ credits**

This course involves an extensive analysis of financial statements as an aid to decision making and planning investments.

**Prerequisite:** Acct. 8

**Acct. 22 Institutional Accounting 1½ credits**

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

**Prerequisite:** Acct. 8

**Acct. 30 Internship 3 credits**

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

**Prerequisite:** Acct. 6 or consent of the chairman of the department.

**BUSINESS EDUCATION**

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

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

**Prerequisite:** Junior standing.

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

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

**Ed. 12 Methods of Teaching Typing & Office Practices 2 credits**

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

**Prerequisite:** SS 10

**Ed. 13 Methods of Teaching Bookkeeping and General Business 3 credits**

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

**Prerequisite:** Junior standing.

**Ed. 14 Educational Psychology 3 credits**

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

of testing learning technology are also emphasized.

**Prerequisite:** Psych 8.

**Ed. 15 Coordination of Cooperative Programs 2 credits**

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

**Prerequisite:** Junior standing.

**Ed. 16 Methods of Teaching Shorthand and Word Processing 2 credits**

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

**Prerequisite:** SS 2.

**Ed. 17 Methods of Teaching Distributive Education 3 credits**

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

**Ed. 18 Principles of Business Education 3 credits**

A study of the field of business education: its curriculum,

levels, facilities, materials, research and issues. Emphasis will be on current practices in Business Education.

**Ed. 20 Internship 3 credits**

Provides future teachers with varied educational and business experience appropriate to the major teaching area. Typical experience includes working as teaching assistants, secretaries, bookkeepers, sales personnel, etc. Periodic written reports are required throughout internship.

**Ed. 30 Student Teaching 15 credits**

All business education majors will have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this semester, the student teacher will receive close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty.

## **ECONOMICS**

**Eco. 1 Microeconomics 3 credits**

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

**Eco. 2 Macroeconomics 3 credits**

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

**Prerequisite:** Eco. 1

**Eco. 7 Economic Development 3 credits**

The course examines the process and problems of economic development. Emphasis is on “Third World” less developed nations, their problems and relationship’s with the United States.

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

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

**Eco. 14 Labor Economics 3 credits**

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

**Prerequisite:** Eco. 1 and 2.

**Eco. 20 Comparative Economic Systems 3 credits**

This course examines alternative economic systems ranging from planned systems to non-planned and

mixed systems. The systems of the major developed and developing countries are examined. In addition the elements and problems that go into “putting an economic system together” are explored.

**Eco. 22 International Economics 3 credits**

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

**Prerequisite:** Eco. 1 and 2.

**Eco. 23 Urban and Regional Economics 3 credits**

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

**Prerequisites:** Eco 1 and 2.

**Eco. 26 History of Economic Thought 3 credits**

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

**Eco. 29 Labor Relations and Arbitration 3 credits**

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

**Prerequisite:** Eco. 14

## FINANCE

**Fin. 1 Personal Finance 3 credits**

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

**Fin. 2 Introduction to Investments 3 credits**

Various investment vehicles, including Stocks, Bonds and Commodities, are introduced and examined. The course emphasizes the investment decision-making process that underlies all investment decisions.

**Recommended prior to this course:** Fin. 1.

**Fin. 12 Managerial Economics 3 credits**

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

**Prerequisites:** Eco. 1 and 2, Acct. 1 and 2.

**Fin. 15 Corporate Finance 3 credits**

Study of all phases of corporation finance, tools necessary for decision-making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers, investment of corporate funds, recapitalization and retained earnings. Case studies are emphasized.

**Prerequisites:** Acct. 1 and 2.

**Fin. 16 Money and Banking 3 credits**

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

**Prerequisites:** Eco. 1 and 2.

**Fin. 24 Security Analysis 3 credits**

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

**Prerequisites:** Fin. 2, Eco. 1 and 2.

**Recommended prior to this course:** Acct. 21

**Fin. 30 Public Finance 3 credits**

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

**Prerequisites:** Eco. 1 and 2.

**Fin. 34 Business Cycles and Forecasting 3 credits**

The course examines business cycle history, theory, and

the use of lagging, leading and coincident economic indicators in business forecasting.

**Prerequisites:** Eco. 1 and 2, Fin. 16.

**HOTEL / RESORT / TOURISM ADMINISTRATION****HR 9 Food Purchasing 3 credits**

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

**HR 10 Quantity Food Production I 3 credits****4 Laboratory Hours 1 Lecture Hour**

An introductory course in the theory and preparation of haute cuisine. Students will prepare soups, sauces, appetizers, vegetables, meats, fish, and baked products including breads, cakes, and pies using professional equipment. Classical and modern methods of production will be compared. Open to hotel majors only. Laboratory fee \$25.

**HR 11 Quantity Food Production II 3 credits****4 Laboratory Hours 1 Lecture Hour**

Theory and preparation of haute cuisine under conditions

of quantity preparation. Students will apply the principles from HR 10 to quantity service on the college premises. Open to hotel majors only. Laboratory fee \$25.

**Prerequisite:** HR 10

### **HR 12 Introduction to Hotel/Resort Operations 3 credits**

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

### **HR 13 Food, Beverage, and Labor Control 3 credits**

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

### **HR 14 Promotional Activities 3 credits**

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

### **HR 15 Hotel Office Management 3 credits**

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

### **HR 16 Law of the Hospitality Industry 3 credits**

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

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

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

### **HR 19 Restaurant Management 3 credits**

#### **2 Laboratory Hours 2 Lecture Hours**

The various types of dining room service (French, Russian, English, and American) are studied and applied to



on-campus college service. Students will operate a college restaurant. Additional topics discussed include menu theory and preparation, wine appreciation and service, and bar management. Open to hotel majors only.

**HR 20 Hotel Accounting 3 credits**

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

**Prerequisite:** Acct. 1 and 2.

**HR 21 Hotel Facilities Management 3 credits**

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

**HR 22 Tourism 3 credits**

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

**HR 50 Internship 6 credits**

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

**HR 51 Internship 12 Credits**

**(Taken in place of HR 50)**

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

**FASHION MERCHANDISING**

**FM 1 Fashion Merchandising 3 credits**

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

**FM 2 Fashion Merchandising Internship 3 credits**

**(formerly called Field Work)**

The student shall have the option of (1) working as an intern anywhere in the United States during the summer

between the first and second years OR if this is not possible (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required. MA 53 may be substituted for this course.

