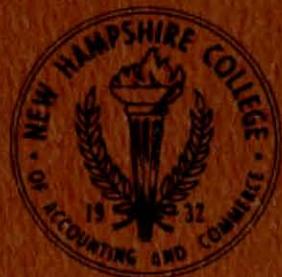


N.H. COLL.  
ARCHIVES

**NEW HAMPSHIRE**  
**COLLEGE** OF ACCOUNTING  
AND COMMERCE

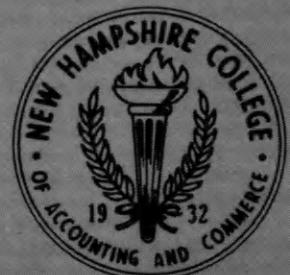
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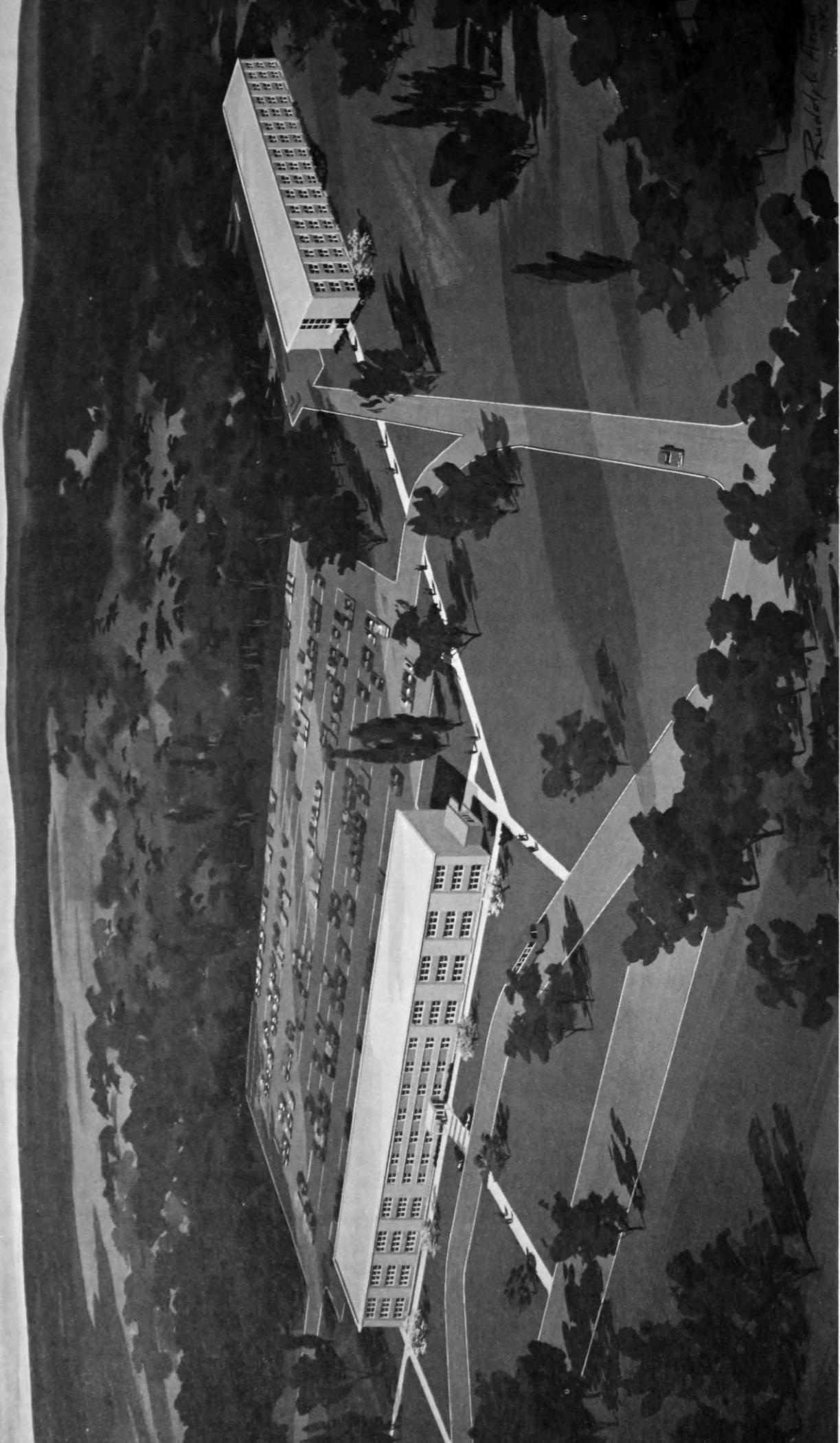




# **NEW HAMPSHIRE COLLEGE** OF ACCOUNTING AND COMMERCE **68-69**

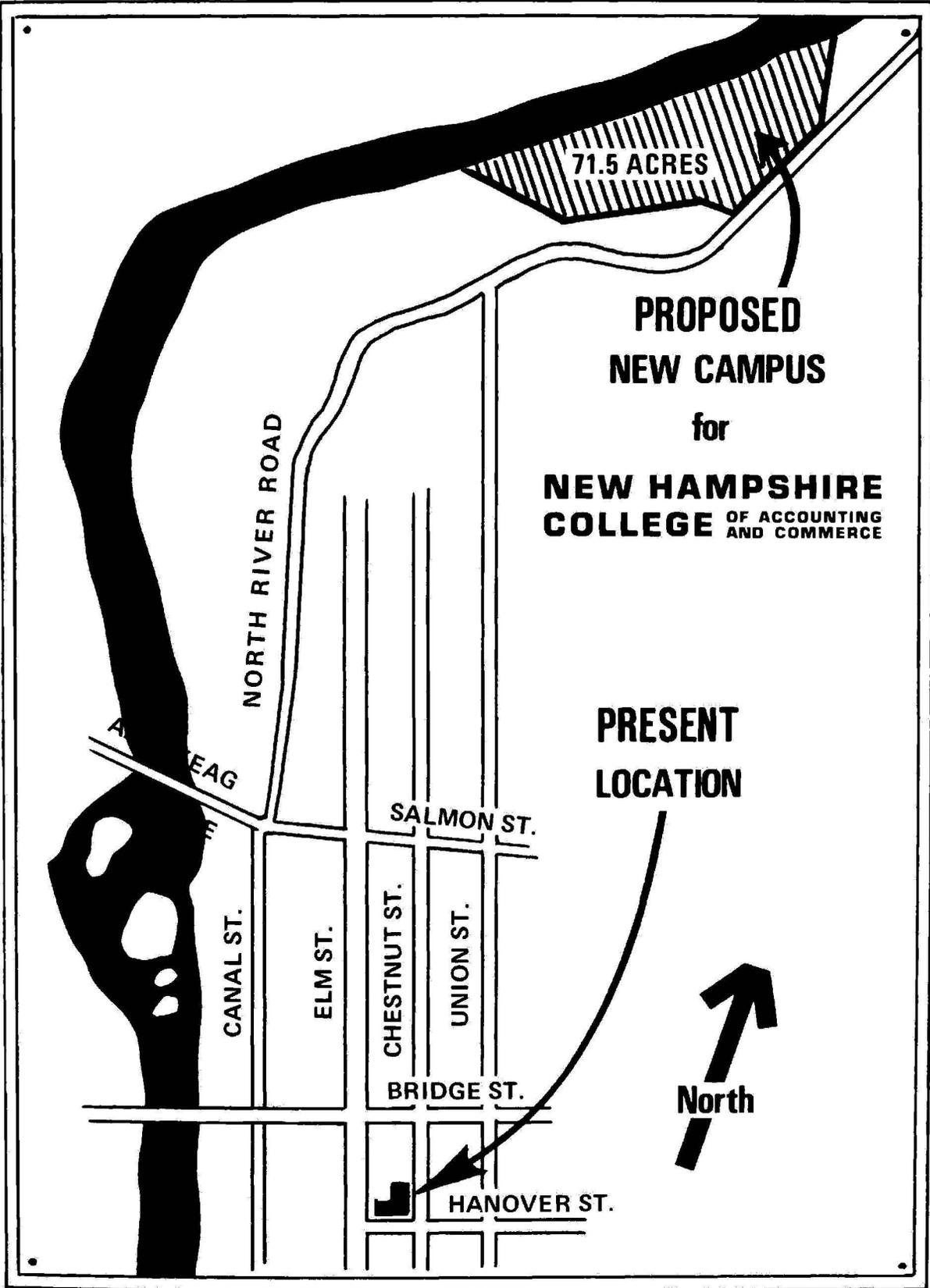
Co-educational ■ Accredited by The Accrediting Commission for Business Schools ■ Authorized by General Court of New Hampshire to grant Bachelor of Business Science and Associate in Business Science Degrees ■ Catalog for thirty-seventh year ■ 88 Hanover Street, Manchester, N.H. (603) 669-2652





Artist's conception of the proposed new campus complex for the New Hampshire College of Accounting and Commerce.

*Rudolph H. ...*





GOV. JOHN W. KING presents Mrs. Harry A. B. Shapiro, president of N. H. College of Accounting and Commerce, with the state charter authorizing the college to grant Bachelor of Business Science and Associate in Business Science degrees. Looking on are Edward M. Shapiro, administrative dean of NHCAC, and Robert E. Plourde, state representative from Suncook, and NHCAC alumnus.

# Philosophy

The aim of New Hampshire College of Accounting and Commerce is to provide the professional training and education to prepare tomorrow's business leaders. To achieve this goal the college has incorporated into its curricula the newest ideas for applying the tools and techniques of business. Additionally, the student is offered a variety of cultural and creative courses through which he may enrich his mind to acquire a balanced professional and liberal education.

New Hampshire College of Accounting and Commerce concentrates on building close personal relationships between faculty and student, so that the student will be made aware of the college's role in our society; so that he will be instilled with a feeling of self-confidence; and so that his character will be firmly rooted in the traditions of western humanities and ethics. It is through this close association that graduates of New Hampshire College of Accounting and Commerce, upon entering the business profession, will be equipped to deal with those greater responsibilities of management that involve the broadest social concepts.



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



New Library

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# College Calendar

		1968-69
<b>Day Division</b>	Freshmen registration	September 9
	Upperclassmen registration	September 13
	Classes begin	September 16
	Thanksgiving Recess	November 28-29
	Christmas Vacation	December 17 (last period)
	Classes resume	January 2
	Classes end	January 16
	1st Semester Final Examinations	January 18-25
	Interession	January 27-February 1
	2nd Semester begins	February 3
	Washington's Birthday	—
	Spring Vacation	March 28 (last period)
	Classes resume	April 7
	Classes end	May 22
	2nd Semester Final Examinations	May 24-May 31
	Memorial Day	No holiday
	Graduation	June 8
<b>Summer School</b>	1st Session	June 16-July 25
	Independence Day	
	2nd Session	July 28-September 5
<b>Evening Division</b>	Registration Week	September 16
	Classes begin	September 23
	Thanksgiving Recess	November 27 (Wed.) no classes
	Christmas Vacation	December 23-January 2
	Classes resume	January 2
	Classes end	January 15
	First Semester Final Exams	January 20-22
	Registration Week	January 27-February 1
	2nd Semester begins	February 3
	Spring Vacation	March 31-April 5
	Classes resume	April 7
	Classes end	May
	Final Exams	May 26-28

# Administration

- Mrs. Harry A. B. Shapiro** *President*  
Boston University
- Edward M. Shapiro** *Executive Vice President*  
*Director of Admissions*  
B.S., University of New Hampshire, graduate work at Boston University
- Irving E. Rothman** *Academic Dean*  
B.S., M.A., Boston College, Protestant Episcopal University
- Ann R. Shapiro** *Dean of Students*  
B.S., M.A. Simmons College, Columbia University
- William Beane** *Associate Dean of Students*  
B.Ed., M.A., Keene State College, Middlebury College
- George J. Larkin, Jr.** *Director of Counseling Services*  
B.S., M.Ed., Boston College, Graduate work University of Maine, candidate for  
CAGS University of New Hampshire
- Edward Connors** *Director of Off-Campus Programs*  
B.S. in B.A., M.B.A., Marquette University, University of Massachusetts, grad-  
uate work at Michigan State University
- Beatrice C. Jordan** *Librarian*  
B.A., Whitman College, Graduate study at University of Addis Ababa, Ethiopia,  
University of New Hampshire
- J. Donovan Mills** *Admissions Counselor*  
*Director of Housing*
- Herbert Fine, C.P.A.** *Admissions Counselor*  
B.S., University of Rhode Island
- Lillian G. Crockett** *Bursar*
- Louis D'Allesandro** *Athletic Director*  
B.A. University of New Hampshire
- Allen H. Berzofsky** *Director of Public Relations*  
B.B.A., City College of New York
- Rachel Gosselin** *Nurse*  
R.N., B.S.N.E., University of Ottawa
- Fay E. Bulcock** *Administrative Secretary*  
New Hampshire College of Accounting & Commerce

