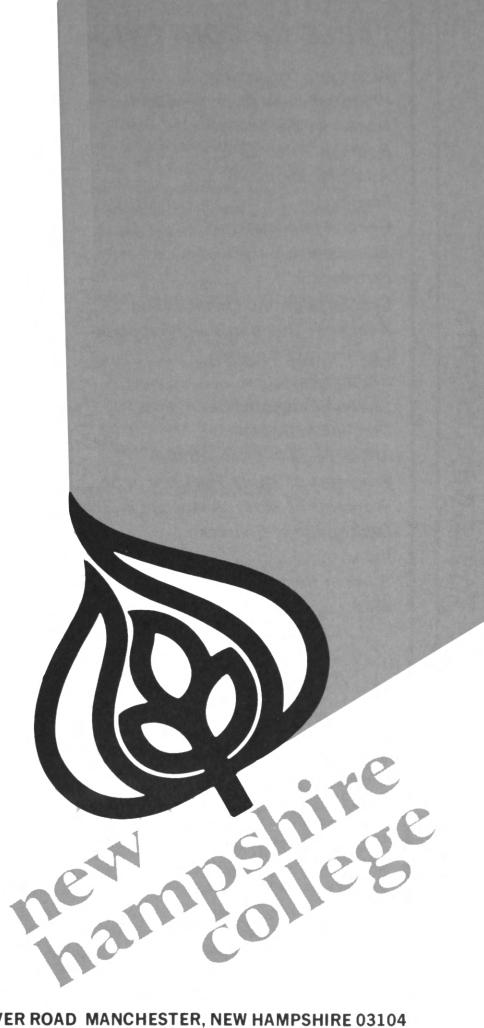


# new hampshire college

Manchester, New Hampshire

ABCHIVE

# new hampshire college



2500 RIVER ROAD MANCHESTER, NEW HAMPSHIRE 03104 (603) 668-2211

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The college calendar is presently being studied. The above calendar is therefore subject to change.

# PHILOSOPHY AND OBJECTIVES

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

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

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

To maintain those compensatory and counseling services necessary for the average high school graduate to complete a successful college career; To blend courses in the humanities and social sciences with specialization in the principal business and business related areas giving the student an awareness of the greater social, economic and political forces at work in our world; To encourage innovative teaching and responsive relationships among students and staff.

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

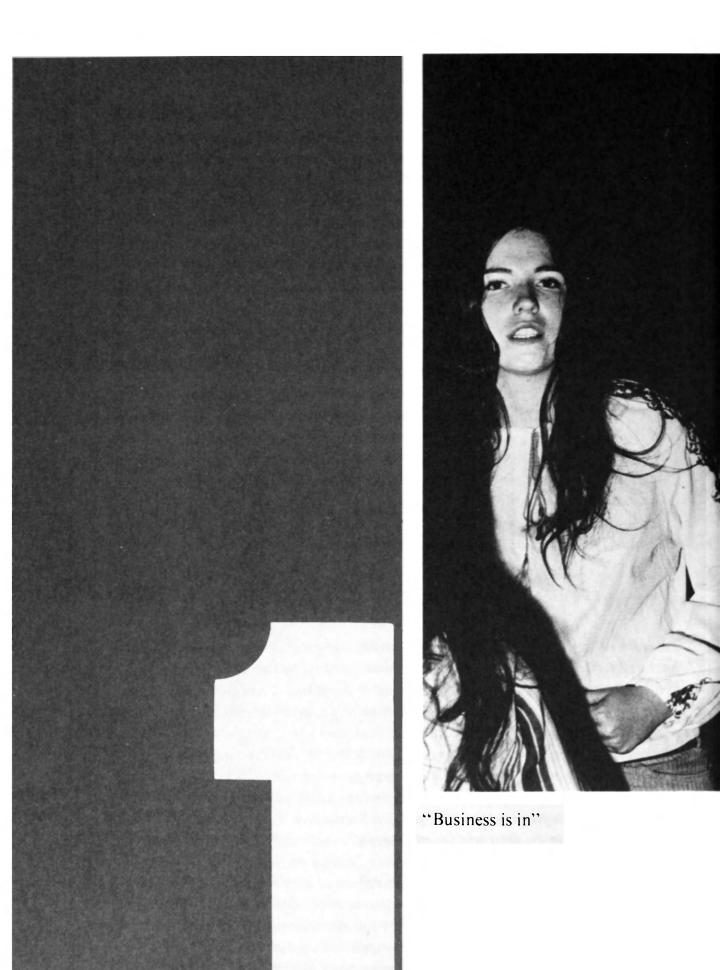
# HISTORY

New Hampshire College is a private, non-profit, coeducational institution located in Manchester, New Hampshire. The college was founded by the late H. A. B. Shapiro in 1932 as the New Hampshire School of Accounting and Secretarial Science. During the years 1932 to 1952, the college remained relatively small.