### **FM 3 Retail Sales Promotion 3 credits**

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising, including the principles of layout, headlines, copy and illustration, and the general principles governing the design and execution of window and department displays are covered. A fashion show is planned and executed by the entire class as a group project.

### **FM 4 Product Analysis and Design 3 credits**

A study of textile information necessary for merchandising, including analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Current concepts of color and design are explored and exposure is offered to non-textile materials used in the fashion industry.

## **MANAGEMENT ARTS**

### **MA 2 Principles of Retailing 3 credits**

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

### **MA 3 Sales 3 credits**

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

### **MA 6 Business Law I 3 credits**

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

### **MA 7 Business Law II 3 credits**

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

**Prerequisite:** Acct. 1 and 2, MA 6.

### **MA 9 Sales Management 3 credits**

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

### **MA 10 Introduction to Business 3 credits**

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

**MA 11 Personnel Management 3 credits**

Fundamentals of personnel policies and administration. Study of major tasks of procuring, developing, maintaining and utilizing an effective working team.

**MA 12 Risk and Insurance 3 credits**

A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire and allied fields as well as social insurance.

**MA 13 Introduction to Marketing 3 credits**

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

**MA 14 Consumer Behavior 3 credits**

This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm.

**Prerequisites:** MA 13, MA 25.

**MA 17 Small Business Management 3 credits**

Study of problems involved in starting and operating a successful small-business, selecting the location, determining how to borrow money, budgeting, credit,

controlling inventory and turnover, purchasing.

**Prerequisites:** MA 10, upper class standing.

**MA 20 Management Decision-Making 3 credits**

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

**Prerequisites:** Fin. 15, MA 10, Acct. 1 and 2.

**MA 21 Central Management and Policy Making 3 credits**

An interdisciplinary approach to decision-making and running a business from the position of top management. Text and case studies.

**Prerequisites:** Acct. 2, MA 15, MA 13, plus Senior Standing or permission of instructor.

**MA 25 Human Relations in Administration 3 credits**

A study of the relationship between the administrator and his superior, employees under his supervision, associates on his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business.

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**MA 26 Social Environment of Business  
3 credits**

This course will introduce the student to the study of economics, culture, government, technology, international relations, and labor as they effect business decision-making. The social responsibility of the manager in formulating operational policies is stressed.

**MA 27 Production Management 3 credits**

This course is designed to familiarize the student with the nature of production, both job order and continuous process, and to introduce him to the problems and some of the quantitative approaches to their solution in production planning and scheduling.

**Prerequisites:** MA 10, Eco. 1 and 2.

**MA 29 Principles of Advertising 3 credits**

This course is designed to give students a thorough understanding of advertising, its planning, creation, and use, by approaching advertising from the viewpoint of management decision-making.

**MA 33 Real Estate 3 credits**

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

**MA 37 Marketing Research 3 credits**

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

**Prerequisite:** Math 18, MA 13.

**MA 40 Independent Study 3 credits**

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

**MA 42 Organizational Behavior 3 credits**

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

**Prerequisites:** MA 11, MA 25 and MA 13.

**MA 50 Management Internship 12 credits**

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

**MA 51 Readings in Management 3 credits**

Taken in conjunction with the management internship, the student develops a bibliography of career related readings (3 books plus 2 periodicals). Full reports for each selection must be submitted at the end of the internship semester.

**MA 53 International Internship 3 credits**

This exciting work-study experience allows a student to spend six weeks overseas working for one of the leading distribution firms in such places as Denmark, England,

Belgium, Germany, France and Hong Kong. A dual cultural/business preparation for the world of international business.

## **MANAGEMENT INFORMATION SYSTEMS**

### **MIS 20 Business Data Processing 3 credits**

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

### **MIS 21 Introduction to Systems 3 credits**

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

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

### **MIS 22 COBOL Programming 3 credits**

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

**Prerequisites:** MIS 20 and Acct. 1.

### **MIS 23 EDP Hardware 3 credits**

This course is an introductory course in computer hardware and organization. The theme of the course is computer structure. On-line and real-time processing are

also included. ◊

**Prerequisites:** MIS 21, MIS 22, MIS 24 and junior standing.

### **MIS 24 FORTRAN IV 3 credits**

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

**Prerequisite:** MIS 20.

### **MIS 25 Systems Practicum I 3 credits**

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

**Prerequisites:** MIS 22, 23, 24, and 27.

### **MIS 26 RPG II 3 credits**

The student will be given the opportunity to acquire proficiency in use and applications of RPG 11. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor.

**Prerequisite:** MIS 20.

### **MIS 27 EDP Software Systems 3 credits**

This course covers the principles underlying the construction and operation of operating systems, data-management systems and languages and their translators.

Also included in this course is data base management.

**Prerequisites:** MIS 21 and two programming courses.

### **MIS 28 File Concepts 3 credits**

The techniques of designing and building efficient computer-based files. The course also includes data base design and management.

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

### **MIS 29 Systems Practicum II 3 credits**

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

**Prerequisite:** MIS 28. May be taken concurrently.

### **MIS 30 Systems Hardware & Software 6 credits**

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

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

### **MIS 35 Internship 6 credits**

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

## **SECRETARIAL SCIENCE**

### **SS 1 Shorthand I Theory and Dictation to 60 Words per Minute 3 credits**

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

### **SS 2 Shorthand II Dictation: 60-80 Words per Minute, and Transcription 3 credits**

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

**Prerequisite:** SS I or permission of department chairman.

### **SS 3 Shorthand III Dictation: 80-100 Words per Minute, and Transcription 3 credits**

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising,

transportation. Daily transcription practice with emphasis on mailable copy.

**Prerequisite:** SS 2 or permission of department chairman.

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

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

**Prerequisite:** SS 3 or permission of department chairman.

**SS 6 Legal Shorthand 3 credits**

The dictation of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts and sales.

**Prerequisite:** SS 3

**SS 7 Medical Shorthand 3 credits**

Application of shorthand principles to writing of medical words. Shortcuts and use of prefixes and suffixes applying to medical terms are stressed. Dictation includes case studies and articles from medical reports and medical journals.

**Prerequisite:** SS 3 and 17.

**SS 8 Typewriting I Theory and Speed up to**

**35 Words a Minute 3 credits**

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

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

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

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

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

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm.