# Faculty

- Arthur J. Barrett** *Instructor in Mathematics*  
B.S., M.S., University of Arkansas, University of Illinois
- Guy Bauduy** *Assistant Professor of Economics*  
B.S., M.A., Texas Southern University, The New School for Social Research,  
Candidate for Ph.D. at New School for Social Research
- Mary P. Brown** *Chairman of English and General Education Departments*  
*Professor of English*  
B.A., M.Ed., Smith College, Harvard University
- Robert A. Buckley** *Assistant Professor of English*  
B.A., M.A., St. John's University
- Robert A. Coburn** *Assistant Professor of Business Management*  
B.S., M.B.A., American International College, University of Massachusetts
- Howard Corsack, C.P.A.** *Chairman of Accounting Department*  
*Professor of Accounting*  
B.S., B.A., M.B.A., Rutgers University
- Helen Crossin** *Instructor in Sociology*  
B.A., College Misericordia
- Louis D'Allesandro** *Instructor in History*  
B.A., University of New Hampshire, Candidate for M.A., Rivier College
- Mustafa Dilber** *Assistant Professor of Business Management*  
B.A., Ph.D., University of Minnesota
- Mary Dionne** *Chairman of Secretarial Science Department*  
*Associate Professor of Secretarial Science*  
B.S., Boston University
- Helen Donaldson** *Assistant Professor of Psychology*  
B.A., M.A., University of New Hampshire, Candidate for C.A.G.S. at University  
of New Hampshire
- Hiran M. Dutta** *Assistant Professor of Biological Science*  
B.S., M.S., Ph.D., Patna Science College, Leiden University
- Robert H. Fleeson** *Instructor in English*  
B.A., Yale University, Candidate for M.A., University of New Hampshire
- Roland Gibson** *Professor of Economics*  
B.A., M.A., Ph.D., Dartmouth College, Columbia University

- Rachel Gosselin** *Instructor in Anatomy and Physiology*  
R.N., B.S.N.E., University of Ottawa
- Richard F. Hechtl** *Lecturer in Psychology*  
B.A., M.A., Bates College, University of New Hampshire
- Edward A. Jordan** *Instructor in Accounting*  
B.S., B.A., M.A., Boston College, Candidate for Ph.D. at Clark University
- Wallace Kartsen, C.P.A.** *Instructor in Accounting*  
B.S., M.B.A., New York University
- Arthur Kenison** *Assistant to Chairman of Business Management Department*  
*Assistant Professor of Business Management*  
B.A., M.B.A., St. Anselm's College, Columbia University
- Roland L. Laing, C.P.A.** *Instructor in Accounting*  
B.B.A., Upsala College, Candidate for M.B.A. at Northeastern University
- Louis Leotta** *Chairman of History Department*  
*Professor of History*  
A.B., M.A., Ph.D., Colby College, Columbia University
- James C. Martell** *Instructor in Business Management*  
B.B.A., M.F.A., M.Ed., Northeastern University, Columbus University, Bridgewater State College
- \*George McElroy** *Lecturer in Psychology*  
B.A., M.A., St. Anselm's College, University of New Hampshire, Ph.D. Candidate at USCAL
- Gerald D. McGonigle** *Instructor in Business Law*  
A.B., L.L.B., Boston College, Boston College Law School
- Michael Morello** *Lecturer in Psychology*  
B.A., M.A., Ph.D., Temple University
- Mary Opie** *Assistant Professor of Secretarial Science*  
B.Ed., M.Ed., Salem State College, Boston University
- Peter Rapp** *Chairman of Management Information Science Department*  
*Assistant Professor of Mathematics*  
B.S., M.E., Tufts University, C.D.P.

**\*Leave of Absence**

- A. Roland Roberge** *Instructor in Business, Finance*  
B.S., M.S., St. Anselm's College, Columbia University
- Alan Rogers** *Lecturer in Sales*  
B.A., University of New Hampshire
- Dorothy Rogers** *Instructor in Retailing*  
*Instructor in Nancy Taylor Finishing Course*  
B.S., Simmons College, Prince School of Retailing
- Jean Silver** *Instructor in Secretarial Science*  
B.S., University of New Hampshire
- Diann Steinberg** *Instructor in Spanish, English*  
B.A., Colby College
- Elizabeth Stimpson** *Acting Chairman of Mathematics Department*  
*Assistant Professor of Mathematics*  
B.A., M.A., Plymouth State College, Boston College
- Joseph M. Tiberi** *Instructor in Mathematics*  
B.S., Tufts University
- George Teloian, C.P.A.** *Associate Professor of Accounting*  
B.S., Boston University
- Yu-Jen Wang** *Instructor in Mathematics*  
B.S., M.S., Taiwan University, Rutgers University
- Leroy S. Walker** *Instructor in Political Science and Government*  
B.S., L.L.B., University of Pennsylvania, New York University, Candidate for  
M.A. at New School for Social Research
- Robert M. Walsh, Jr., C.P.A.** *Instructor in Accounting*  
B.S. in B.A., Boston University
- Mark E. Zimmerman** *Instructor in Business Law*  
B.A., L.L.B., American University, Boston College

## **COUNCIL OF ADVISORS**

**Dr. Nathan Brody**

Ph.D. University of Michigan; Instructor at Princeton University.

**Mr. William Green**

L.L.B. Harvard Law School, Attorney at Law, State of New Hampshire.

**Mr. Maurice Katz**

M.B.A. Harvard University; Board of Directors, Associated Grocers of New Hampshire; Retailer.

**Dr. Gordon Klopf**

Ph.D. University of Wisconsin; Associate Professor of Education, Columbia University Teachers College.

**Mr. Virgil Smith, C.P.A.**

A.B. Chico State College; N. H. College of Accounting and Commerce.





Freshman Orientation Week Activities



# General Information

## History

New Hampshire College of Accounting and Commerce was founded in 1932 to provide a college that would fully meet the needs of the expanding business community. The college, offering one and two year courses in accounting and secretarial science, opened with seven students and two classrooms. The College remained comparatively small until 1961 when it was incorporated in the State of New Hampshire. At that time the name of the school was changed to New Hampshire College of Accounting and Commerce. In 1963 the College reached two significant milestones; authorization by the State of New Hampshire to grant the Bachelor of Business Science Degree and Associate in Business Science Degree and accreditation by the Accrediting Commission for Business Schools as a Junior College of Business.

Currently the College has an enrollment of one thousand day

students who come from the New England and Middle Atlantic States. The College is currently planning a new 70-acre campus to be located in Manchester.

## Degrees

NHCAC is authorized by the State of New Hampshire to grant the Associate in Business Science and the Bachelor of Business Science Degrees.

## Accreditation and Approvals

NHCAC was accredited in 1963 by the Accrediting Commission for Business Schools as a Junior College of Business. [ACBS has been designated as a nationally recognized accrediting agency by the United States Office of Education.]

NHCAC was the first college of business in the state to be approved for Veterans' Education. The College is also approved by the N. H. State Board of Education for the



rehabilitation training of handicapped students.

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

### **Location and Facilities**

The College is located in the center of downtown Manchester with its main entrance at 88 Hanover street. It occupies the entire second floor at this address and recently has expanded its classroom and office space into adjacent buildings.

Across from the main building, the college also has additional classrooms and recreational facilities.

New Hampshire College of Accounting and Commerce has large, airy, well-lighted, modern classrooms. The College has available for instruction purposes all necessary educational equipment in-

cluding audio-visual aids, an electronic computer, and electric and manual typewriters.

### **Library**

The College library is a working library. It contains 7,500 volumes, 125 periodicals and 10 daily newspapers all chosen for their direct relationship to student needs and use. It includes monographs, reference works and all important professional publications. In addition, the library is continually expanding its collection of volumes for general education. All volumes are housed on open shelves to allow students to browse freely. This is in itself an invitation to learning. The College also has an arrangement with the State Library in Concord and the Manchester Public Library so that students may borrow books in related fields in which the College's collection may be limited.

# Admissions



## Admission Requirements

The College admits those students who will profit from a program of higher education. It is the policy of the College to review all candidates individually, not only as to scholastic attainment, but also as to character, motivation, and aptitude. Fundamental business subjects are not required for admission and in many cases it is to the student's advantage to have a college preparatory background.

Applicants for admission must meet the following minimum requirements—

1. High School Graduate.
2. Recommendation of High School Principal or Guidance Director.
3. Personal interview with a member of the Admissions Staff at the College is strongly recommended.
4. Scholastic Aptitude Tests (S.A.T.'s) Optional:

All applicants are urged to take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. These tests may be taken in December, January, March, May or July preceding the anticipated date of entrance. Responsibility for arranging to take these tests must be assumed by each applicant. Information concerning the tests may be obtained from your school counselor or by writing to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08540.

## **Admission Procedure**

### **A. Application for Freshman class.**

1. A written application for admission should be filed on the official College form during the senior year of high school. Application forms may be secured through the Office of Admissions or your High School Guidance Office.
2. The completed application is to be returned to the Director of Admissions, accompanied by a \$10.00 non-refundable application fee.
3. The applicant will be requested to visit the College for a personal interview.
4. The applicant will be notified by mail as to his acceptance.
5. Upon the receipt of notification of acceptance by the College, the applicant will be given 30 days to mail in a tuition deposit and, if a resident student, a room deposit. Tuition and room deposits

are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.

### **B. Transfer students**

The above application requirements are the same for transfer students, but, in addition, the following steps must be taken.

1. A transcript of all previous college work is to be submitted for evaluation. Only grades of C or better are transferable.
2. A statement of recommendation from the proper official of the college from which the student wishes to transfer should accompany the transcript.

### **C. International students.**

The above application requirements are the same for international students, but, in addition, the following steps must be taken.

1. Official transcripts of secondary and college work together with three notarized translations must be submitted. These transcripts must include dates of school attendance, courses taken each year, and grades received.
  2. Applicants whose native language is not English must submit proof of their English proficiency before the student's application can be approved. Proof of proficiency may be accomplished in the following ways: (1) a report of proficiency in English by the director or consular official of the United States of America, or their qualified representative, or by a teacher of English at an institution other than that of the candidate; or (2) a statement by the school head or housemaster.
  3. It is strongly advised that all applicants file their application well in advance of the beginning of the semester they wish to attend. This is necessary in order to insure sufficient time for the proper evaluation to be made before form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status) can be sent to the applicant.
- D. Special students.
- The College will accept a limited number of special students. Credits earned will not be toward a degree. This service is offered to those whom the College deems capable of undertaking the course of study.



Spring Queen

# Academic Requirements

## Class Attendance

Students are expected to attend all classes and not schedule conflicting employment or personal activities. Excessive cuts may result in dismissal from a course.

The procedure on absences is outlined in the Student Handbook which will be distributed during orientation week.

## Grading System

Grades are recorded and submitted to students and their parents at the end of each semester. Warnings of unsatisfactory progress are mailed to parents in November (Thanksgiving Vacation) and in April (Spring Vacation).

A = 90-100	Excellent
B = 80-89	Good
C = 70-79	Fair
D = 60-69	Poor
F = Below 60	Failing

The point system is as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

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

Accounting I	
4 credits x B (3) =	12
Business Law I	
3 credits x C (2) =	6
English I	
3 credits x D (1) =	3
Typing I	
2 credits x F (0) =	0
Economics 10	
3 credits x A (4) =	12
Business Math	

$$\begin{array}{r}
 3 \text{ credits} \times B (3) = 9 \\
 \hline
 18 \text{ credits} \qquad 42 \\
 42 \text{ divided by } 18 = 2.333 \\
 \text{Grade-point average is } 2.333
 \end{array}$$

### **Scholastic Requirements**

Although a D (1.0) is passing, a student must maintain a C (2.0) average to receive a diploma or degree.

### **Classification of Students**

Freshmen —up to 36 credit hours  
or up to 12 courses  
Sophomores—34 to 72 credit hours  
or up to 24 courses  
Juniors —64 to 108 credit hours  
or up to 36 courses  
Seniors —96 and above credit  
hours or up to 48 or  
more courses.