In 1961, the college was incorporated and the name was changed to New Hampshire College of Accounting and Commerce. The State of New Hampshire granted the college a charter in 1963, making it a degree granting institution of higher education. The first associate degrees were awarded the same year, and three years later the first bachelor degrees were conferred. On September 1, 1968, the college became a non-profit institution and shortly thereafter selected its first Board of Trustees. The name was changed in New Hampshire College on September 1, 1969.

The college now has an undergraduate enrollment of approximately 1,000 students and 500 others are enrolled in the continuing education division. The college is accredited as a senior college of business by the Accrediting Commission of Business Schools and is approved by the New Hampshire Coordinating Board of Advanced Education and Accreditation. New Hampshire College is affiliated with the New England Association of Schools and Colleges, Inc. in the category of Recognition of Candidacy for Accreditation.

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





"The reason I came to New Hampshire College was that it is personal."
"The college is concerned and dedicated to the students."



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Director of Athletics; Sports Information Director LOUIS D'ALLESANDRO B.A., University of New Hampshire; M.A., Rivier College

Director of Student Activities BRIAN D. GORDEN B.S., University of Rhode Island M.S., Indiana University

#### Office of Financial Aids

Consultant for Financial Aids JAMES M. REYNOLDS A.B., St. Anselm's College

JOYCE RUSSE Assistant to the Consultant for Financial Aide

#### Health Services

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Nurse RACHEL GOSSELIN R.N., St. Mary's General Hospital B.S.N.E., University of Ottawa

ANNETTE LAROCHELLE R.N., Notre Dame Hospital

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Assistant Director of Admissions
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M.S., State University of NY at Plattsburgh

Assistant Director of Admissions JOHN F. McGRATH B.S., Norwich University M.Ed., Boston University

Assistant to the Director of Admissions FAY E. BULCOCK New Hampshire College

# Reading and Communications Center

Co-Directors of the Reading Center: B.A., M.A., University o
LARAINE MAZZOLI
B.S., Southern Connecticut State College,
M.A., Boston College Assistant Professor of I

SUSAN B. WEISS
B.A., City College of New York
M.A., Boston University
New York

#### **FACULTY 1972-73**

ELEANOR H. BARNES
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Information Systems
Chairman of the Department
B.S., Northeastern University

FRANK J. BARNES
Computer Center Director
Instructor in Management Information
Systems
B.S., Arizona State University

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M.Ed., Rivier College

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C.P.A.

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Chairman of the Department
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C.P.A.

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B.A., M.A., University of New Hampshire

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M.A., University of Vermont

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M.A., University of New Hampshire

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R.N., St. Mary's General Hospital
B.S.N.E., University of Ottawa

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M.A., Ph.D., Columbia University

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M.A., Boston University
M.A.T., University of New Hampshire

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Information Systems
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M.A., University of Southern California

MICHAEL K. JONES
Professor of Business Management
Chairman of the Department
B.S.C., University of Louisville
M.Ed., Springfield College
M.B.A., University of Louisville
Ph.D., Northwestern University

BOLESLAW D. KALINSKI Assistant Professor of Accounting B.S., University of California M.B.A., University of Denver C.P.A.

\* on leave: St. David's University College, University of Wales

JAMES H. KARR Instructor in Accounting B.B. A., Iona College C.P.A.

WALLACE KARTSEN
Assistant Professor of Accounting
B.S., M.B.A., New York University
C.P.A.