**Prerequisite:** SS 10 or permission of department chairman.

**SS 13 Typewriting IV Executive 3 credits**

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

**Prerequisite:** SS 11 or permission of department chairman.

### **SS 17 Medical Terminology 3 credits**

This course offers the student a thorough knowledge of medical terms and their usage. Emphasis is placed on developing a technical vocabulary through analysis of word elements and case studies.

### **SS 18 Medical Laboratory Procedures 3 credits**

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

**Prerequisites:** SS 17 (may be taken concurrently).

### **SS 20 Office Procedures 3 credits**

Fundamental skills and knowledge in (1) filing, (2) operation of basic office machines, (3) letter and memo writing, (4) human relations, (5) office layout.

### **SS 21 Office Simulation 3 credits**

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

**Prerequisites:** SS 3, 10, 20.

### **SS 30 Secretarial Science Internship 6 credits**

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed

in an appropriate professional office. This is a supervised integrated work-study experience.

## **LIBERAL ARTS**

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

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

## **THE HUMANITIES**

### **FINE ARTS**

#### **FA 21 Experiences in Art 3 credits**

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

#### **FA 22 Chorus 1 credit (per semester)**

Auditions will be held each fall for a mixed choral group. The group will perform throughout the year. To receive



credit (1 per semester), a student must participate both semesters. A maximum of six credits can be earned.

**FA 23 History and Literature of Music 3 credits**

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

**FA 24 Music in the Romantic Period 3 credits**

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

**FA 26 Mass Media 3 credits**

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

**FA 36 Women in Art 3 credits**

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

**FA 38 Drama 1 credit**

Auditions will be held each fall for a drama club. The group will perform throughout the year. To receive credit

(1 per semester), a student must participate both semesters. A maximum of three credits can be earned.

**FA 76 American Music 3 credits**

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

**ENGLISH**

**Comm 10 Communications 3 credits**

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

**Prerequisite:** Permission of Instructor.

**Eng. 9 Fundamentals of English 3 credits**

Grammar and language skills review. Required of all students testing below an established minimum of language usage.

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**Eng. 10 and 11 Composition (2 semesters)  
3 credits each semester**

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

**Eng. 12 Public Speaking 3 credits**

Designed to develop ability in all speaking situations, to increase effectiveness, to organize and deliver material. Evaluation and improvement of voice, diction, articulation, and posture.

**Eng. 13 American Literature 3 credits**

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

**Eng. 14 American Literature 3 credits**

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

**Eng. 15 Survey of the Theatre 3 credits**

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

**Eng. 16 Contemporary Drama 3 credits**

A consideration of modern plays in twentieth century literature. American, British, Russian, Scandinavian and Irish theatre are among those studied.

**Eng. 19 Shakespeare 3 credits**

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

**Eng. 20 Written Communication 3 credits**

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

**Prerequisite:** Eng. 11.

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

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

**Eng. 23 English Literature I 3 credits**

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

**Eng. 24 English Literature II 3 credits**

Course covers the Romantic, Victorian and Modern peri-

ods. Again, the emphasis is on the poetry but there is a section on the development of the novel. English 23 is not a prerequisite.

**Eng. 29 Introduction to the Humanities  
3 credits**

Course is an introduction to the Humanities; the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged whenever possible.

**Eng. 30 Advanced Writing 3 credits**

Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced.

**Prerequisite:** B grade in Eng. 10 and 11 or permission of department chairman.

**Eng. 34 Modern Authors 3 credits**

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

**Eng. 35 Journalism 3 credits**

Study of newspapers and periodical writing through examples of local and national publications. Some writing of news stories, features, and editorials included.

**Eng. 36 Thoreau and His Contemporaries  
3 credits**

Course considers the work of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Members of the Concord School are also discussed.

**PHILOSOPHY**

**Phil. 10 Introduction to Philosophy 3 credits**

General introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present.

**Phil. 14 Logic Language and Argumentation  
3 credits**

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

**Phil. 20 Man's Place in Nature 3 credits**

An examination of contemporary and traditional views of man's place in the universe in order to deepen awareness of human nature and psychology.

**Prerequisite:** Phil. 10 or Psych 8 or open to upperclassmen with permission of instructor.

**THE SOCIAL SCIENCES**

**ECONOMICS** offerings may be found under the Department of Management Arts and Economic Sciences.

## **GEOGRAPHY**

### **Geog. 27 Marketing Geography 3 credits**

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

### **Geog. 28 Cultural Geography 3 credits**

This introductory course in cultural geography is concerned with the ecology of man; that is, the relationship between man and his environment.

## **GOVERNMENT**

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

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

### **Govt. 10 American Politics 3 credits**

Policy-making in the American national political system is studied. Emphasis is placed on the interaction of institutions and political factors in them. This emphasis on

process encourages the development of a political perspective applicable to social and economic activities as well.

### **Govt. 11 International Relations 3 credits**

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

### **Govt. 13 Comparative Government 3 credits**

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

### **Govt. 14 Political Theory 3 credits**

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

**Prerequisite:** Govt. 9 or 10 or Phil. 10.

### **Govt. 16 Constitutional Freedoms 3 credits**

Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and

operations of the judiciary within the American political process.

**Prerequisite:** Govt. 9 or 10.

## **HISTORY**

### **Hist. 9 Ancient and Medieval 3 credits**

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

### **Hist. 10 Modern European History 3 credits**

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

### **Hist. 13 American History 1 3 credits**

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

### **Hist. 14 American History 2 3 credits**

Political, economic, and social development of the United States from the end of the Civil War to the pre-

sent. Special attention is given to the period since the end of World War II.

### **Hist. 18 American Diplomatic History 3 credits**

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

### **Hist. 20 Europe in the Twentieth Century 3 credits**

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

### **Hist. 23 The Far East in Modern Times 3 credits**

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

### **Hist. 30 Civil War 3 credits**

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

### **Hist. 41 World War II 3 credits**

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special

attention is given to political and diplomatic factors during the 1930's which contributed to the outbreak of war.

**Hist. 76 The American Revolution 3 credits**

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

**PSYCHOLOGY**

**Psych. 8 Introduction to Psychology 3 credits**

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

**Psych. 11 Human Growth and Development 3 credits**

Concerns physical and psychological development from prenatal through death emphasizing normal, usual patterns of development. Discussion of latest research information with actual observation and work in all areas of the life span.