### **Incompletes**

To remove an "incomplete" grade, the student must complete the re-

quired work within one month after completion of the course. Otherwise, the "incomplete" grade will be changed to an "F".

### **Make-Up Final Examinations**

Permission must be obtained from the Academic Dean to enable a student to take a make-up final examination. This permission may be granted only when a student has been prevented from attending the regularly scheduled examination for reasons beyond his control. The examination fee is \$5.00.

### **Failures**

No student may repeat a required course more than once without permission from the Committee on Scholastic Standing. A student who fails an elective course twice will not be allowed to take that course again.

### **Withdrawal From Class**

A student may withdraw from a class with permission from the in-

structor and the Department Chairman at any time within the first two weeks of the class. This change will not appear on his transcript. After the first two weeks, any student who is given permission to withdraw from class must remember that his attendance in the class will be noted on his transcript. This will be indicated by WP, withdrew from class while passing, or WF, withdrew from class while failing. A student may withdraw from class at any time before the end of the first six weeks of the course with permission from the Instructor and the Department Chairman.

The instructor has the right to permit the auditing of a class from which a student has withdrawn with the understanding that the instructor is not obligated to grade papers for a particular student and with the understanding that there is room in the class.

Requests for withdrawal after six weeks must be cleared through the office of the Dean of Students. If

any student is permitted to withdraw beyond the six week period because of an unusual circumstance, WF, WP, or F will depend upon the instructor and the Department Chairman, subject to the approval of the Academic Dean.

Permission for withdrawals or course changes must be obtained from the Dean of Students.

### **Dismissal**

The College reserves the right to dismiss any student whose presence is detrimental to the best interests of the institution.

### **President's and Dean's List**

Each semester the College publishes two lists of students who have achieved a certain standard of academic excellence. Students who have earned an A— or higher (3.5-4.0) average are appointed to the President's List, students who have attained a B or higher (3.0-

3.49) average are appointed to the Dean's List.

### **Graduation**

Requirements for graduation from NHCAC are a minimum of 2.0 (C) average in all the programs of study. Specific program requirements are as follows:

1. Baccalaureate Degree—Accounting, Business Management, Management Information Science, Secretarial Science—requires satisfactory completion of 128 credit hours in the prescribed program of study.
2. Associate Degree—Accounting, Business Management, Executive Secretarial, Medical Secretarial, Legal Secretarial, Administrative Secretarial and Technical Secretarial—requires satisfactory completion of 64 credit hours in the prescribed program of study.

### **Graduation With Honors**

A student in the Bachelor of Business Science program who has completed a minimum two-year residency requirement will be graduated summa cum laude if a 3.8 or higher scholastic average has been maintained. Those with a 3.5 or higher will be graduated magna cum laude and those with a 3.0 or higher will be graduated cum laude.

A student in the Associate in Business Science program who has completed his two-year program at the College will be graduated with highest honors if a 3.8 or higher scholastic average has been maintained. Those with a 3.5 or higher will be graduated with high honors and those with a 3.0 or higher will be graduated with honors.

### **Transfer Students**

Students wishing to transfer from other collegiate institutions should submit a transcript of their grades (with the regular application form)



to the Director of Admissions for evaluation and advice. Only grades of C or above are transferable. Transfer credit is validated after a probationary period of one semester, during which an academic average of 2.0 must be maintained. If a student fails to maintain a 2.0 average after one semester's work at NHCAC, the student forfeits the privilege of transferring any credit from the institution he previously attended. A student must complete a minimum of one year's work at NHCAC to be eligible for graduation.

### **Unit of Instruction**

A unit of instruction is one hour a week for one semester. This unit is called a credit hour and is the measure of college work. A two- or three-hour period of laboratory work is considered equivalent to one

hour of instruction. Students may receive credits only for the number of hours published for a course.

### **School Hours**

School hours are from 8:00 to 5:05. Attendance at school is required only during your scheduled classes. This time may vary from 15-25 hours a week, depending upon your course.

### **Veterans' Affairs**

New Hampshire College of Accounting and Commerce was the first Business College to be approved for the training of Veterans in the State of New Hampshire. The college is listed as an accredited college by the Veterans Administration and is approved for the training of all veterans and for children of veterans under P.L. 634.

# Finances

Application Fee, non-refundable  
\$10.00

Registration Fee, each semester  
\$ 5.00

Tuition—by the semester:

\$550\* by the opening of the  
first semester

\$525 by the opening of the  
second semester

Tuition—by the year

\$1025\* by the opening of the  
first semester

Books and supplies per year—ap-  
proximately \$80-\$120.

## Other Fees

One transcript of the student's  
grades will be supplied. For each  
additional transcript requested,  
there will be a \$1.00 charge.

Graduation Fee (payable by  
March 30 of the year of graduation,  
non refundable)—\$20.00

Late Registration Fee—\$5.00

Exrta credit hours in excess of  
19 credits—\$30.00 per credit hour

Reapplication Fee—\$5.00. Ap-  
plies to any student who is reapply-

ing for admission for any reason.

Make-Up Final Examination Fee  
—\$5.00

\* Includes activity fee.

## Deposits

Tuition—\$50.00 payable within  
30 days after acceptance; applied to  
tuition and not transferable.

Room (resident students only)—  
\$50.00 payable within 30 days after  
acceptance; applied toward room  
expense and not transferable.

## Deposit for Returning Students

A \$50 tuition deposit is required of  
all returning students by July 1. This  
deposit is refundable if the request  
is received in writing on or before  
August 15.

## Veterans' Payment Plan

A plan for students who are eligible  
for veteran assistance is available.  
All inquiries should be directed to  
the Office of Financial Aid.

## **Tuition Refunds**

Room and tuition deposits for September applicants are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.

Room and tuition deposits for February applicants are refundable if the request is received in writing on or before December 31. There will be no refund of tuition or room deposits for any application received after December 31.

Tuition refund is based upon the date the official withdrawal form is received by the College. A refund will be made on a percentage basis up to five weeks as indicated below. No refunds are made after five weeks of classes.

Two weeks or less—80% of tuition will be refunded

More than two weeks but less than three weeks—60% of tuition will be refunded

More than three weeks but less than four weeks—40% of tuition will be refunded

More than four weeks but less than five weeks—20% of tuition will be refunded

Five weeks or more—No refund

**NO REFUNDS WILL BE MADE ON FEES OTHER THAN TUITION.**

## **Housing**

Recognizing the importance of a pleasant home-like environment during college years, NHCAC has established student dormitories and residence facilities in the immediate vicinity of the college. These facilities include private residence halls, hotel-type accommodations and private housing, all of which will provide the student with a congenial atmosphere conducive to good study habits and a wholesome social life.

### **Female Housing**

All female students living away from home will be assigned college-approved, supervised housing. These include the Rice Dormitory, the Hampshire House (private women's residence halls), the YWCA and rooms in private homes. All of these residences include kitchen privileges and rent to the student for approximately \$10.00 per week. In addition, a limited number of students can be placed in private homes for room and board at a cost of about 18.00 to \$20.00 per week.

### **Male Housing**

All freshman male students must live in college-approved, supervised housing. Comfortable dormitory living has been arranged at the Sheraton-Carpenter Hotel and the Cadillac Hotel at a cost of \$450.00 per semester for room and board. (Meals are provided Monday through Friday; an additional \$5.00 per week will cover weekend meals). Male students will also be assigned

supervised rooms in private homes with either kitchen or kitchen privileges at a cost of about \$10.00 per week.

Upperclass male students may chose to live in either college assigned housing or their own apartments. Many apartments are available in the immediate vicinity of the college, ranging from \$10.00 per week up to the most luxurious apartment suites.

### **Home-Work Program for Females**

A limited number of home residence plans are available each year under this program. Female students live in a private home and in exchange for mother's-helper services receive free room and board and \$10.00 per week salary. Applications for the Home-Work Program must be received by the college by April 1.

### **Accident and Sickness Insurance**

Serious financial problems frequently face some of our students

due to unexpected accident or illness. In an effort to meet this need and help you solve this problem personally, the College recommends that all students take advantage of its voluntary insurance program.

### **Scholarships**

**H. A. B. SHAPIRO SCHOLARSHIP**—A full year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B.B.A., C.P.A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarship, aptitude for business, and need for assistance. Each application form must be filed with the registrar before April 20 of the current year. Seniors enrolled in any high school course in the State of New Hampshire are eligible. The applicant must attain the highest grade on a competitive test which is given at the College.

**ROBERT E. PLOURDE SCHOLARSHIP**—A full school year's tuition scholarship in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contribution to New Hampshire College of Accounting and Commerce. The scholarship is open to any high school graduate of the Suncook, N. H. area, and is awarded on the basis of (1) financial need (2) academic achievement (3) recommendation of the guidance counselor or high school principal and (4) a competitive examination. The scholarship application form must be filed with the Registrar before April 15 of the current year. A competitive examination will be given at the College. Applicants should apply to the Robert E. Plourde Scholarship, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

## **Loan Plans**

### **Student Loan Guarantee Program.**

The student loan guarantee program set up under Title IV, Part B, of the Higher Education Act of 1965 is designed to help college and graduate students borrow funds to meet the rising costs of higher education.

Loans will be made directly to the students by banks and other lending institutions and the loans will be repaid directly to the institutions extending the credit. Students may receive up to \$1,000 per year for each of his four years of college. Any interested applicants should apply directly to the local savings bank in their home community. Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student. If further information is necessary, write to the Director of Admissions.

### **United Student Aid Funds.**

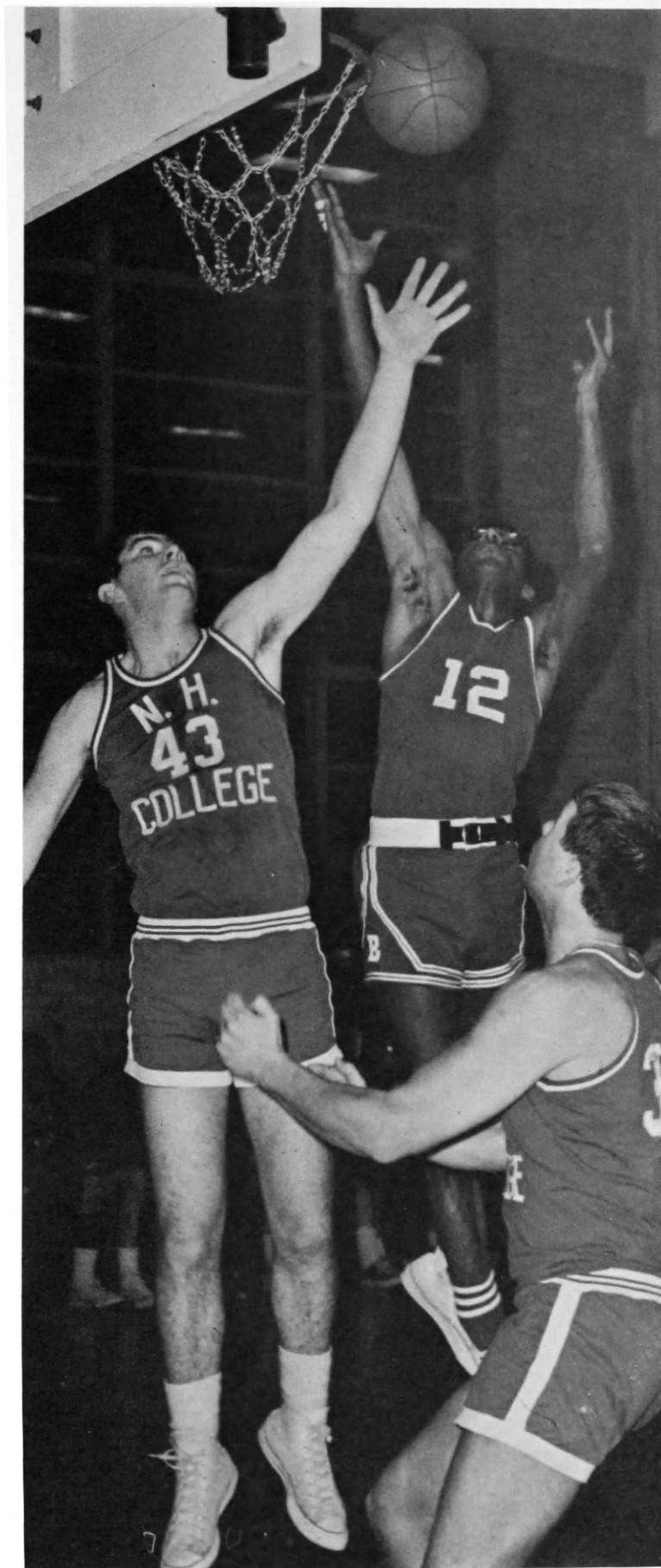
United Student Aid Funds is a national corporation established to endorse loans to deserving students. More than 700 colleges and over six thousand lending institutions and branches across the nation cooperate to make loans to students under the USA Funds program—the largest private student loan program in America.