ANDRE LAVIGNE
Lecturer in Science
A.B., St. Anselm's College
M.S., University of New Hampshire
Ph.D., Lowell Technological Institute

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

JAMES C. MARTELL
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M.F.A., Columbus University
M.Ed., Bridgewater State College

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DOROTHY S. ROGERS Assistant Professor of Business Management Coordinator of Fashion Merchandising Chairman of the Department Program B.S., Simmons College

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IRVING E. ROTHMAN Professor of Business Management B.S., Boston College

JEAN F. SILVER Assistant Professor of Secretarial Science Lecturer in Philosophy B.S., M.Ed., University of New Hampshire B.A., St. John's University

DIANN C. STEINBERG Lecturer in Spanish B.A., Colby College

**GEORGE TELOIAN** Associate Professor of Accounting B.S. Boston University M.B.A., Northeastern University CPA.

VERNON T TETLEY Assistant Professor of Mathematics B.Ed., Plymouth State College M.S.T., University of New Hampshire JOANNE C. TILTON Assistant Professor of Business Education B.Ed., M.Ed., Plymouth State College

CHRISTOPHER TOY Instructor in Mathematics B.A., M.A., San Francisco State College

SAMUEL UMEN M.H.L., Hebrew Union College Th.D., Colorado Bible College and Seminary

CHARLES G. VAN AUSDALL Lecturer in Philosophy B.A., Georgetown University B.D., Andover Newton Seminary

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

CHARLES L. WILBERT Assistant Professor of English B.A., University of Pennsylvania M.A., Ohio University

# Degrees and Accreditation

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

The Bachelor of Science degree is granted to students in Accounting, General Management, Marketing, Economics/Finance, Hotel/Resort Management, Management Information Systems, Secretarial Science and Business Education.

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

New Hampshire College is accredited as a Senior College of Business by the Accrediting Commission for Business Schools and is approved by the New Hampshire Coordinating Board of advanced Education and Accreditation.

The college is approved for the education of veterans and the children of veterans, for the rehabilitation training of handicapped students, and approved by the U.S. Department of Justice for non-immigrant students.

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

New Hampshire College is affiliated with the New England Association of Schools and Colleges, Inc. in the category of Recognition of Candidacy for Accreditation.

# GENERAL INFORMATION

#### Location

New Hampshire College is located in Manchester, New Hampshire, the largest city in northern New England. The city, with a population of 97,000, provides an ideal situation of urban convenience amidst an atmosphere of suburban and rural spaciousness.

Manchester is a growing educational, industrial and cultural center. Four other colleges, and a branch of the State University, are located nearby. New Hampshire's outstanding recreational and historical sites are all close to the college. The city of Boston, with its cultural advantages, is just one hour's drive by auto.

New interstate highways, and frequent and convenient air and bus service link Manchester with the entire northeast. A major airline provides regular service from Manchester to Boston, New York, and major cities of the midwest.

#### New Facilities

In August 1970, New Hampshire College began construction of an entirely new campus on River Road in Manchester. The first phase was completed by August 1971.

Included in this phase were two suite-type dormitories, housing 91 students each; an administration-classroom building; health center; a library; a classroom building; a computer center; a gymnasium and athletic field; and a student union which houses a cafeteria, bookstore, post office and snack bar.

New Hampshire College started phase two of its building program in the Spring 1972. Included in this phase are four student apartment buildings housing a total of 308 single students. The apartments are either two or three bedrooms. Each apartment has a living-dining room, kitchenette, bath, and are fully carpeted and furnished.

In addition, the student union building has been enlarged to include a number of offices for organizations; a recreation room; additional storage; a TV lounge; a large meeting room which can accommodate the drama club, movies and other large groups; and extra dining facilities.

All buildings are electrically heated and constructed with special facilities to accommodate non-ambulatory persons. In keeping with its wooded surroundings, the new campus is designed to resemble a village and all traffic is consigned to the periphery. Parking lot facilities for 600 cars are used by students and staff. All buildings on the campus are constructed for future expansion.

Library facilities at New Hampshire College now include 32,000 volumes, over 400 periodicals, 1,500 reels of microfilm, 3,500 microfiche, recordings, tapes, film loops, films and art forms.

Additions to the library's resources are continually being made with every addition chosen for its direct relationship to student needs and use. They include reference works, monographs and all the important professional publications. In addition, the library is constantly expanding its collection of volumes for general education.

In keeping with the spirit of the curriculum, which places strong emphasis on individual examination of printed materials, the resource center is open seventy-five

hours a week during regular semesters to allow students sufficient time to use its facilities.

The resource center has an inter-library loan arrangement through the State Library in Concord which allows students to borrow materials to augment our collection.