**Psych. 13 Psychology of Individual Adjustment 3 credits**

Dynamics of adjustment to problems of modern living. Includes motivation and learning, individual differences

the self concept and psychometrics. Research information, and self understanding emphasized.

**Psych. 15 Psychology of Abnormal Behavior 3 credits**

Course offers opportunity toward understanding human behavior and similarities and differences between normal and abnormal reactions to environmental stimuli. Case study approach.

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

Seminar and/or individual meetings.

**Prerequisite:** 6-9 hours in psychology (at least 3 hours at NHC) and permission of instructor.

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

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

**SOCIOLOGY**

**Soc. 11 Introduction to Cultural Anthropology 3 credits**

Study of preliterate and changing societies with emphasis on the social organization and cultural aspects of the

societies.

**Soc. 12 Introduction to Sociology 3 credits**

Organization of social behavior and relationship of society and social conditions. Emphasis on culture, norm, stratification, systems, structure, social institutions and social change.

**Soc. 13 Contemporary Social Issues of the United States 3 credits**

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

**Soc. 17 Family Sociology - The Family in Social Context 3 credits**

Comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world. The family as a universal social institution.

**Soc. 21 Population and Environment 3 credits**

This course includes a study of the causes of population change, both cultural and organizational and the effect of these changes on both the social and physical environment.

**Soc. 22 Ethnic Relations 3 credits**

A comprehensive study of the patterns of intergroup relations found throughout the world. Among the many nations included are Northern Ireland, the Soviet Union,

some newly independent countries, and the United States.

**MATHEMATICS**

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

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

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

Elective courses for those interested in giving mathematics an emphasis in their business education and in preparing those so inclined for graduate business courses requiring more sophisticated mathematics, are offered.

### **Math 5 Fundamentals 3 credits**

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

### **Math 8 Business Mathematics 3 credits**

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

### **Math 9 Merchandising Mathematics 3 credits**

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

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

This sequence is designed to give the student a survey of some of the topics of modern mathematics as they relate

to the business world. Topics such as linear programming, probability, and matrix theory are investigated.

**Math 10 is a prerequisite to Math 11.**

### **Math 12 Advanced Mathematics A 3 credits**

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

**Prerequisite:** Math 11.

### **Math 14 Advanced Mathematics C 3 credits**

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

**Prerequisites:** Math 11 and MIS 20.

### **Math 18 Statistics 3 credits**

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

**Prerequisite:** Math 11 or permission of instructor.

### **Math 19 Selected Topics in Statistics 3 credits**

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

**Prerequisite:** Math 18.



## SCIENCE

Three courses are offered at New Hampshire College — one required within the Medical Secretarial program, the other a general non-laboratory elective.

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

### **Sci. 17 Introduction to Anatomy and Physiology 3 credits**

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

### **Sci. 19 Man and His Environment 3 credits**

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

### **Sci. 20 Energy and Society 3 credits**

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

**Prerequisite:** Math 10 or equivalent.

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M.B.A., Northeastern University  
C.P.A.

**Robert L. Corallino**

Assistant Professor of Accounting  
B.S., M.B.A., Western Virginia University  
C.P.A.

**Boleslaw D. Kalinski**

Associate Professor of Accounting  
B.S., University of California  
M.B.A., Denver University  
C.P.A.

**James H. Karr**

Assistant Professor of Accounting  
B.B.A., Iona College  
M.B.A., University of New Hampshire  
C.P.A.

**Wallace Kartsen**

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

**Louis B. Lanzillotti**

Instructor in Accounting  
B.S., M.B.A., Northeastern University  
C.P.A.

**William J.F. Murphy**

Instructor in Accounting  
B.S., Merrimack College  
M.A., University of Rhode Island  
C.P.A.

**DEPARTMENT OF BUSINESS  
EDUCATION / OFFICE ADMINISTRATION****Burton S. Kaliski, Chairman**

Professor of Business Education  
B.B.A., City College of New York, Baruch School  
M.S., State University of New York at Albany  
Ed.D., New York University

**Mary J. Dionne**

Associate Professor of Secretarial Science  
B.S., Boston University

**Jacqueline F. Mara**

Professor of Business Education  
B.S., Mount Saint Mary College  
Ed.M., Ed.D., Boston University

**Jean F. Silver**

Assistant Professor of Secretarial Science  
B.S., M.Ed., University of New Hampshire

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Professor of English  
B.A., Smith College  
M.Ed., Harvard University

### **Robert J. Beglebing**

Instructor in English  
B.A., Norwich University  
M.A., Boston College  
Ph.D., University of New Hampshire

### **George E. Commenator**

Associate Professor of Philosophy  
A.B., Rockhurst College  
Ph.D., Boston College

### **George W. Coutris**

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

### **Robert R. Craven**

Assistant Professor of English  
B.A., M.A., City College of New York  
Ph.D., University of Rhode Island

### **Helen R. Crossin**

Instructor in Sociology and English  
B.A., College Misericordia

### **Helen S. Donaldson**

Associate Professor of Psychology and Education  
B.A., M.A., University of New Hampshire

### **Robert H. Fleeson**

Assistant Professor of English  
B.A., Yale University  
M.A., University of New Hampshire

### **Ernest H.S. Holm**

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

### **Seymour Kellerman**

Associate Professor of English and Reading  
B.A., Brooklyn College  
Ph.D., State University of New York at Buffalo

### **Ausra Kubilius**

Assistant Professor of English and Reading  
B.A., Boston University  
M.A., California State University

### **Jeanette Ritzenthaler**

Assistant Professor of English  
A.B., Mary Manse College  
A.M., New York University  
Ed.D., Rutgers University

### **Charles L. Wilbert**

Assistant Professor of English  
B.S., University of Pennsylvania  
M.A., Ohio University

## DEPARTMENT OF MANAGEMENT ARTS ECONOMIC SCIENCES

### **Allan S. McCausland, Chairman**

Associate Professor of Economics and Finance  
B.A., American International College  
M.A., University of New Hampshire  
Ph.D., Clark University

### **Paul R. Dittmer**

Associate Professor of Hotel/Resort Management  
B.A., Michigan State University  
B.A., Colorado College  
M.B.A., University of Massachusetts

### **Lynda R. Gamans**

Lecturer in Fashion Merchandising  
B.A., University of New Hampshire

### **John J. Harrington**

Assistant Professor of Business Management  
B.S.B.A., Boston College  
M.S., Southern Illinois University  
Ed.D., George Washington University