Any student who can demonstrate financial need is eligible to apply to the Director of Admissions for assistance in applying for these funds. Recipients of the loans are selected by the College. Each applicant must be a full time student and must be capable of maintaining a good standing in his course of study. A student may receive up to \$1,000 per year for each of his four years of college.

Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student.

### **Funds for Education.**

NHCAC has an arrangement with Funds for Education whereby financially responsible parents may meet their son's or daughter's expenses at NHCAC on an extended payment basis. Room and board costs may be covered, and life and health insurance is included in all programs, so that the student may continue his education without further payments to Funds for Education should the family breadwinner's earning capacity be cut off while an agreement is in effect. For further information write directly to Funds for Education, 319 Lincoln Street, Manchester, N. H.





President's Tea



# Student Personnel Services

Student Personnel Services at New Hampshire College are designed to assist the student in making adjustments to every phase of life that will contribute to his success in college.

These services, which include orientation, registration, counseling, health, housing, placement and student activities are offered as a part of the student's varied college experience.

## **Orientation**

At the beginning of each school year an orientation period is scheduled to introduce new students to the academic and social life at New Hampshire College. During Orientation Week new students will have the assistance of selected faculty members and upperclassmen to guide them through registration, course selection, placement examinations and social activities designed to acclimate the student to college life.

Students transferring from other institutions will participate in a separate academic orientation program and will be invited to take part in all social activities.

## **Counseling Program**

The primary aim of counseling is the development of a student's own initiative and independent thinking.

The Counseling Office provides the services of a trained counselor for student counseling and vocational and psychological testing. Students are encouraged to discuss their personal concerns with the counselor who can guide them in finding solutions best for themselves.

## **Advisor Program**

Each student is assigned a faculty advisor who assists in course and program selection and in the scheduling involved. Each student has at least one mandatory personal

conference with his advisor each semester. The faculty advisors offer assistance to the student in various ways, and students are encouraged to consult their advisors as frequently as they wish. Any changes in advisors must be cleared through the Director of Counseling Services.

### **Health Program**

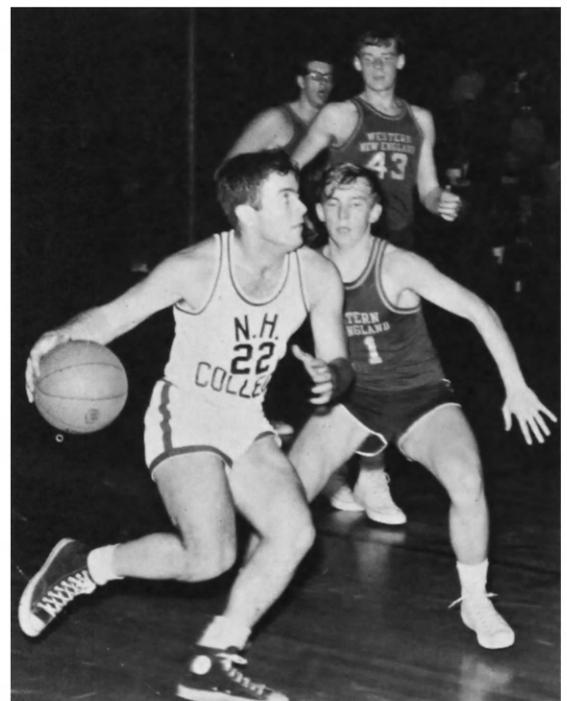
A registered nurse is available to administer first-aid and handle minor health problems. All incoming students are required to submit a Health Report and a Medical Record to the College before beginning classes. The College is located near a hospital that provides emergency service.

### **Placement Service**

The Placement Service at the College functions with two purposes: 1) to assist undergraduate students in finding part-time and summer

work; 2) to act as liaison between graduating students and employers. In addition, on-campus interviews with employers are arranged for students in their senior year. These services are available without charge to all students and alumni.

It is advisable for freshmen to avoid part-time employment until they are fully adjusted to their academic programs.



# Student Activities

## **Athletics**

NHCAC supports an active athletic program as an important part of the educational process. The College is an associate member of the National Association of Intercollegiate Athletics. Intercollegiate competition is provided in soccer, basketball, skiing, baseball, golf, and tennis. NHCAC is a member of the New England Intercollegiate Soccer Association, the New England Intercollegiate Basketball Association and the New England Intercollegiate Baseball Association.

A full program of intramural activities is available for male and female students in touch football, volleyball, basketball, softball and bowling.

## **Student Senate**

Student government is the responsibility of the Student Senate which is composed of elected representatives from all classes. The Student Senate is charged with the respon-

sibility of administering the student activities fund; sponsoring such activities as the fall, winter and spring weekends and college dances. The Student Senate in cooperation with the faculty comprise the Student-Faculty Judiciary Committee.

## **Mayor's Council**

The Mayor's Council is composed of elected representatives from each of the clubs and organizations of the College and is chaired by the Campus Mayor who is elected at large. Any group or organization may sponsor a candidate for Campus Mayor. It shall be the responsibility of the mayor to promote college spirit and good-will. He is the official student ambassador to the community and to the state. The Mayor's Council coordinates all activities and is responsible for publication of the College social calendar. Included in the Council's responsibilities is planning of Parent's Weekend as well as assisting the Athletic Association in ar-

ranging bus transportation to various intercollegiate athletics.

### **Religious Organizations**

Although non-denominational, the College recognizes the need for religion in the life of both the individual and society. The College has helped in the formulation of student religious organizations. Because Manchester is a metropolitan city, there are many religious institutions and facilities available for the student body.

### **Publications**

A college newspaper, THE PEN, is published weekly throughout the college year by a staff selected from the student body. Through the newspaper the student is kept informed of all college events.

A college yearbook, THE TORCH, is published annually and is distributed to all students.

The COLLEGIATE REVOLUTION is published monthly by the editors of the PEN. This monthly pub-

lication gives the student body a vehicle for expression in all matters relating to college life.

### **Fraternity Groups**

Many students affiliate with social fraternities and sororities and through them often make life-long friendships based on mutuality of interest and experience. Under a plan of deferred rushing, freshmen may not be pledged by a fraternity or sorority until their second term in college. Entering students are given ample opportunity to make judicious and unhurried decisions. Rules and regulations governing inter-fraternity affairs are democratically devised and enforced by the inter-fraternity council. Those who contemplate joining a fraternity should anticipate additional expense for initiation fees, dues, and occasional accessories. Chartered and listed in the order of their establishment are: Phi Delta Psi, Sigma Kappa Epsilon, and Beta Gamma Phi.





### **Political Clubs**

Political Clubs provide the students with opportunities to become better acquainted with current political issues and to hear outstanding speakers from national, state and local organizations.

### **Executive Club**

The Executive Club's function is to increase the student's knowledge of the complexities of management decisionmaking and the role of the accountant in today's economy. Included in the program is the opportunity to meet with leaders of industry and accounting and other related areas and to take field trips to plants and various places of business.

### **Outing Club**

The Outing Club provides an opportunity for students who are interested in outdoor sports to partici-

pate on a non-competitive basis in skiing, hiking, mountain climbing, and sailing.

### **Dramatic Club**

The Dramatic Club affords an opportunity for those students interested in dramatics to participate in productions during the college year. Casting is through competition and under the direction of the faculty advisor.

### **College Glee Club**

For those interested in music College Glee Club concerts are planned for the Christmas and spring seasons. Tryouts are held at the beginning of the college year and all students are encouraged to participate. Previous choral experience and ability to read music, while desirable, are not a requirement for membership.

### **Chess Club**

The Chess Club is for students who play chess and for those who are interested in learning this exciting and challenging game.

### **Cheerleaders**

The college maintains an active cheerleading team, for which try-outs are held at the beginning of each academic year. The cheerleaders appear at all home games and travel with the athletic teams to many of the away games. All female students are eligible to become cheerleaders.

### **DAF**

The purpose of DAF—Discussions, Arts, Films—is to encourage students to participate informally in these areas. Small group discussions, theatre trips, and visits to other college campuses offering similar programs of interest are part of the program.

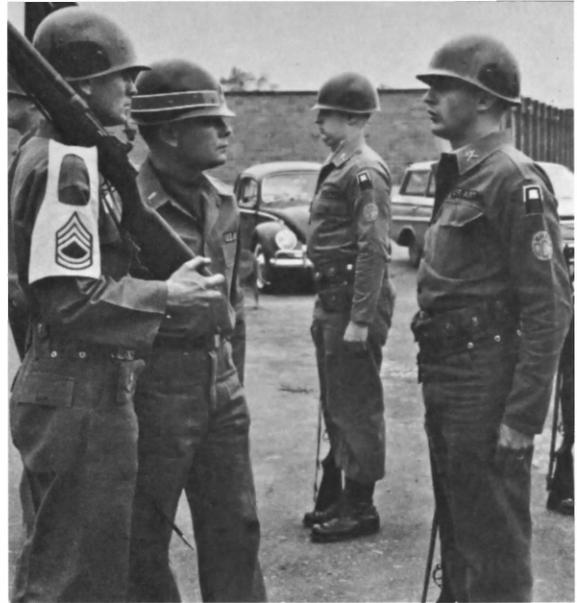
### **Gold Key Honor Society**

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key Honor Society at the end of their junior year or during their senior year. Students elected at the end of their junior year must have a 3.8 cumulative average. Students elected in their senior year must have a 3.5 (A—) cumulative average.

Election to the College Honor Society is based primarily upon scholarship, but, before a man or woman is privileged to receive the Gold Key there must be evidence of excellence of character and an interest in the life of the College. Election to the honor society is the highest honor that can be conferred upon an undergraduate.

### **Non-ROTC Student Officer Candidate Program**

NHCAC has been chosen by the office of the Adjutant General of



the State of New Hampshire to participate in the Non-ROTC College Student Officer Candidate Program. It is a national program having been instituted in all 50 states.

The program is so designed as to provide the military training required by federal law of all male citizens and at the same time, not interfere with the progress of their schooling. All training is conducted on weekends and during the summer months. Seven phases are included in the program culminating at the end of the senior year with a second lieutenant's commission in the Army National Guard. All training phases are in a pay status with all pay and allowances being based on the current pay scales for the regular Army.

The basic training phase of the program, 10 weeks in duration, is conducted at Fort Dix, New Jersey, by the regular Army. The next phase

consists of weekend training, one weekend per month, during the school year. During the summer after the junior year, the candidates will attend a two week summer field training as lower class in the Officer Candidate School at Concord, N. H. This two weeks is again followed by weekend training during the senior year. After graduation from college the candidates attend a final two weeks training as upperclassmen and at the end of that period graduate as second lieutenants in the Army National Guard.

### **Alumni Association**

New Hampshire College of Accounting and Commerce has a loyal Alumni Association. There are now more than two thousand graduates. Each year graduates are invited to become members of the Alumni Association.

# Objectives of Programs of Study

## **Department of Accounting**

Today, accounting is the nerve center of almost all business. The modern businessman relies on facts, and his financial facts are prepared for him by his accountant. He has to be competent in gathering, organizing, and interpreting the figures to add to the success of the business enterprise.

The field of accounting encompasses the Public Accountant, Private Accountant, and Government Accountant. The Certified Public Accountant (C.P.A.) is the title earned by an accountant who has met and passed the rigorous examinations prescribed by law in his state. This is the highest recognition in the field and signifies accreditation as a skilled accountant whose decisions are considered authoritative.

## **Department of Business Management**

Business Management introduces the student to the complexities and

challenges of today's management decision-making. There are a great variety of positions and careers which the words, "Business Management", represent. Management involves personnel administration, retailing, sales, marketing, banking, production, real estate, wholesaling, manufacturing, and many other related areas. Business Management is a profession that operates at the highest level of man's capacities.