# **ADMISSIONS**

# Admission Requirements

New Hampshire College admits students who can demonstrate that they will profit from a program of higher education.

It is the policy of the college to review all candidates individually, not only for scholastic attainment but also for character, motivation, and aptitude. It is advantageous for the student to have a college preparatory background. Fundamental business subjects are not required for admission.

Applicants for admission must present the following credentials to the Director of Admissions:

- 1. A high school diploma from a recognized institution.
- 2. A recommendation from the applicant's high school principal or guidance counselor.
- 3. Scores from the Scholastic Aptitude Test of the College Entrance Examination Board or scores from the American College Testing Program. Note: SAT or ACT scores are required of all applicants for the Bachelor's degree program; applicants for the Associate's degree programs need not present SAT or ACT scores. (The Scholastic Aptitude Test may be taken in December, January, March, May, or July preceding the anticipated date of entrance. Responsibility for arranging to take this test must be assumed by each applicant. Information concerning this test may be obtained from the high school guidance counselor or by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540. The American College Testing Examinations may be taken in October, December, February, April, or July preceding the anticipated date of entrance. Information concerning the test may be obtained from the high school guidance counselor or by writing to the Registration Department, American College Testing Program, P.O. Box 414, Iowa City, Iowa 52240. New Hampshire College's SAT code number is 3649, and the ACT code number is 2514.)

In addition to the above credentials a personal interview with a member of the college admissions staff is strongly recommended.

# APPLICATION PROCEDURE

# Application to the Freshman Class

Applicants for freshman class admission should complete the official college application form during the senior year of high school and return it to the Director of Admissions. The application forms are available from the college's Office of Admissions or from the high school guidance counselor. Upon receipt of the application the college will request the applicant to visit the college for a personal interview.

Following processing of his application the college will notify the applicant as to the decision of the Admissions Committee.

Upon receipt of notification of acceptance the applicant will be given thirty days in which to mail a tuition deposit. Resident students will also be required to make a room deposit at that time.

# Transfer Student Applications

Application requirements for transfer students are the same as for freshman but the following additional steps must be taken by the applicant:

An official transcript of all previous college level work must be submitted for evaluation accompanied by a statement of recommendation by the proper official of the college from which the applicant wishes to transfer. All transfer credit is evaluated by the Office of the Academic Dean.

Transfer students are not required to submit standardized examination scores (SAT or ACT), if they have not previously taken these exams.

# Transfer Credit Policy

All students holding an associate degree in any major will receive full credit for their work (to a minimum of 60 credits) toward a baccalaureate degree at New Hampshire College. New Hampshire College awards baccalaureate degrees in the following areas: Business Management, Management Information Systems, Business Teacher Education, Secretarial Science, and Accounting. However, due to the fact that the Accounting curriculum at all institutions including ours has certain restrictions, the above-mentioned policy will not always be applicable to transfers to our Accounting curriculum.

# Advanced Placement by Examination

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

#### International Students

Persons living outside the United States should file their application for admission, following the above procedure, several months in advance of the expected date of matriculation. The applicant must present a high school diploma or an authorized certificate of equivalency. An official transcript of this schooling must accompany the application.

Since proficiency in the English language is required of all students at New Hampshire College, international students whose native language is not English are required to take the Test of English as a Foreign Language (T.O.E.F.L.) given by the Educational Testing Service. Information regarding the test can be obtained from the Educational Testing Service, Princeton, New Jersey 08540.

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

Students from foreign countries may enter under visa. Authorization permitting such entrance, dated December 29, 1960, states that pursuant to the provision of Title 8 Code of Federal Regulations, approval as a school for non-immigrant students under the Immigration and Nationality Act has been granted New Hampshire College.

#### **Tuition and Fees**

Tuition — 1973-1974	(Per Semester)	Academic Year
(Includes activity fee-student identification fee)	\$1062.50	\$2125.00
More than nineteen credits		\$60.00 per extra credit
Less than twelve credits or four courses		\$60.00 per credit
Health Fee (Including Health Insurance)		
Payable by Year		\$60.00
Computer Laboratory Fees	\$10	0.00 to \$25.00 per course
Late Registration Fee		\$5.00
Auto Registration Fee		<i>\$5.00</i>
Transcript Fee — One Copy Free —		
Additional Copies		\$1.00 each
Make-Up Final Examination Fee		\$5.00
Graduation Fee		\$25.00

# Textbooks and Supplies

Each student is responsible for purchasing his own textbooks and supplies from the college bookstore. The estimated cost of all textbooks and supplies for the academic year 1973-1974 is \$100.00. This amount will vary according to each program of study in which he is enrolled.