### **\*Michael K. Jones**

Professor of Business Management  
B.S.C., M.B.A., University of Louisville  
M.Ed., Springfield College  
Ph.D., Northwestern University

### **Felix Kalinski**

Assistant Professor of Business Management  
B.S., U.S. Military Academy  
M.S., California Institute of Technology  
M.A., Georgetown University  
Ph.D., University of Madrid (Spain)

### **Anthony J. Laza**

Professor of Business Management  
B.S., U.S. Merchant Marine Academy  
M.B.A., Northeastern University  
Ph.D., Boston College

### **Norman R. Lister**

Assistant Professor of Business Management  
A.B., M.Ed., Tufts University

### **C. Erik Nieuwejaar**

Lecturer in Economics and Business Management  
B.A., Concordia College  
M.S., University of Minnesota  
M.S., Northeastern University

### **Russ M. Page**

Instructor in Business Management  
B.B.A., M.B.A., Northeastern University

### **John F. Pfaff**

Associate Professor of Business Management  
A.B., Brown University  
M.B.A., New York University  
Ph.D., University of Washington

### **Dorothy S. Rogers**

Assistant Professor of Business Management  
B.S., Simmons College

### **Irving E. Rothman**

Professor of Business Management  
B.S., Boston College

### **Paul Schneiderman**

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

\*Teaching at Arundel campus (England) of New  
England College for the 1977-78 academic year  
under the NHC/NEC agreement.

### **Walter L. Zimmermann**

Instructor in Business Management and Psychology  
B.S., M.Ed., Springfield College

## DEPARTMENT OF MATHEMATICS

### **Christopher J. Toy, Chairman**

Assistant Professor of Mathematics  
B.A., M.A., San Francisco State University

### **Merit W. Hudgins**

Assistant Professor of Mathematics  
B.B.A., University of Miami  
M.S., Louisiana State University  
Ed.D., Virginia Polytechnic Institute and State  
University

### **Steven F. Nerney**

Assistant Professor of Mathematics  
B.A., M.S., San Francisco State College  
Ph.D., University of Colorado

### **Norton R. Phelps, Jr.**

Assistant Professor of Mathematics  
B.S., Springfield College  
M.S., University of Utah

### **Vernon T. Tetley**

Assistant Professor of Mathematics  
B.Ed., Plymouth State College  
M.S.T., University of New Hampshire

### **Beverly H. Van Cor**

Assistant Professor of Mathematics  
B.Ed., Plymouth State College  
M.S.T., University of New Hampshire

## DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

### **Eleanor H. Barnes, Chairman**

Assistant Professor of Management Information Systems  
B.S.I.E., Northeastern University  
M.B.A., University of New Hampshire

### **Frank J. Barnes**

Assistant Professor of Management Information Systems  
Director of Computer Center  
B.S.E.E., Arizona State College  
M.B.A., University of New Hampshire

### **Richard M. Chandler**

Instructor in Management Information Systems  
B.A., University of New Hampshire  
M.B.A., New Hampshire College

### **John F. Hinckley**

Assistant Professor of Management Information Systems  
B.S., M.Ed., Worcester State College

### **William A. Hunzeker**

Assistant Professor of Management Information Systems  
B.S., University of Arizona  
M.S., University of Southern California

# Admissions/ Financial Aid

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## ADMISSIONS

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

### **There is no application fee**

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

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

Applicants who have designated New Hampshire College as their first choice institution and for whom financial assistance is a consideration may apply under the College's Early Financial Aid Option described on page 93.

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## FRESHMAN APPLICATION PROCEDURE

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### **Formal Application for Admission**

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

### **High School Transcript, Test Results and Recommendations**

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

### **SAT Scores**

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

### **Personal Interview**

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



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## TRANSFER ADMISSIONS

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Transfer students are accepted at New Hampshire College for both the semesters starting September and January in the day college, and for any item in the Continuing Education Division.

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

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

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

Credits transfer; grade point averages do not.

Transfer applicants for the semester starting in September, will be given the same housing and course selection preferences as currently enrolled students if they have applied, been accepted and have paid deposits by April 1st.

### TRANSFER APPLICATION PROCEDURE

#### Formal Application

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

### High School Transcript, Test Results and Recommendations

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

### SAT Scores

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

### College Transcript

Official transcripts of all previous college work must be presented. You should request your college(s) to forward your transcript(s) directly to: New Hampshire College, 2500 River Rd., Manchester, N.H. 03104 Attn: Director of Transfer Admissions.

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### **Supplemental Transfer Form**

This New Hampshire College form will be forwarded to you upon receipt of an application for admission. You should list all courses in progress or which you will complete prior to entering New Hampshire College, not listed on your transcript(s). Forward it to: New Hampshire College, 2500 River Rd., Manchester, N.H. 03104. Attn: Director of Transfer Admissions.

### **Confidential Transfer Report**

Upon receipt of a formal application for admission, we will forward this form directly to you. You should have it completed by the Dean of Students or other appropriate official at the college of most recent attendance and the form should be forwarded to: Dean of Student Services, New Hampshire College, 2500 River Rd., Manchester, N.H. 03104.

### **ADVANCED PLACEMENT BY EXAMINATION**

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

### **ACCELERATED ADMISSION**

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

Students admitted to New Hampshire College under the accelerated

admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year; and the regular admission procedures should be followed. In addition, the applicants must submit specific recommendations for admission from their principal or guidance counselor.

### **DEFERRED ADMISSION**

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





## **INTERNATIONAL STUDENTS**

Persons living outside the United States should file their application for admission, following the above procedure, several months in advance of the expected date of matriculation. The applicant must present a high school diploma or an authorized certificate of equivalency. An official transcript of this schooling must accompany the application.

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

In addition to these procedures each student coming to the United States must satisfy the College and immigration officials that sufficient

finances to pay for round trip passage, tuition and living expenses are available.