## **Department of Management Information Science**

In recent years the American business scene has witnessed a tremendous growth in the size and complexity of numerous companies. This growth coupled with technological advancement in the field of computers has created an urgent need for qualified personnel who understand the complexities of Management Information Science and can transmit the needs of top management to the data-processing managers.

In this program of study the student is educated to make decisions which will enable his company not only to stay in business or keep abreast of today's requirements, but to continue to expand and compete in today's economy. The course provides the tools for the design of systems and procedures to provide management with current accurate information, so that decisions rendered will be prompt, decisive and complete.

Career opportunities in the field of Management Information Science exist in all areas of business, government and education, at all levels of competence.

### **Department of Secretarial Science**

The Secretarial Science courses equip young women for responsible, specialized positions which demand highly skilled training. The secretary is an important aide, handling private and business affairs. She makes appointments for her employer, interviews callers, and handles personal and confidential records and information. She is often the first person representing her firm. She possesses poise, charm, and an understanding of human relations.

Surveys have proved that college educated women are able to move from secretarial jobs to executive positions for which they have the desire to compete.

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**BACHELOR OF  
BUSINESS SCIENCE DEGREE  
PROGRAMS**

**Accounting  
Business Management  
Management Information Science  
Secretarial Science**

# ACCOUNTING

## BACHELOR OF BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typing 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 1*	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

### Third Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 11 Auditing	4	Acc. 12 Adv. Auditing	4
B.M. 18 Statistics	3	B.M. 22 Mgr. Econ.	3
B.M. 19 Prin. of Finance	3	Eng. 20 Rep. Writing & Research	3
Soc. 20 Hum. Rel. in Adm.	3	Electives 2*	6
Electives 1*	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

### Fourth Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 5 Advanced	4	Acc. 6 Advanced	4
Acc. 9 Taxes	4	Acc. 10 Adv. Taxes	4
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
Electives 2*	6	Electives 2*	6
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

\* Electives must be selected from General Education courses.

\*\* Typing is optional for students enrolled in this program.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# BUSINESS MANAGEMENT

## BACHELOR OF BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typewriting 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 9 Taxes	4	B.M. 3 Salesmanship	3
B.M. 10 Prin. of Mgt.	3	B.M. 14 Marketing 2	3
B.M. 13 Marketing 1	3	M.I.S. 10 Sys. & Proc.	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 2*	6
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>18</b>

### Third Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 14 Acc. for Mgt.	4	B.M. 9 Sales Mgt.	3
B.M. 19 Prin. of Fin.	3	B.M. 11 Personnel Mgt.	3
Soc. 20 Hum. Rel. in Adm.	3	B.M. 18 Statistics	3
Electives 2*	6	Eng. 20 Rep. Writing & Research	3
		Electives 1*	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>

### Fourth Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
B.M. 20 Mgt. Dec. Making	3	B. M. 21 Adv. Mgt. Dec. Making	3
B.M. 22 Mgr. Economics	3	Electives 3*	9
Electives 2*	6		
Electives 1***	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

\* Electives must be selected from General Education courses.

\*\* Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.

\*\*\* Elective may be selected from any course offering.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# MANAGEMENT INFORMATION SCIENCE

## BACHELOR OF BUSINESS SCIENCE DEGREE

<b>First Year</b>			
<b>First Semester</b>	<b>Cr.</b>	<b>Second Semester</b>	<b>Cr.</b>
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
Electives 1*	3	Electives 1*	3
† Developmental Reading			
Total	16	Total	16
<b>Second Year</b>			
<b>First Semester</b>		<b>Second Semester</b>	
<b>Accounting Option</b>		<b>Accounting Option</b>	
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
<b>Management Option</b>		<b>Management Option</b>	
B.M. 10 Prin. of Mgt.	3	B.M. 3 Salesmanship	3
B.M. 13 Marketing 1	3	B.M. 14 Marketing 2	3
<b>All Students</b>		<b>All Students</b>	
Econ. 10 Econ. 1	3	M.I.S. 10 Sys. & Proc. 1	3
Math 12 Math 3	3	Econ. 11 Econ. 2	3
Electives 1*	3	Electives 1*	3
Total	15 or 17	Total	15 or 17
<b>Third Year</b>			
<b>First Semester</b>		<b>Second Semester</b>	
Acc. 14 Managerial	4	B.M. 11 Personnel Mgt.	3
B.M. 20 Prin. of Finance	3	B.M. 21 Mgt. Dec. Making	3
M.I.S. 11 Sys. & Proc. 2	3	B.M. 22 Mgr. Econ.	3
Soc. 20 Human Rel. in Adm.	3	M.I.S. 15 Adv. Sys. & Proc. 1	3
Electives 1*	3	Eng. 20 Rep. Writing & Research	3
Total	16	Total	15
<b>Fourth Year</b>			
<b>First Semester</b>		<b>Second Semester</b>	
B.M. 15 Corp. Finance	3	B.M. 16 Money & Banking	3
B.M. 18 Statistics	3	B.M. 19 Adv. Statistics	3
M.I.S. 16 Adv. Sys. & Proc. 2	3	M.I.S. 17 Seminar	3
Electives 3*	9	Math 13 Math 4	3
		Electives 2*	6
Total	18	Total	18

\* Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# SECRETARIAL SCIENCE

## BACHELOR OF BUSINESS SCIENCE DEGREE

### First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
Psych. 10 Intro. to Psych.	3		
† Developmental Reading			
Total	18	Total	15

### Second Year

First Semester	Cr.	Second Semester	Cr.
Acc. 9 Taxes	4	B.M. 3 Salesmanship	3
B.M. 2 Retailing	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	Psych. 12 Human Grth. & Dev.	3
S.S. 10 Typing 3	2	Spanish 11 Elementary	3
Spanish 10 Elem.	3	Electives 1*	3
Electives 1*	3		
Total	18	Total	15

### Third Year

First Semester	Cr.	Second Semester	Cr.
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
Econ. 10 Econ. 1	3	Eng. 20 Rep. Writ. & Research	3
Spanish 12 Intermediate	3	Spanish 13 Intermediate	3
Electives 1*	3	Economics 11 Econ. 2	3
		Electives 1*	3
Total	15	Total	17

### Fourth Year

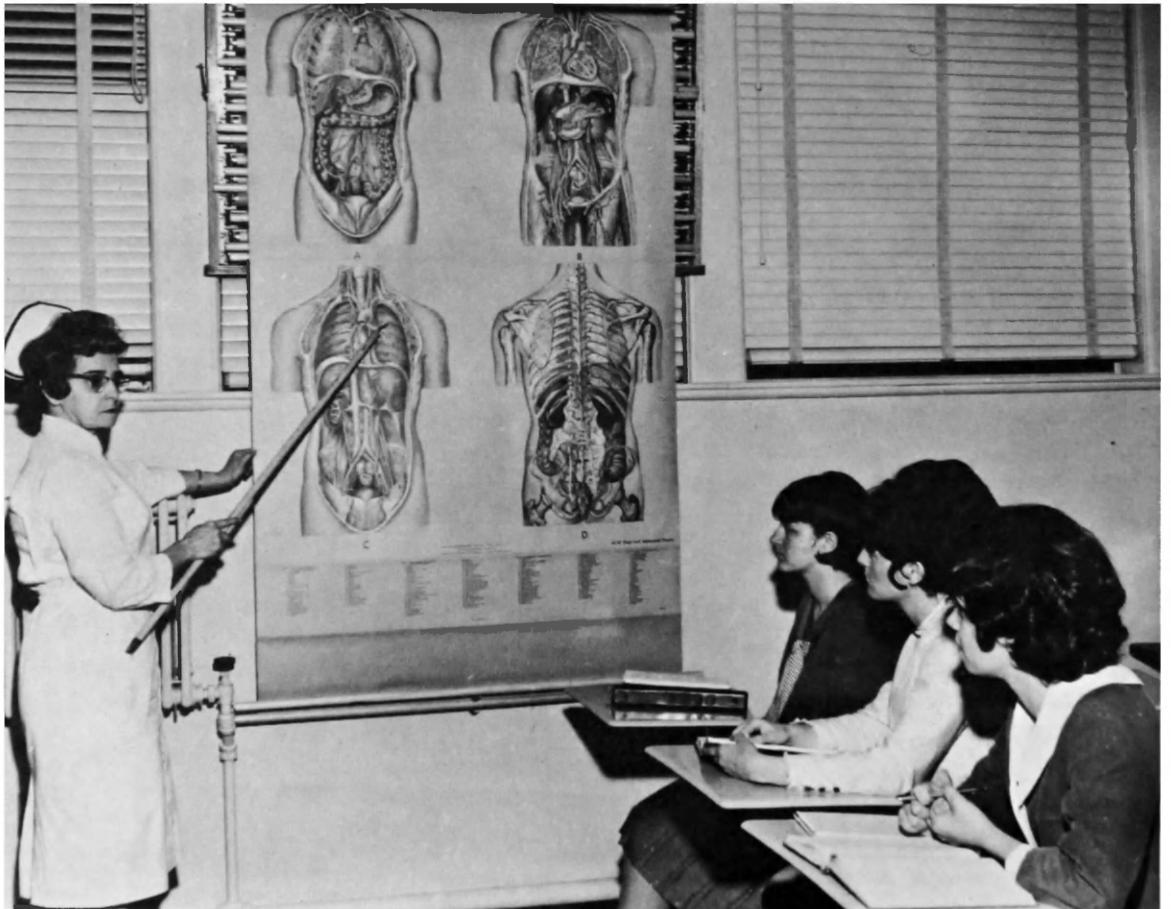
First Semester	Cr.	Second Semester	Cr.
B.M. 18 Statistics	3	B.M. 11 Pers. Mgt.	3
S.S. 6 Legal or		M.I.S. 10 Sys. & Proc. 1	3
S.S. 7 Medical Term.	3	S.S. 15 Legal Sec. Duties or	
Soc. 20 Hum. Rel. in Adm.	3	S.S. 16 Med. Sec. Duties	3
Electives 2*	6	Electives 2*	6
Total	15	Total	15

\* Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

**ASSOCIATE IN  
BUSINESS SCIENCE DEGREE  
PROGRAMS**

- Accounting**
- Business Management**
- Administrative Secretarial**
- Executive Secretarial**
- Legal Secretarial**
- Medical Secretarial**
- Technical Secretarial**



# Objectives of the Associate in Business Science Degree Programs

The purpose of the Associate in Business Science Degree program is to prepare those students who want and need further education in their career choice but who do not wish to continue for the baccalaureate degree.

The Accounting program prepares the student for positions in government agencies, internal accounting in business organizations and as junior accountants in C.P.A. firms.

The Business Management program enables the student to pursue careers in retailing, sales, and other positions in industry, banking, and government.

In the Secretarial Science field, the graduate can assume wider responsibilities in her secretarial career compared to the more limited scope of the stenographer. While technical skills are emphasized in all programs, the students also have an opportunity to specialize in one of five secretarial fields.

# ACCOUNTING

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
S.S. 8 Typing 1**	(2)	Eng. 11 Fresh. Comp.	3
Eng. 10 Fresh. Comp.	3	Math 11 College Math	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
	<hr/>		<hr/>
Total	16	Total	16

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 3 Intermediate	4	Acc. 4 Intermediate	4
Acc. 7 Cost	4	Acc. 8 Cost	4
Acc. 9 Taxes or M.I.S. 10 Sys. & Proc. 1	4 or 3	Acc. 11 Auditing	4
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 1*	3		
	<hr/>		<hr/>
Total	17 or 18	Total	15

\* Electives must be selected from General Education courses.

\*\* Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# BUSINESS MANAGEMENT

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Math 11 College Math	3
S.S. 8 Typing 1**	(2)	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	16	Total	16

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 2 Retailing	3	Acc. 9 Taxes or	4 or 3
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	
B.M. 13 Marketing 1	3	B. M. 3 Salesmanship	3
B.M. 19 Prin. of Finance	3	B.M. 14 Marketing 2	3
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
		Electives 2*	6
Total	15	Total	18 or 19

\* Electives must be selected from General Education courses.