#### Room and Board

Room and board charges for college living centers are \$1,300.00 for the year, payable \$650.00 per semester. This includes twenty meals per week. A limited number of single rooms are available at \$1,400.00 per year. A \$50.00 damage deposit is required which will be refunded, less any charges for damage or breakage, when the student no longer resides in college housing.

Apartment charges are \$650.00 per year. A damage deposit of \$100.00 is required which will be refunded, less any damage or breakage charges, when the student no longer lives in college housing.

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

#### Refund of Deposits

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

September Applicants: Tuition, room and board deposits will be refunded to applicants for the September term if the request for a refund is received by the college in writing on or before May 1. Refunds will not be made to applicants whose deposit is received after May 1.

February Applicants: Tuition, room and board deposits will be refunded to applicants for the February term if the request for a refund is received by the college in writing on or before December 1. Refunds will not be made to applicants whose deposit is received after December 1.

Returning Students: Tuition deposits of returning students will be refunded if the college receives a written request for a refund on or before July 15. Room and board and apartment deposits are not refundable or transferable.

#### Refund of Tuition

A student who withdraws from the college must notify the Registrar in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The date of the official notice of withdrawal received by the college is the date used in computing any refund of tuition charges. There will be no refund on tuition if a student is suspended or dismissed. Refunds will be made by the Treasurer on a percentage basis according to the following schedule:

Within the first two weeks	80%
Within the third week	60%
Within the fourth week	40%
Within the fifth week	20%
More than five weeks	No refund

No refunds will be made on room and board or apartment charges nor on any other fees.

# Payment of College Bills

New Students: Upon receipt of acceptance by the college, a new student will be required to submit a tuition deposit of \$100.00 and a room reservation or apartment deposit of \$100.00 (if applicable). These deposits will be credited to the student's account. The balance of all college charges will be payable by the beginning of the semester.

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

# Veterans Payment Plan

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

# SCHOLARSHIPS AND FINANCIAL AID

#### Student Financial Assistance

The financial aid program at New Hampshire College is designed to assist promising students who without aid may be unable to attend the college. In selecting aid recipients the college places primary emphasis upon need, academic achievement, and future promise. Financial assistance consists of scholarships, loans and employment which may be offered to students singly or in various combinations.

It must be recognized that the primary financial responsibillity for the education of a student rests with the student and his family.

Therefore, in determining the amount of aid that a student may receive, it is assumed that the family and the student will make a maximum effort in this direction. Financial assistance from the college and other sources can be viewed only as supplementary to the efforts of the family. For further information applicants should contact the Office of Financial Aids at the College.

# Application for Financial Aid

Incoming freshmen or students who are applying for financial assistance for the first time should do so by submitting a formal application to the college and a Parents' Confidential Statement to the College Scholarship Service. The Application for Financial Assistance should be submitted at the time of application for admission to the college. Both the college's Application for Financial Assistance and the Parents' Confidential Statement should be submitted prior to April 15.

The Application for Financial Assistance may be obtained by writing to the college's Director of Financial Aids. The Parents' Confidential Statement may be obtained from the high school or by writing to the College Scholarship Service, Box 176, Princeton, New Jersey 08540; or Box 881, Evanston, Illinois 60204; or Box 1025, Berkeley, California 94701.

Upperclassmen must reapply annually for financial aid by submitting a Parents' Confidential Statement which may be obtained from the college's Office of Financial Aids. In addition to the Parents' Confidential Statement, all students applying for any type of financial aid must complete the college's own Application for Financial Assistance available from the Office of Financial Aids.

# Scholarships

Scholarships are awarded on the basis of demonstrated need, scholastic potential and/or performance and character. In addition to scholarships from the general fund there are special scholarships, described below, for which the individual may apply.

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

ROBERT E. PLOURDE SCHOLARSHIPS: Partial tuition scholarships for a single academic year awarded in honor of Robert E. Plourde, an alumnus of the college, in

recognition of his outstanding contributions to the college. This scholarship is open to any high school graduate of the Suncook, New Hampshire area.