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

## **SCHOLARSHIPS AND FINANCIAL AID**

### **Student Financial Assistance**

The financial aid program at New Hampshire College is designed to assist promising students who without aid may be unable to attend the College. In selecting aid recipients the College places primary emphasis upon need, academic achievement, and future promise. Financial assistance consists of scholarships,

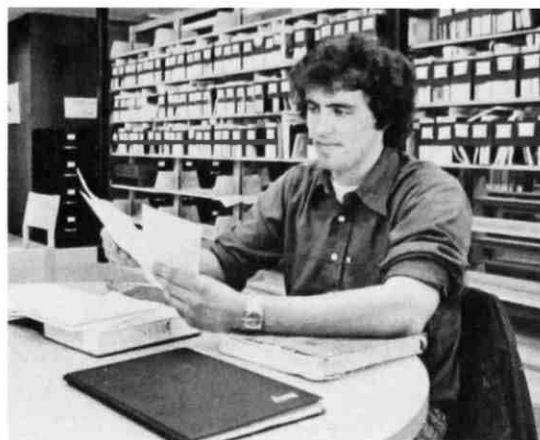
loans and employment which may be offered to students singly or in various combinations.

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

Therefore, in determining the amount of aid that a student may receive, it is assumed that the family and the student will make a maximum effort in this direction. Financial assistance from the College and other sources can be viewed only as supplementary to the efforts of the family.

### **Financial Aid**

Approximately half of New Hampshire College's full-time undergraduate day college students receive scholarship and financial assistance funds ranging from \$200 to full cost. The average financial aid "package," including gift, loan and employment assistance, exceeds \$1800.



In addition to its own scholarship and work programs, the College participates in:

- Supplemental Educational Opportunity Grant Program
- National Direct Student Loan Program
- Federal College Work-Study Program

New Hampshire College is an eligible institution under the:

- Basic Educational Opportunity Grant Program
- Guaranteed Student Loan Program
- State Student Incentive Grant Program

### **Application for Financial Aid**

Incoming freshmen or students who are applying for financial assistance for the first time should do so by submitting (1) a formal **Scholarship and Assistance Application** and (2) a **Financial Aid Form (FAF)**. The **Scholarship and Assistance Application** form may be obtained by writing directly to the College or through your guidance

counselor. Upon completion the applicant should forward this form directly to the Director of Financial Aid, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104. The Financial Aid Form (FAF) may be obtained through the College, from your Guidance Office or directly from the College Scholarship Service, Box 176, Princeton, N.J., 08540; or Box 881, Evanston, Illinois, 60204; or Box 1025, Berkeley, California 94701.

The completed Financial Aid Form (FAF) must be submitted through the processor according to the instructions. You should indicate that you want a copy of the form and the resultant analysis forwarded to New Hampshire College, code #3649. Freshmen and first time applicants should complete the Scholarship and Assistance Application form as well as the FAF as early as possible in order to assure that all forms are received by the college no later than March 15th, which is the deadline.

Renewal applicants must follow the same process as indicated for first time applicants; but the upperclass or renewal deadline is April 15th.

### **Early Financial Aid Option**

New Hampshire College offers a somewhat unique option to freshmen applicants who have selected the College as their **FIRST CHOICE INSTITUTION** and for whom scholarship and student assistance is an important consideration. An applicant selecting this option on his/her application for admission must complete the **admission and financial aid processes** by December 15th. Such applications will be processed on a **PRIORITY BASIS** and a response, either a refusal or a firm commitment of funds will be made by January 30th. In turn, the applicant will be expected to make a firm commitment to attend New Hampshire College by immediate payment of a \$200 deposit, or to withdraw as a candidate for admission and financial aid. This option is available only for September term applicants.

### **H.A.B. Shapiro Memorial Scholarships**

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

### **Robert E. Plourde Scholarships**

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contributions to the College. These scholarships, awarded on the bases of demonstrated need, academic excellence or promise, are available to high school graduates of

the Suncook, New Hampshire area. You may request consideration for one of these scholarships by attaching a note to your Scholarship and Assistance Application form.

### **The Robert S. Williams Memorial Scholarship**

The College awards, each year, a full tuition, room and board scholarship, for a single year, in memory of Robert S. Williams, former basketball coach and Admissions Counselor. This scholarship is avail-

able to an incoming freshman basketball player and is made upon the recommendation of the Director of Athletics.

### **Selection for Scholarships and Assistance**

There are usually more deserving needy students than there are available funds and therefore two factors affect one's selection for scholarship and assistance. They are demonstrated financial need, as determined by the financial data submitted on the Financial Aid Form (FAF) utilizing the "uniform methodology" of

## **COST AND EXPENSES**

### **TUITION AND FEES – 1977-1978 ACADEMIC YEAR**

<b>Tuition</b> (includes activity fee, student identification fee, health service fee, and athletic fee)	<b>\$1418.00 per semester</b>
<b>More than 19 credits per semester</b>	<b>\$ 100.00 per credit</b>
<b>Less than 12 credits or 4 courses per semester</b>	<b>\$ 100.00 per credit</b>
<b>Health Insurance</b>	<b>\$ 40.00 per academic year</b>
<b>Computer Laboratory Fees</b>	<b>\$ 25.00 - \$35.00 per course</b>
<b>Late Registration Fee</b>	<b>\$ 5.00</b>
<b>Auto Registration Fee</b>	<b>\$ 5.00</b>
<b>Transcript Fee</b>	<b>\$ 1.00 each</b>
<b>Make-up Final Examination Fee</b>	<b>\$ 5.00</b>
<b>Graduation Fee</b>	<b>\$ 25.00</b>

### **TEXTBOOKS AND SUPPLIES**

Each student is responsible for the purchase of textbooks and supplies (available in the Campus Store.) The estimated cost of all textbooks and supplies for the academic year 1977-78 is \$150.

## ROOM AND BOARD

	Per semester with board	Per semester without board
<b>Dormitories</b>		
Double	<b>\$850.00</b>	—
Single	<b>\$939.00</b>	—
<b>Apartments</b>	<b>\$850.00</b>	<b>\$450.00</b>
<b>Townhouses</b>	<b>\$939.00</b>	<b>\$539.00</b>
<b>Franklin Hall</b>	<b>\$650.00</b>	<b>\$250.00</b>

the College Scholarship Service and academic performance. Awards are usually made within the limits of demonstrated need; the order of consideration is the highest ranking student down on the basis of grade point average. Entering freshmen are ranked in the order of their high school grade point averages; transfer and enrolled students on the basis of their cumulative grade point averages.

### Scholarship and Assistance Renewals

Scholarship and Assistance awards **are not automatically** renewable from year to year. The application process and selection process as previously described must be completed each year. Your selection for scholarship and assistance and the “mix” of the financial aid package may well be determined by the success of your academic effort.