\*\* Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# ADMINISTRATIVE SECRETARIAL SCIENCE

The administrative program of shorthand and typewriting. It equips the student for a challenging secretarial career. It includes the study of business procedures as well as technical skills also gives the student a comprehensive knowledge of essential business subjects.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester	Cr.	Second Semester	Cr.
Acc. 1 Elem.	4	B.M. 3 Salesmanship	3
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	14

### Second Year

First Semester	Cr.	Second Semester	Cr.
B.M. 2 Retailing	3	B.M. 7 Bus. Law 2	3
B.M. 6 Bus. Law 1	3	B.M. 11 Pers. Mgt.	3
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
S.S. 10 Typing 3	2	S.S. 14 Exec. Sec. Duties	4
Electives 1*	3	Electives 1*	3
Total	17	Total	18

\*Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# EXECUTIVE SECRETARIAL SCIENCE

The executive secretarial program is designed to prepare the student to take dictation, transcription, as-

sume the responsibility of making decisions, handle confidential data, and supervise personnel.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	15

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 2 Retailing	3	B.M. 7 Bus. Law 2	3
B.M. 6 Bus. Law 1	3	B.M. 11 Pers. Mgt.**	3
B.M. 10 Prin. of Mgt.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
S.S. 10 Typing 3	2	S.S. 14 Exec. Sec. Duties	4
Electives 1*	3	Electives 1*	3
Total	17	Total	18

- \* Electives must be selected from General Education courses.
- \*\* Accounting 9 Taxes may be substituted for B.M. 11 Personnel Management.
- † Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# LEGAL SECRETARIAL SCIENCE

This program is designed to prepare students for positions in law offices, state and federal agencies, large business corporations, real estate and investment companies. In

addition to the general skills of shorthand and typewriting, special emphasis is placed on legal terminology, legal secretarial duties and business law.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 6 Bus. Law 1	3	Acc. 9 Taxes or	4 or 3
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	
S.S. 3 Shorthand 3	3	B.M. 7 Bus. Law 2	3
S.S. 10 Typing 3	2	S.S. 4 Shorthand 4	3
Electives 2*	6	S.S. 6 Shorthand 6 Legal Term.	3
		S.S. 11 Typing 4	2
		S.S. 15 Legal Sec. Duties	4
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18 or 19</b>

\*Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# MEDICAL SECRETARIAL SCIENCE

The medical secretarial program prepares the secretary for a position in the office of physicians, dentists, hospitals, medical divisions of corporations, state health agencies, research laboratories, and mental health agencies and services. In ad-

dition to courses in shorthand, typewriting, and related business subjects, laboratory techniques and case-writing of reports are included. The student receives laboratory training and a familiarity with laboratory equipment.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh. Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Science 13 Anat. & Phys.	3
Science 12 Anat. & Phys.	3	Psych. 10 Intro. to Psych.	3
† Developmental Reading			
Total	18	Total	18

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 10 Prin. of Mgt.	3	B.M. 11 Pers. Mgt.	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
S.S. 10 Typing 3	2	S.S. 7 Med. Shorthand	3
S.S. 17 Med. Terminology	3	S.S. 11 Typing 4	2
Psych. 12 Human Growth & Dev. or Psych. 13 Ment. Hygiene	3	S.S. 16 Medical Sec. Duties	4
Electives 1*	3	S.S. 18 Medical Procedures	3
Total	17	Total	18

\*Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# TECHNICAL SECRETARIAL SCIENCE

In this program students will learn the language and procedures of the electronic, aeronautical, and engineering fields. They will study technical terminology, dictation and transcription, in addition to business

subjects. The graduate will qualify for positions not only in the industrial world but also in government and state agencies, research institutions and universities.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acc. 1 Elem.	4	Acc. 2 Principles	4
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 8 Typing 1	2	S.S. 9 Typing 2	2
Eng. 10 Fresh Comp.	3	Eng. 11 Fresh. Comp.	3
Math 10 Math of Finance	3	Electives 2*	6
Electives 1*	3		
† Developmental Reading			
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 10 Prin. of Mgt.	3	M.I.S. 10 Sys. & Proc. 1	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
S.S. 10 Typing 3	2	S.S. 7a Tech. Shorthand	3
S.S. 19 Tech. Terminology	3	S.S. 12 Tech. Typing	2
Electives 1*	3	S.S. 14 Exec. Sec. Duties	4
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>

\* Electives must be selected from General Education courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

### **Summer School**

Both the Summer School program and the Evening College are administered under the faculty and staff of the regular College. Summer School is designed for students either unable to attend during the regular college term or anxious to accelerate their college program or to study in additional areas. All subjects taken can be applied to the degree programs at the College.

Interested applicants should send for the Summer School Bulletin.

### **Evening College**

Anyone may register as an unclassified student in the Evening College. The student may select one, two or three courses each semester, being limited only by prerequisites which are shown in course descriptions.

In addition to programs leading to A.B.S. and B.B.S. degrees, the Evening College also provides courses of value and interest to members of the adult community

who may not be desirous of working toward a specified degree.

Such courses provide satisfaction and profit for those who wish to enrich their area of general knowledge or further expand their cultural and intellectual horizons. All courses listed in this bulletin carry college credit.

Certain courses are open to qualified full-time N.H.C.A.C. students of the day college if taken in ADDITION to the fifteen-hour program required of all full-time students, and if the student presents to the Registrar a written recommendation from his advisor and the Academic Dean.

If an unclassified student believes that he may later become a degree candidate, he should follow the suggested sequence of courses for his probable degree.

After satisfactorily completing approximately twelve semester hours of work at New Hampshire College of Accounting and Commerce, the unclassified student

should apply to the Evening College for admission as a degree candidate. The application procedure is as follows:

1. File a written application on a form for this purpose provided by the Evening College.
2. Pay a \$10.00 non-refundable application fee.
3. If an applicant plans to transfer credit from another college, he should have a copy of his transcript sent from that college to the Evening College office. Transcripts will not be accepted from applicants.
4. The Evening College will secure the high school transcripts.

### **Off-Campus Programs**

N.H.C.A.C has been selected by the U.S. Air Force to conduct programs

of study at a number of Air Force Bases enabling Air Force personnel to earn an associate or baccalaureate degree on base. These programs are under the supervision of the Director of Off Campus Programs in conjunction with the Education Officers at the bases. The instructors are either part of the college's faculty, military personnel who meet all the academic and educational requirements of the College, or visiting lecturers with specialized experience and training. Additional courses may be offered where reasonable interest is evidenced.

For further details write the Director of Off Campus Programs, N. H. College of Accounting and Commerce, Hanover Street, Manchester, N. H.

# Description of Courses

## **Acc. 1—Elementary** 4 Credits

A presentation of the basic procedures and techniques of accounting with emphasis on the sources of accounting data and the basic routine employed in analyzing, recording, and summarizing this data. The fundamental principles of accounting are covered, including function and classification of accounts and the preparation of the principal financial statements.

Prerequisite: None

## **Acc. 2—Principles** 4 Credits

An introduction to accounting systems and concepts with emphasis on internal procedures. Consideration is given to corporate accounting for capital stock transactions, retained earnings, and the distribution of earnings to stockholders.

Prerequisite: Acc. 1

## **Acc. 3 & 4—Intermediate (2 Semesters)** 4 Credits each semester

Discussion and application of generally accepted accounting principles as supported by reference to the definitions, recommendations, and pronouncements of the American Institute of Certified Public Accountants and Securities and Exchange Commission. Special emphasis is directed to the development and analysis of useful accounting data as presented in the principal financial reports to management and stockholders.

Prerequisite: Acc. 2

## **Acc. 5 & 6—Advanced (2 Semesters)** 4 Credits each semester

Examines accounting problems associated with partnerships, joint ventures, income measurement in installment sales and consignments, consolidated statements (parent and subsidiaries), fiduciaries including estates

and receiverships and governmental operations. Particular emphasis is placed on problem analysis.

Prerequisite: Acc. 4

**Acc. 7 & 8—Cost Accounting (2 Semesters) 4 Credits each semester**

Designed to acquaint the student with the objectives, systems and techniques of cost accounting for management control. Topics such as distribution cost and standards for distribution, budgetary control, flexible budgets and variance accounting are given complete treatment.

Prerequisite: Acc. 1 & 2

**Acc. 9—Taxes 4 Credits**

Developed for both accounting and management students and aimed at examining the tax responsibilities of corporate management; subjects that management must consider in order to make intelligent business decisions. Reference is to the Federal Income Tax Law and Regulations.

Prerequisite: Acc. 1 & 2

**Acc. 10—Advanced Taxes 4 Credits**

An advanced course in tax law based on analysis and treatment of problems encountered in current tax practice. Consideration is given to the tax specialist's approach in the preparation of individual, partnership, corporation, and fiduciary income tax returns.

Prerequisite: Acc. 1 & 2

**Acc. 11 & 12—Auditing (2 Semesters) 4 Credits each semester**

A study and appraisal of current auditing standards associated with the examination of corporate accounts. Examines the role of the Certified Public Accountant, the significance of the audit certificate, the function of the internal auditor, the nature of evidence in an audit, and the significance of statistical sampling.

Designed for the C.P.A. candidate as well as for internal and governmental accountants.

Prerequisite: Acc. 3

**Acc. 14—Accounting for Management**

4 Credits

Designed to study current problems in developing effective and meaningful information for management in dealing with short-run and long-term planning. Considers such topics as profit planning, capital budgeting, and plans for profit improvement.

Prerequisite: Acc. 1 & 2

**BUSINESS MANAGEMENT****B.M. 2—Principles of Retailing**

3 Credits

A study in the principles of retailing with special emphasis on the practices of buying, selling and advertising. Instruction in store layouts, organization, personnel, and customer relations.

Prerequisite: None

**B.M. 3—Salesmanship**

3 Credits

An analysis of the techniques of successful selling of goods and services. Included are special areas such as the sales interview, types of sales organizations and fundamentals of personnel development.

Prerequisite: None

**B.M. 6 & 7—Business Law 1 & 2 (2 Semesters)**

3 Credits each semester

The primary aims of the course are to (1) help the student acquire a use value, as well as understand those principles which apply to ordinary business situations, and (2) insure an understanding of the nature of law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered.

Prerequisite: None

**B.M. 9—Sales Management**

3 Credits

This course is a continuation of Salesmanship with added emphasis on administration of sales programs, development of sales campaigns, salesmen's reports, stimulation of the sales force, determination of sales territories,

evaluation of salesmen's performance, and control of sales operations.

Prerequisite: B.M. 3, B.M. 10

**B.M. 10—Principles of Management** **3 Credits**

A study of management processes in a business organization. Consideration of the major functions of the business manager; such as policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course to enable students to apply classroom principles to real situations.

Prerequisite: None

**B.M. 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. Other detailed topics such as interviewing, testing, training, remuneration, service activities, and control of personnel functions.

Prerequisite: None

**B.M. 12—Insurance** **3 Credits**

A comprehensive study of the basic types of insurance—Casualty, Fidelity, Surety, Fire and allied fields.

**B.M. 13—Marketing 1** **3 Credits**

Introduction to marketing functions through the study of its nature, scope, and importance; the market for consumer goods—retailing consumer goods, wholesaling consumer goods, marketing industrial goods, marketing policies and practices, marketing activities and the government.

Prerequisite: None

**B.M. 14—Marketing 2** **3 Credits**

A continuation of Marketing 1 with emphasis on advertising, marketing research and analysis, and integrated sales programs.

Prerequisite: B.M. 13

**B.M. 15—Corporate Finance** 3 Credits

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

Prerequisite: Economics 10 and 11

**B.M. 16—Money and Banking** 3 Credits

This course covers the basic area of money and banking, with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments and United States national debt are considered.

Prerequisite: Economics 10 and 11

**B.M. 17—Small Business Management** 3 Credits

Study of problems involved in starting and operating a successful small business—selecting the location, determining how and when to borrow money, budgeting, credit, controlling inventory and turnover, purchasing, and advertising.

**B.M. 18—Statistics** 3 Credits

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting and presenting statistical data.

Prerequisite: Math 10 & 11

**B.M. 19—Principles of Finance** 3 Credits

Analysis of concepts underlying the financial structure of a firm. Topics discussed are: classes of stocks and bonds, illustrations of current business transactions, financial planning, and analysis of financial statements.

Prerequisite: Acc. 1 & 2

**B.M. 20—Management Decision Making** 3 Credits

The management science approach to the problem of business decision-making from the top management point of view. Focus on central manage-

ment issues. Comprehensive cases covering the entire range of business operations.

Prerequisite: Soc. 20, B.M. 10, or permission of Department Chairman.

**B.M. 21—Advanced Management and Operations Research** 3 Credits

The application of quantitative techniques and models in the solution of executive problems in terms of a decision theory formulation. Case studies.

Prerequisite: B.M. 20

**B.M. 22—Managerial Economics** 3 Credits

Impact of economic fluctuations upon the individual firm and problems of job-forecasting, both for the aggregate economy and the individual firm. Problems of demand, cost, price, and output.