THE ROBERT S. WILLIAMS MEMORIAL SCHOLARSHIP: Tuition and room and board, for a full academic year, in honor of Robert S. Williams, former basketball coach and Admissions Counselor at New Hampshire College. This scholarship is open to any basketball player entering the College as a freshman.

THE BETTY STIMPSON MEMORIAL SCHOLARSHIPS, granted each year to needy sophomores in attendance at New Hampshire College.

# **Education Opportunity Grants**

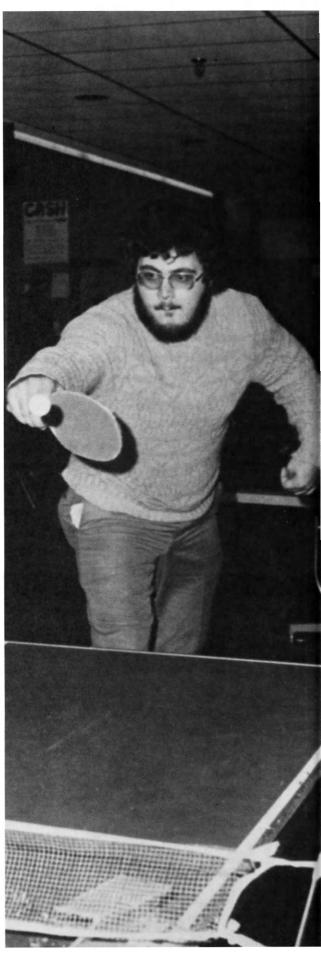
Educational Opportunity Grants, established under Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-329), may be awarded to students of exceptional financial need. Grant recipients must be nationals of the United States or residents for other than temporary purposes, have been accepted for enrollment as full-time undergraduate students or be in good standing and in full-time attendance as undergraduate students, and of exceptional financial need and unable to pursue a course of study at New Hampshire College except for the Educational Opportunity Grant.



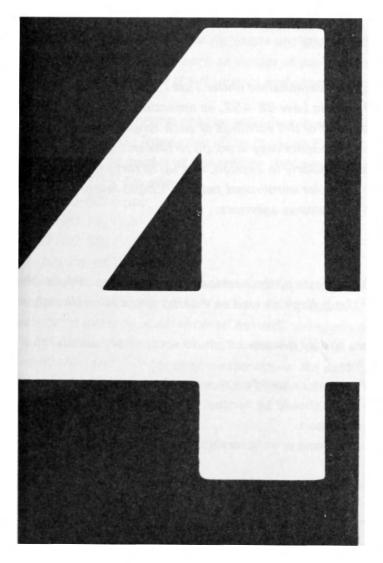
"I wasn't sure what I wanted to do ... so I came to a college of business to learn what I could do."

"New Hampshire College has given me a good, solid background so that I'm prepared for whatever my life's work leads me to."









"In my psychology class, we had to do volunteer work and I got to meet all the people down at Youth Services. I got to meet different families of kids that had trouble."

#### Loans

National Student Defense Loans, established under Title II of the National Defense Education Act of 1958 (Public Law 85-864, as amended), provide long term, low interest loans to students in need of funds with which to pursue the benefits of a higher education. Loans of up to \$1,000.00 based on need and the availability of funds may be authorized to students in any given academic year. Interest is not charged until the student ceases to pursue full-time studies. Deferments of repayment are available for up to three years for service in the military, the Peace Corps, and VISTA. Cancellation provisions for teaching service is also one of the features of the Program.

# New Hampshire College Loan Program

New Hampshire College participates in the Government insured Loan Program as a direct lender and will make a limited number of loans each year to worthy students in need of special assistance with which to complete their educational programs.

These loans will bear interest at the rate of 7% and will require repayment at the rate of \$30.00 per month, or over a five year period, whichever is less.

# College Work Study Program

The College Work Study Program, established under Title I, Part C, of the Economic Opportunity Act of 1964 (Public Law 88-452, as amended), provides part-time employment for students in need of the earnings of such employment in order to pursue their programs of study. Students may work up to fifteen hours per week during the periods when college is regularly in session, and up to forty hours per week during vacation periods or irregular enrollment periods. Employment may be for the college or with approved off-campus agencies.

#### Outside Assistance

Students in need of help with the costs of their educational programs should seek assistance from sources outside the college as well as making application directly to the college.

Graduating high school seniors should discuss alternate sources of financial support with their guidance counselors.