### Income Verification

No Scholarship and Assistance Application form will be processed without the applicant’s waiver, and

where appropriate the parents’ waiver, permitting the college to verify income data with the Internal Revenue Service. The College reserves the right to cancel awards and rebill the student and his/her parents in cases where awards were made on the bases of incorrect information submitted.

### Outside Assistance

Scholarship and Assistance applicants are expected to seek sources of outside support for their college expenses. We recommend that each applicant make application for the Basic Educational Opportunity Grant Program and investigate State Grant and Scholarship Programs as well as the Guaranteed Student Loan Program in their own state. All outside awards of \$100 or more must be reported to the College’s Director of Financial Aid.

### Room and Board

A \$100 damage deposit is required. This will be refunded, less any charges for damage or breakage,

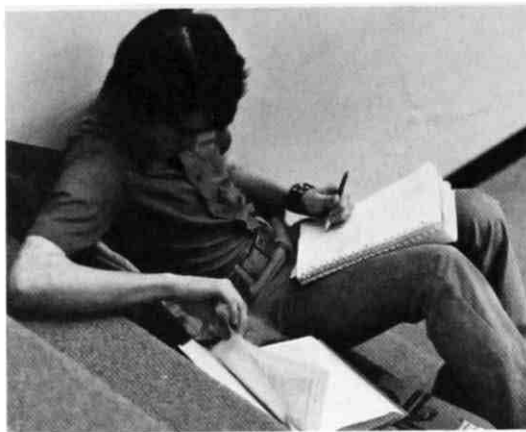
when the student no longer resides in college housing.

The board program is mandatory for all dormitory residents and all freshmen except those assigned to Franklin Hall.

New Hampshire College utilizes a “chit system” within its food service areas. The chits provided each student represent a retail value of \$800.00 and are adequate for the majority of students. Heavy eaters may require additional chits and therefore will incur greater costs.

The NHC “chit system” is interchangeable and transferable. Students are permitted to sell and/or purchase chits and may invite guests to eat. This system imposes no penalty for missed meals during the week or on weekends.

Upon payment of their room and board fees each semester, students receive “chits” equal to the monetary value of their board payment. These may be used at any time in either the dining room commons or snack bar. Students residing in other



on-campus or off-campus housing may also elect this board plan. The dining commons and snack bar are also open to all other members of the college community who wish to purchase individual meals. Students living in housing with cooking facilities may also buy packaged and fresh food at the Campus Store.

### **PAYMENT OF COLLEGE BILLS**

**New Students:** Upon receipt of acceptance by the college, a new student is required to submit a tuition deposit of \$100 and a room reservation deposit of \$100 (if applicable). These deposits are credited to the student's account. The balance of all college charges is payable by the beginning of the semester.

**Returning Students:** Prior to the start of the academic year, returning students are billed for a tuition deposit of \$100 and a room reservation deposit of \$100 (if applicable). These deposits are credited to the student's account. The balance of all college charges is payable by the beginning of the semester.

### **INSTALLMENT PAYMENT PROGRAMS**

Educational loans are available through monthly programs such as:

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

Inquiries should be directed to the Business Office.

### **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.

### **REFUND / WITHDRAWAL POLICY**

An enrolled student who withdraws from the College must notify the Registrar in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The 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 Registrar.

An accepted student, not yet enrolled in the College, may withdraw by written notification to the Director of Admissions. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the Director of Admissions.

Students who withdraw will be entitled to a refund of tuition on the following semester basis:

- If withdrawn prior to the first scheduled day of class .... 100% minus \$100
- If withdrawn within two weeks of the first day of class .... 80%
- If withdrawn within four weeks of the first day of class .... 60%
- If withdrawn within six weeks of the first day of class .... 40%
- If withdrawn within eight weeks of the first day of class .... 20%
- If withdrawn after eight weeks of the first day of class ... No Refund

# application for Admissions

## no fee

PLEASE PRINT OR TYPE

Soc. Sec. No.  -  -

Full Legal Name \_\_\_\_\_  
First Middle/Maiden Last Name

Home Address \_\_\_\_\_  
Box, Apt. or Street number and name

\_\_\_\_\_ City State Zip

Home Telephone \_\_\_\_\_  
Area Code Number

When do you wish to begin your studies at New Hampshire College?

Semester Beginning: ☐ September \_\_\_\_\_ ☐ January \_\_\_\_\_  
year year

Do you plan to ☐ Reside in campus housing? ☐ Commute from your home?

Upon entry will you be ☐ A first time freshmen? ☐ A transfer student?

Will you pursue your studies on a ☐ Full-time basis? ☐ Part-time basis?

Do you intend to apply for scholarship and student assistance? \_\_\_\_\_

New Hampshire College accepts students without regard to race, color, creed, sex or national origin.

The admissions decision will be made independent of your need or qualifications for scholarship and student assistance.

The admissions decision will be made on a rolling basis and you will be notified of that decision shortly after receipt of your academic credentials.



COMPLETE & RETURN TO:

**The Director of Admissions**  
**New Hampshire College**  
**2500 River Road**  
**Manchester, NH 03104**  
**Tel: 603/668-2211**



Full Name \_\_\_\_\_  
Mr. Miss Ms. Mrs. First Middle Last

Birth Date \_\_\_\_\_  
Month Day Year

Sex: ☐ Male  
☐ Female

Marital Status: ☐ Single  
☐ Married ☐ Divorced ☐ Separated

If you are not a U.S. Citizen, what is your visa status? \_\_\_\_\_

What is your country of Citizenship? \_\_\_\_\_ Visa No.? \_\_\_\_\_

## II. FAMILY

Father's Full Name \_\_\_\_\_  
First Middle Last

Father's Occupation \_\_\_\_\_  
Title

Father's Employer \_\_\_\_\_

Mother's Full Name \_\_\_\_\_  
First Maiden Last

Mother's Occupation \_\_\_\_\_  
Title

Mother's Employer \_\_\_\_\_

If either or both parents are deceased, please indicate which \_\_\_\_\_

Are your parents divorced or separated?

☐ Yes  
☐ No

With which do you live?