Prerequisite: B.M. 18 or permission of Department Chairman

**B.M. 23—Mathematical Statistics** 3 Credits

Chi-Square testing, analysis of variance, simple correlation, sampling inspection and sequential analysis.

Prerequisite: B.M. 18 and Math. 12

## MANAGEMENT INFORMATION SCIENCE

**M.I.S. 10—Systems and Procedures 1** 3 Credits

This course covers basic machine operation. Specialized techniques allied with integrated data-processing and data-processing application for accounting systems. The course serves to acquaint the student with the capabilities of the machine rather than proficiency in machine operation or machine programming.

Prerequisite: None

**M.I.S. 11—Systems and Procedures 2** 4 Credits

Continuation and expansion of Systems and Procedures 1, and introduction to programming.

Prerequisite: M.I.S. 10

**M.I.S. 15 & 16—Advanced Systems Analysis and Programming 1 and 2**

4 Credits each semester

Management and special language techniques, the emphasis on proficiency, systems analysis, communications, integrated and total system applications.

Prerequisite: M.I.S. 11

**M.I.S. 17—Advanced Systems and Procedures**

Field project for the semester.

**SECRETARIAL SCIENCE**

**S.S. 1—Shorthand 1 (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. Requires ability to write simple unfamiliar material at 60 words per minute.

Prerequisite: None

**S.S. 2—Shorthand 2 (Dictation: 60-80 words per minute, and transcription)**

3 Credits

Designed to increase the student's shorthand vocabulary the emphasis on developing speed and accuracy in making neat transcripts. Eighty words per minute required to receive credit for course.

Prerequisite: S.S. 1 or permission of Department Chairman.

**S.S. 3—Shorthand 3 (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. One hundred words per minute required to receive credit for course.

Prerequisite: S.S. 2 or permission of Department Chairman

**S.S. 4—Shorthand 4 (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, reports. Transcription drills are continued to increase speed and accuracy. One hundred twenty words per minute required to receive credit for the course.

Prerequisite: S.S. 3 or permission of Department Chairman

**S.S. 5—Shorthand 5 (Dictation: 120-140 words per minute, and transcription)**

3 Credits

Emphasis on attaining ability to write unfamiliar matter, including difficult and technical words at above average rates of speed. One hundred forty words per minute required to receive credit for course.

Prerequisite: S.S. 4 or permission of Department Chairman

**S.S 6—Shorthand 6 (Legal Terminology and Transcription)**

3 Credits

Legal dictation and Congressional Record matter are typical of the material used. The shorthand forms of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts, and sales.

Prerequisite: S.S. 3

**S.S. 7—Shorthand 7 (Medical Shorthand and Transcription)**

3 Credits

Medical Shorthand dictation and medical terminology. Prerequisite—S.S. 17 and S.S. 3.

**S.S 7A—Technical Shorthand and Transcription**

A thorough training in technical dictation and transcribing technical materials. Prerequisite S.S. 19 and S.S. 3.

**S.S 8—Typewriting 1 (Theory, and speed up to 35 words a minute)**

2 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. Thirty-five words a minute with five or fewer errors.

Prerequisite:None

**S.S 9—Typewriting 2 (35-50 words a minute) 2 Credits**

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

Prerequisite: S.S. 8 or permission of Department Chairman.

**S.S. 10—Typewriting 3 (50-60 words a minute) 2 Credits**

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

Prerequisite: S.S. 9 or permission of Department Chairman

**S.S 11—Typewriting 4 2 Credits**

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

Prerequisite: S.S. 10 or permission of Department Chairman.

**S.S. 12—Technical Typing 2 Credits**

Emphasis is placed on typing technical reports and technical material. The student is trained in procedures pertaining to technical vocabulary in electronics, engineering, and space terms.

Prerequisite: S.S. 10

**S.S 14—Executive Secretarial Duties 4 Credits**

This course is designed to give the student enrolled in the two or four-year Executive, Administrative, Technical, or Secretarial Science program a broad scope of the duties required which distinguish the secretary from the stenographer. Thorough training is given in the various duties of the executive secretary to qualify her as an administrative assistant. Fundamental knowledge of business machines is included in this course.

Prerequisite: S.S. 3 and S.S. 10

**S.S. 15—Legal Secretarial Duties****4 Credits**

The student is trained in legal procedures. Emphasis is placed upon the importance of her duties in matters of preparing legal documents, such as leases, complaints, bills of sales, mortgages, wills, general legal forms, as well as briefs, testimony, and professional record-keeping. Fundamental knowledge of business machines is included in this course.

Prerequisite: S.S. 3 and S.S. 10

**S.S. 16—Medical Secretarial Duties****4 Credits**

Professional training is given in the Medical Secretarial program. Stress is placed on proper procedures in the doctor's office, handling of patients, keeping of physician's records, filing, and dictaphone material on medical dictation. Field trips to clinics and local hospitals will be arranged. Fundamental knowledge of business machines is included in this course.

Prerequisite: S.S. 3 and S.S. 10

**S.S. 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—stems, prefixes, suffixes. The course includes medical abbreviations, homonyms, eponyms. This course is a prerequisite for S.S. 7.

Prerequisite: None

**S.S. 18—Medical Procedures****3 Credits**

Professional training is given in the Secretarial Medical Assistant program. Theory and practice in medical procedures include medical ethics, transmission of disease with means of protection, helping with physical examinations and treatments, principles of medications, first aid rules, routine laboratory techniques. Field trips to clinics and local hospitals arranged.

Prerequisite: S.S. 17

**S.S. 19—Technical Terminology**

3 Credits

The course is designed to give the student a thorough training in technical terminology pertaining to electronics, engineering, and space programs.

Prerequisite: None

**GENERAL EDUCATION****Economics 10 and 11—Introduction to Economics (2 Semesters)**

3 Credits each semester

This course is a general survey of the principles of economics. It examines the economic foundations of national wealth and welfare and indicates some of the simpler and more direct methods of strengthening business relations. It also covers the laws of production, wealth, labor, distribution, management, methods of exchange, manufacturing, and administration.

Prerequisite: None

**Economics 12—Economic Geography**

3 Credits

The purpose of this course is to study the geography of the earth with the aim of explaining the growth of the Great Powers in terms of the economic resources available to each. Such a procedure should also provide a clue as to the best policies to be followed by the "Haves" in assisting the "Have-nots" to develop a measure of self-sufficiency. (1 Semester)

Prerequisite: None

**Economics 13—American Economic History**

3 Credits

An historical survey of the economic development of the United States and the role of government in the economy.

Prerequisite: None

**Economics 20—Comparative Economic Systems**

3 Credits

This course discusses the different Economic Systems in existence today—the advanced capitalist economy, e.g. the U.S.A. and Great Britain; the mixed economies, E.G. France and India, etc.; and the centrally-planned

economies, e.g. the U.S.S.R., Czechoslovakia, and economic growth in the capitalist countries and in the socialist countries. This course also discusses the factors behind rapid growth and what to expect from the new trend toward decentralization of planning the price system in the socialist countries, and planning and control in the market economy.

Prerequisite: Offered to juniors and seniors only.

### **English 10 & 11—Composition**

3 Credits each semester

A basic freshman course in composition, appreciation of literary styles, vocabulary improvement, and understanding of current English usage. It is designed to review and improve the students' oral and written language, to improve the mechanics of writing (grammar), and to expand language concepts generally. Required of all freshmen.

Prerequisite: None

### **English 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, posture, and other speaking qualities.

Prerequisite: None

### **English 13—American Literature 1**

3 Credits

A study of the three types of consciousness in American writing (authors', characters', and readers') in the works of Jefferson, Emerson, Twain, Crane, and others.

Prerequisite: None

### **English 14—American Literature 2**

3 Credits

Consciousness in recent American writing by such authors as Lewis, Fitzgerald, Faulkner, Salinger, and their contemporaries. American Literature 1 is not a prerequisite.

Prerequisite: None

**English 15—Survey of The Theatre**

3 Credits

Survey of play writing beginning with the Greeks and continuing to the present. Sophocles, Everyman, Shakespeare, Sheridan, Chekhov, and Arthur Miller are included.

Prerequisite: None

**English 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.

Prerequisite: None

**English 18—Introduction to Poetry**

3 Credits

A course introducing conventional forms of poetry as literature, using mostly contemporary poets such as Frost, Robert Lowell, Sandburg, T.S. Eliot. Various nationalities of poets will be considered but American and British especially. Obscure and difficult poetry not be stressed.

Prerequisite: Upperclassmen only or permission of Department Chairman.

**English 19—Shakespeare**

3 Credits

A study of one Shakespearean comedy, one tragedy, and one history with consideration also given to background in the Elizabethan era.

Prerequisite: None

**English 20—Business Report Writing**

3 Credits

This course will be a practical study of the preparation, organization and production of all types of business reports. It will cover all the basic kinds of business reports from the formula daily activity report through to the major business research report. The emphasis will be on the student's own writing, in which he will be expected to apply the basic principles covered in prerequisite Eng. 10 & 11 to the specialized form of the business report.

Prerequisite: English 10 & 11

**English 22—Great Books**

A representative examination of books which have been read through the years and still rank as favorites. The basic consideration "what makes a book great" will be applied to such classics as The Holy Bible, "The Inferno," "Crime and Punishment," and "The Sound and the Fury."

Prerequisite: None

**English 25—The Sociological Novel**

3 Credits

This course is designed to examine the motives and living habits of people as they are portrayed by such authors as Joyce, Hemingway, Dickens, and Jane Austen.

Prerequisite: None

**English 26—Literature of War**

3 Credits

A representative study of fiction dealing with each of the major military conflicts in which the United States has been engaged since its birth. Works to be considered include "Rabble in Arms," "John Brown's Body," "Battle Cry" and "The Green Berets."

Prerequisite: None

**English 30—Advanced Writing**

3 Credits

A course offered to those students who seek experience in writing beyond the normal offerings of Freshman Composition. The various forms of the written art are studied and practiced. Open only to those who attain at least a B in Freshman Composition and limited to 12 students.

Prerequisite: B-grade in Eng. 10 & 11

**Government 10 & 12—American Government**

3 Credits each semester

The purpose of the course is to study the organization and operation of federal, state, and local governments in the United States. The first half of the course will be devoted to an analysis of the organization of the Federal Government and the formal and informal powers of each branch. Emphasis will be placed upon the relationships between the President, Congress and the Judiciary—an attempt will be made to explain how all three are involved in the decision-making process. The second half of the

course will be devoted to the study of the federal system and the organization and functions of state and local governments. In this part of the course, major emphasis will be given to the changes in the federal relationship in response to the changing needs of the people (2 semesters)

Prerequisite: None

**Government 11—International Relations** 3 Credits

A study of the mechanics of international relations as well as the concept of the balance of power, and the role and limitations of international organization and international law.

Prerequisite: None

**Government 13—Contemporary American Foreign Policy** 3 Credits

This course will consider the major foreign policy problems confronting the U.S. at the present time. Special attention will be paid to the East-West conflict and its effect upon the underdeveloped countries of Asia, Africa, and Central and South America.

Prerequisite: None

**History 10 and 11—History of Western Civilization (2 Semesters)**

3 Credits each semester

A course designed to emphasize an understanding and appreciation of those movements in ancient, medieval, and modern history that contributed to the development of modern culture.

Prerequisite: None

**History 12—American History 1** 3 Credits

The political, economic and social development of the United States from the colonial period to the end of the Civil War.

Prerequisite: None

**History 13—American History 2** 3 Credits

The political, economic and social development of the American people from the end of the Civil War to the present. History 12 is not a prerequisite.

Prerequisite: None

**History 17—American Diplomatic History****3 Credits**

This course traces the development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the Second World War. The conflict between ideals and national self-interest is a point of departure for an analysis of basic American policies. The underlying purpose of the course is to acquaint the student with the process by which the President and the Congress formulate policy and how public opinion can influence and shape major policy decisions. (1 semester)

Prerequisite: None

**Math 10—Mathematics: Introduction to Algebra****3 Credits**

This course has been developed to present a more sophisticated mathematical tool—algebra—to the business student. It should enable the student to utilize mathematics in business operations to a greater degree. The course will present a comprehensive study of four semesters of elementary algebra in one semester by a unique combination of a self-instructional text and teacher demonstrated techniques relative to each topic.