State Scholarship and Loan Programs should be thoroughly investigated. Local banks, trust officers and service clubs should be contacted concerning special educational programs under their jurisdiction.

The award of outside assistance, loans or scholarships, must immediately be reported to the College.

Educational loans are available through monthly programs such as —
The Tuition Plan, Inc.
National Shawmut Bank Plan
College Aid Plan

# ACADEMIC STANDARDS AND REGULATIONS

#### Attendance

Classes are in session Monday through Friday from 8:00 a.m. to 4:00 p.m. Attendance is required of students during their scheduled class hours which vary from twelve to twenty hours per week.

The college expects students to make full use of their educatonal opportunities by regular class attendance, and to assume the academic risks incurred by absences. Therefore, students are expected to attend all classes in which they are enrolled and should not schedule conflicting employment or personal activities. Excessive absences can result in dismissal from a course. The attendance policy is under review and the current regulation concerning absence is fully outlined in the Student Handbook.

# Grading System and Records

Grades are recorded by the Registrar and submitted to students and their parents or guardians at the end of each semester. A permanent academic record of each student is maintained by the Registrar and used to determine his eligibility for graduation.

In addition to semester grades, warnings of unsatisfactory progress are mailed to students' parents in November (Thanksgiving Recess) and in April (Spring Vacation). In determining grades at the college the following grade system is used:

A (90-100) Excellent

B (80-89) Good

C (70-79) Fair

D (60-69) Poor

F (below 60) Failing

These letters have the following numerical equivalents in calculating grade point averages: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points. The grade point average is determined by multiplying the grade point value by the total number of semester hours for the particular course, adding the products and dividing by the total number of semester hours. An example of a student's grades and grade point average calculation is as follows:

```
Accounting 1:
                                                                       3 \text{ credits } X A (4) =
                                                                                                12
English 10:
                                                                       3 \ credits \ X \ B \ (3) =
                                                                                                 9
BM 10:
                                                                       3 \ credits \ X \ C(2) =
                                                                                                 6
Math 10:
                                                                       3 \ credits \ X \ D(1) =
                                                                                                 3
History 9:
                                                                      3 \ credits \ X F(0) =
                                                                                                 0
                                                                     15 credits
                                                                                        30 points
```

30 divided by 15 = 2 Grade point average is 2.0



"I know it sounds corny, but it's a warm place."

"New Hampshire College is a people place."

"The students are the most important people on this campus."

"The faculty members aren't all young, but most of them think young. Some of my professors have had years of experience and have worked at their specialties all over the world. We have been exposed to the real world and I think we will be ready for it."







"I came here to study business. I had taken a year off to work and find myself. During that year I saw a lot of things I wanted to change but the people who could change them were the managers — the bosses — and I was just a worker. I'm studying management and I will be a responsible manager."

"This school has let me put it all together. I was worried that everything would be just business but half of my courses are liberal arts. And, you really can get into the career that most interests you and there's always plenty of help both from the kids and from the professors."



#### Transfer of Credits

Students who wish to transfer credits to New Hampshire College for work completed at other collegiate institutions will have these credits validated by the Registrar only after a probationary period of one year during which a 2.0 grade point average must be maintained.

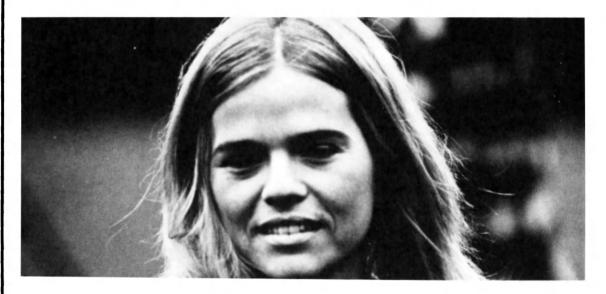
All transfer students must complete a minimum of 33 credits at New Hampshire College to be eligible for the degree of Bachelor of Science, or the degree of Associate in Science.

#### Dismissal

New Hampshire College reserves the right to dismiss any student whose presence is determined to be detrimental to the best interests of the college.

# Awarding of Degrees

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



# ACADEMIC HONORS

# President's List and Dean's List

At the close of each semester at New Hampshire College the Registrar publishes two lists of students who have achieved a certain standard of academic excellence during the semester's work.