☐ Mother  
☐ Father

Brothers \_\_\_\_\_  
List names and ages

Sisters \_\_\_\_\_  
List names and ages

## III. SECONDARY SCHOOL

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street number and name City State Zip

Year of Graduation \_\_\_\_\_  
Actual or Anticipated

## IV. POSTSECONDARY SCHOOL, COLLEGE, IF ANY

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street number and name City State Zip

Dates Attended \_\_\_\_\_ Degree Earned \_\_\_\_\_



**V. DEGREE SELECTION**

You must select one of the degree programs indicated. We would appreciate it if you would also tell us which major you will probably pursue. You may change majors at any time.

- ☐ BACHELOR OF SCIENCE DEGREE: MAJOR IN ☐ Accounting, ☐ Business Management, ☐ Hotel/Resort/Tourism Administration, ☐ Marketing, ☐ Retailing, ☐ Economics/Finance, ☐ Management Information Systems (computer sciences), ☐ Management Advisory Services (combination of accounting & computer sciences), ☐ Business Teacher Education, ☐ Office Administration, ☐ Techna-Business (Technical Transfers only).
- ☐ ASSOCIATE IN SCIENCE DEGREE: MAJOR IN ☐ Accounting, ☐ Business Management, ☐ Fashion Merchandising, ☐ Electronic Data Processing, ☐ Executive Secretarial, ☐ Legal Secretarial, ☐ Medical Secretarial/Assistant, ☐ General Studies.

VI. How did you learn about New Hampshire College? \_\_\_\_\_

VII. Do you have any relatives or friends attending or who have attended New Hampshire College? Give names, relationships and dates of graduation or attendance, if possible.

\_\_\_\_\_  
\_\_\_\_\_

VIII. Is there any information about yourself which you think might be helpful and which you wish us to have in evaluating your qualifications for admission? (honors, clubs, sports, employment or other activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IX. CONFIDENTIALITY:**

New Hampshire College complies fully with the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), as amended.

**X. NOTIFICATION ADDRESS:**

In order to insure the proper mailing of the decision on your application, please use the following lines to PRINT your name and the entire address to which you wish us to send your mail.

Name \_\_\_\_\_

Address \_\_\_\_\_

Until what date will you receive mail at this address? \_\_\_\_\_

After the date indicated, all correspondence will be sent to your home address.

**XI. DEPOSITS/WITHDRAWALS:**

Sometime following acceptance, you will be billed for required deposits. Space in the entering class AND on-campus housing is reserved only upon receipt of such deposits. Our liberal refund policy is detailed in our current catalogue and on our deposit bills.

**XII. CERTIFICATION:**

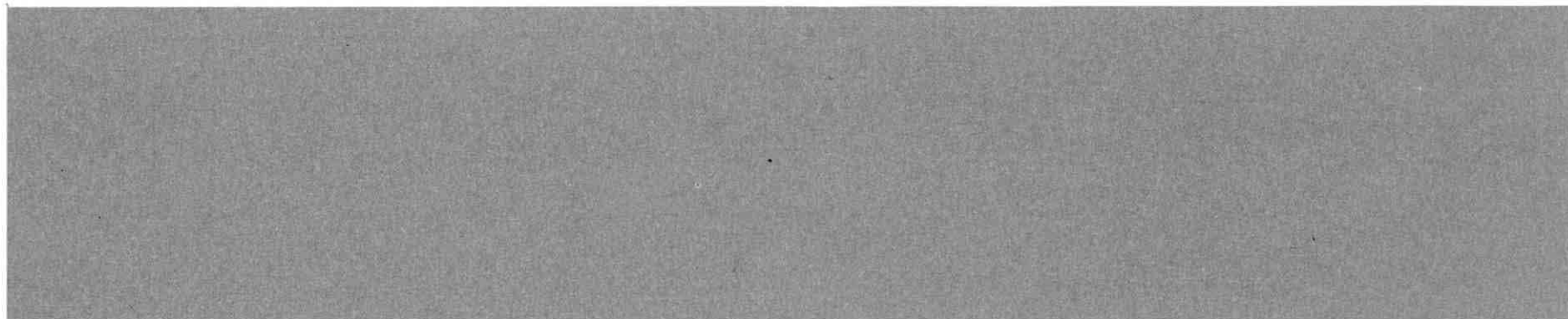
By my signature below, I certify that the information contained in this application is true and complete, to the best of my knowledge, and I ask the Director of Admissions to process my application for admission to New Hampshire College.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



**IMPORTANT NOTICE:** The introduction this year of a **common data form** nationwide is expected to have a major impact on financial aid delivery systems. There may be a delay in the availability of "financial statement" forms and if necessary New Hampshire College will change deadline and response dates of its early financial aid option.



**XIII. EARLY FINANCIAL AID OPTION**

**DEADLINE: DECEMBER 15**

The Early Financial Aid Option is available only to ENTERING FRESHMEN, for the TERM STARTING IN SEPTEMBER.

☐ If New Hampshire College is your FIRST CHOICE institution and if financial aid is a consideration, you may obtain PRIORITY CONSIDERATION, if you meet our qualifications and if you select this option by checking the box to the left of this statement.

To qualify for consideration under this option, you must have a high school grade point average of 2.75, on a 4.00 scale.

Your **applications** for **BOTH ADMISSIONS and FINANCIAL AID** must be received by the deadline indicated.

A completed application for admission will consist of this formal application PLUS an official copy of your high school transcript and test results. You may submit your transcript and test results with this application or complete the release form below and we will request them directly from your high school. They must, however, be received by the December 15th Deadline.

A completed application for financial aid will consist of a formal application for scholarship and student assistance (available through our financial aid office and which will be forwarded to you if you select this option) **AND** an acceptable financial statement. NHC utilizes the College Scholarship Service Method of needs analysis and insists that all financial statements be processed through the College Scholarship Service. We will accept a copy of your CSS financial statement provided that the copy is properly completed, dated and signed, and provided that the original statement has been forwarded to CSS for processing.

Early Financial Aid Option candidates will be notified of the decision on January 31st.

**XIV. RELEASE FORM**

☐ Check and complete this section if you wish us to obtain your high school transcript and records for you. All college transcripts must be obtained by the applicant.

Dear Guidance Director:

I, \_\_\_\_\_, have applied for admission to New Hampshire College, and authorize you to forward my transcript and records including recommendations, directly to: Director of Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H. 03104.

**APPLICANT**

**HIGH SCHOOL**

First Name Middle/Maiden Last

Full Name

Street Address

Street Address

City State Zip

City State Zip

Your Signature

Year of Graduation or Last Attended



New Hampshire College  
2500 River Road  
Manchester, New Hampshire 03104