Prerequisite: None

**Mathematics 11—Advanced Mathematics: First Course****3 Credits**

This course has been designed as an introduction to higher mathematics for the business student. It includes an analysis of business functions which are linearly related thus introducing the student to linear programming. The course presents an opportunity to learn the methods and terminology of automated systems analysis as a tool of mathematics. Such topics as logarithms, compact notation and mathematics of finance are included to build additional skills for the student.

Prerequisite: Math 10 or an equivalent background in high school courses.

**Mathematics 12—Mathematics 3****3 Credits**

Advanced Algebra, Linear Programming, Differential Calculus, Integral Calculus, Probability.

Prerequisite: Math 11

**Mathematics 13—Mathematics 4**

3 Credits

Boolean Algebra, Sets, Numerical Systems.

Prerequisite: Math 12

**Philosophy 10—Introduction Philosophy**

3 Credits

A general introduction to philosophy with selections from classical and contemporary philosophers. An analysis of essential problems and types of philosophy.

Prerequisite: None

**Philosophy 14—Fundamentals of Logic**

3 Credits

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

Prerequisite: None

**Philosophy 15—Religion in Contemporary America**

3 Credits

A review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Prerequisite: None

**Philosophy 16—Ethics**

The basic objective of this course is to introduce the student to the theory and practice of ethical decision-making. The course will approach the subject through a critical examination of existing ethical systems, and by the development of a methodology for evaluating each system—including the student's own code of ethics. In this way the student will better prepare himself to answer the basic question of his life, "What ought I to do" or "What is the right thing for me to do."

**Psychology 10—Introduction to Psychology**

3 Credits

This course provides an introduction to the contemporary science of psychology covering three aspects of the problems of psychology, the factual and theoretical backgrounds to the understanding of these problems, and the

methods necessary to the solutions of these problems. Thus, the course serves as a basis for further study in related fields and is a prerequisite for Sociology 13 and Sociology 15.

Prerequisite: None

**Psychology 12—Human Growth and Development** 3 Credits

This course concerns physical and psychological development from infancy through the school years. While not ignoring problem aspects of growth, emphasis is on the "normal", usual patterns of development. Discussion will combine latest research information with actual observation of children in various activities.

Prerequisite: None

**Psychology 13—Psychology of Individual Adjustment** 3 Credits

This course offers the student insight into the dynamics of human adjustment, both normal and abnormal, to the problems of modern living. Material covered includes such areas as human motivation and learning, individual differences, the self concept and psychometrics. Discussion combines case studies and research information.

Prerequisite: None

**Science 10—Science Survey 1** 3 Credits

Students are introduced to important general fields of geology, botany, and physics. Emphasis is on the historical development of the science as well as practical application. This is a non-laboratory course.

Prerequisite: None

**Science 11—Science Survey 2** 3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The emphasis of the course is on the historical and practical aspects. This is a non-laboratory course.

No prerequisite, but Science 10 is recommended.

**Science 12—Introduction to Anatomy and Physiology** 3 Credits

The course is intended to introduce the student to the fundamental principles of anatomy and physiology. It covers the study of the structural and physiological unit of the body with the organization of tissues, organs and systems, the integumentary (skin)—Musculo-Skeletal and the nervous systems. This course is a prerequisite for Science 13.

Prerequisite: None

**Science 13—Anatomy and Physiology** 3 Credits

A study of anatomy and physiology and the relationships of all the body systems and their functions including the abnormal functions. The aim of the course is to give the student a keen knowledge of the subjects involved, and also the psychology of the sick person.

Prerequisite: Science 12

**Sociology 11—Cultural Anthropology** 3 Credits

A cross-cultural treatment of the family; an examination of the historical influences on the American family system; and an inclusive study of American family life from the period of mating to old age.

Prerequisite: Open to Juniors, Seniors, and Sophomores who have taken Sociology 12.

**Sociology 12—Analysis of Life in Modern Society** 3 Credits

A study of men in modern society. The effect of society and culture on his socialization, and man's variability in different cultures. Emphasis on the changing scene in America includes occupational and migrational shifts with the resultant effect on families and individuals; included are the minority groups, population expansion, law and social control, and the increase of government in all of the basic institutions.

Prerequisite: None

**Sociology 13 & 14—Contemporary Social Problems of the U.S. 1 & 2**  
3 Credits each semester

A study of contemporary human problems in their historical context. Such

problems as crime and delinquency, poverty, racial and religious prejudice, and alcoholism are considered.

Prerequisite: Psychology 10 or Sociology 12

**Sociology 15—Criminology**

3 Credits

This course is intended to introduce the student to the fundamental principles of criminology; namely, the nature, existence and causation of crime, the problems and procedures involved in the administration of justice, and rehabilitative and corrective treatment.

Prerequisite: Psychology 10 or Sociology 10

**Sociology 20—Human Relations in Administration**

3 Credits

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

**Spanish 10 and 11—Elementary Spanish** (2 semesters—both required for credit)

3 Credits each semester

The fundamentals of grammar, pronunciation, and conversation as well as dictation and elementary composition. Also reading to develop vocabulary.

**Spanish 12 and 13—Intermediate Spanish** (2 semesters—both required for credit)

3 Credits each semester

Continuation of Spanish 11. The fundamentals of grammar, pronunciation, and conversation continued along with dictation and elementary composition. Also reading to develop vocabulary. Prerequisite Spanish 10 and 11 or approval of instructor.

# Special Courses

## **Speedwriting Shorthand**

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

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

## **Nancy Taylor Finishing Course**

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

## **Reading Improvement (PAR)**

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

Everyone, whether he be an average, poor, or superior reader can

substantially improve the following basic reading skills: rate, comprehension, concentration and ability to work under pressure, word recognition, pronunciation vocabulary, critical reading, enjoyment and appreciation of reading.

## **Weaver Real Estate**

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

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

## **C.P.A. Review**

This course is designed to aid the C.P.A. candidate to develop approaches to the solutions of problems and answers to the questions in the examination. The material covers the four major sections of the C.P.A. examination: auditing, accounting theory, accounting practice (problems) and commercial law, and a review of current Federal Income Tax applications.



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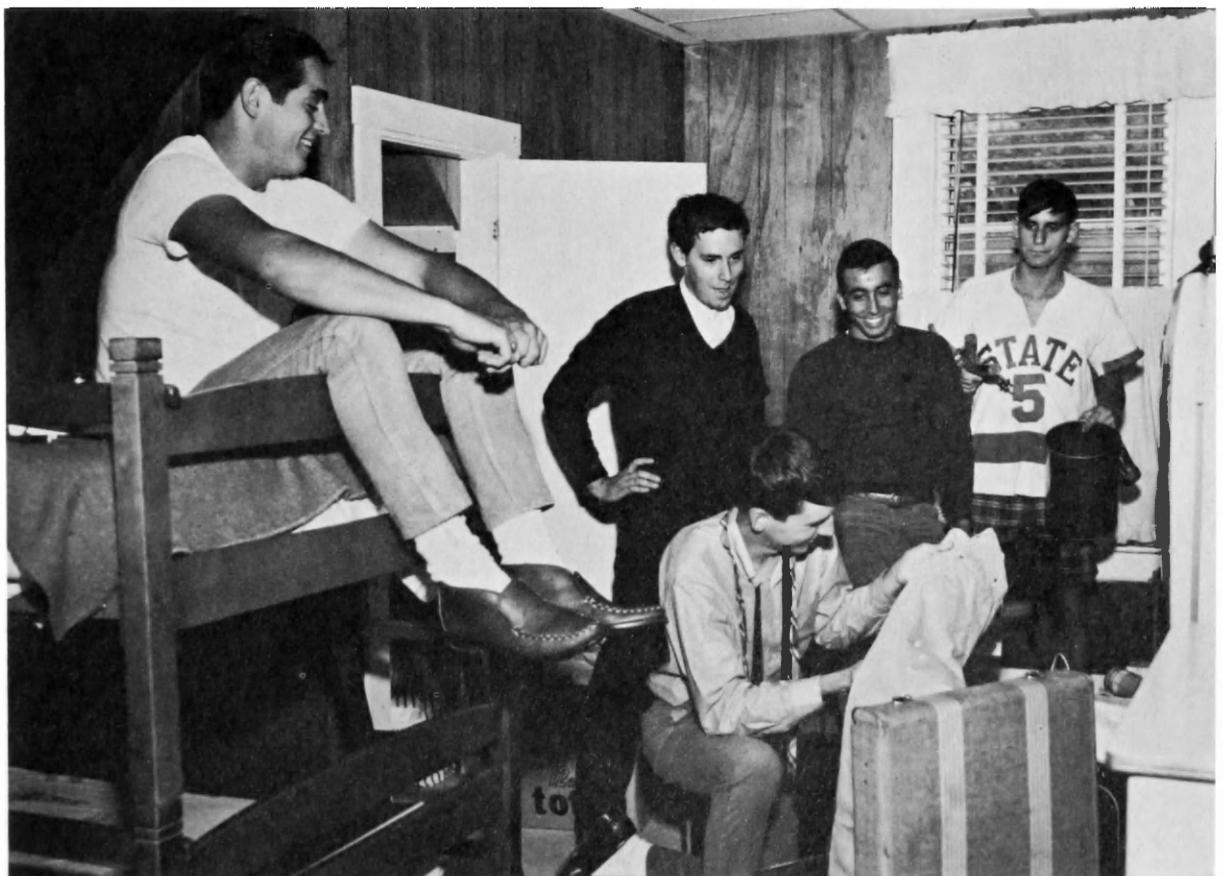
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# NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H. 03101

603 669-2652

625-9013



## FOR ADMISSIONS OFFICE ONLY

### APPLICATION FOR ADMISSION Day Division

Action	Date	Initial
F. A.	R.A.	P.A.
Re.	N/S	
Fee: Rec'd \$	Date	By

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

Name ..... Social Security .....

(Last) (First) (Middle)

Home Address ..... Tel. No. ....

(Street) (City) (State) (Zip)

Date of Birth ..... Sex: ( )M ( )F Marital Status .....

Name of Father (or guardian) .....

Address of Father (or guardian) ..... (Zip)

Place of Employment ..... Occupation .....

Name of Mother .....

Address of Mother ..... (Zip)

Place of Employment ..... Occupation .....

If retired, previous occupation(s) .....

Please indicate with whom you live ..... (Name) (Relationship)

Parents' bank or credit reference .....

Address ..... (Zip)

Have you made application to N. H. C. A. C. before? ..... Year .....

When do you plan to enter College? ..... (Date)

What class do you plan to enter? Freshman ( ) Sophomore ( ) Junior ( ) Senior ( )

Course taken in High School .....

Name of High School Guidance Director ..... Principal .....

High Schools and Preparatory Schools attended. List in order of attendance.

School ..... Dates Attended .....

Address ..... Year Graduated .....

School ..... Dates Attended .....

Address ..... Year Graduated .....

Have you attended other colleges or universities? ..... Give names and dates of attendance

Name ..... Address ..... Dates of Attendance

Do you intend to apply for transfer of credits earned there? .....

If you have attended another college or university an official transcript covering all academic work must be submitted before this application can be processed.

If you have left school or are not applying directly from school, indicate how you have been occupied since leaving.

Are you a veteran? Yes ( ) No ( ) Number of Years in the service.....

Will your college training be authorized by the Veterans Administration? Yes ( ) No ( )

Have you made application to any other college? ..... (Yes or No)

State names of any relatives or friends who attend or have attended NHCAC and relationship .....

How did you first learn of NHCAC? .....

State here any information you would like to add which will help the Committee on Admissions evaluate your application: (Include Honors, Activities, Employment)

Have you any physical handicaps? If so, please explain .....

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

**BACHELOR OF BUSINESS SCIENCE DEGREE**

- ( ) Accounting
- ( ) Business Management
- ( ) Management Information Science
- ( ) Secretarial Science

**ASSOCIATE IN BUSINESS SCIENCE DEGREE**

- ( ) Accounting
- ( ) Business Management
- ( ) Administrative Secretarial
- ( ) Executive Secretarial
- ( ) Legal Secretarial
- ( ) Medical Secretarial
- ( ) Technical Secretarial

**CHECK: ( ) RESIDENT STUDENT**

- ( ) College to provide housing.
- ( ) Wish Home-Study Plan for Females.

**( ) COMMUTING STUDENT**

College housing not required.

Signature .....

Address .....

City ..... State ..... Zip .....

To expedite processing of your application please have the high school or college you are now attending submit a transcript of your grades when application is made. An application fee of \$10 must accompany this application.