Students who have earned a minimum grade point average of 3.5 for the semester are added to the President's List, the highest academic honor at the college.

Students who have earned a minimum grade point average of 3.0 but less than 3.5 for the semester are named to the Dean's List.

#### Honor Society

The New Hampshire College Honor Society, organized in 1971-72, invites membership of those students achieving a 3.5 or higher grade point average in any one semester. Continued membership requires maintenance of a cumulative 3.2 average thereafter.

In addition to academic achievement, service to the Society and the entire College is a requisite through such programs as tutoring, faculty assistance, and other Society sponsored programs.

#### Graduation with Distinction

# Degree of Bachelor of Science

The degree of Bachelor of Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum two year residency requirement, including completion of 63 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

- 3.8: Bachelor of Science summa cum laude
- 3.5: Bachelor of Science magna cum laude
- 3.0: Bachelor of Science cum laude

# Degree of Associate in Science

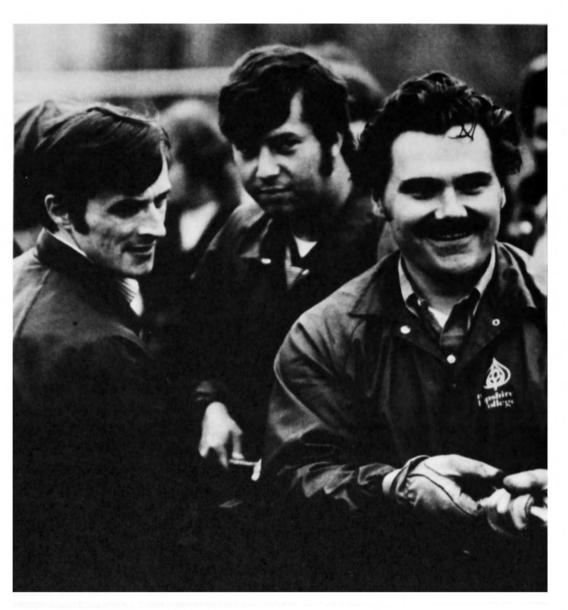
The degree of Associate in Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum one year residency requirement, including completion of 33 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

- 3.8: Associate in Science with highest honors
- 3.5: Associate in Science with high honors
- 3.0: Associate in Science with honors

# Gold Key Award

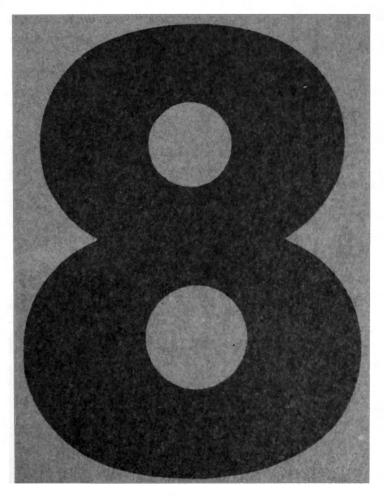
Students who are candidates for the Bachelor of Science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative quality point average of 3.5. While the award is based primarily upon scholarship, the student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







"I transferred here, and I was really surprised how easily I was accepted by everyone."



# CONTINUING EDUCATION

# **Programs and Facilities**

The Office of Continuing Education is responsible for the activities and programs of the Summer School, the Evening Division, and all Off-Campus Education Centers. Special non-degree certificate programs may also be offered from time to time at any of these facilities. Inquiries regarding any of these programs should be directed to the Office of Continuing Education.

Off-campus programs in the evening leading to the Bachelor's or Associate's degree in Business Management are currently offered at two centers: Brunswick (Maine) Center, and the Portsmouth Center. These Centers operate as integral parts of the college, using the same accreditation criteria and the same academic control as the day division. Faculty are chosen from the college staff or from outside by the department chairman in their specialty. Courses, syllabi, and texts are identical with those of the college, and whenever possible, the same final examinations are administered. All records for the Off-Campus programs are maintained by the staff at the main campus.

# Weaver Real Estate Program

Under the administration of the Office of Continuing Education, the Weaver Real Estate program is offered as a special certificate course in the evening and summer schools. This is a comprehensive real estate course dealing with all the aspects of real estate necessary to operate as a real estate salesman or broker. This course is ccredited by the New Hampshire Association of Realtors.



# STUDENT FACILITIES

# Housing

All students except those who live with their parents or immediate relatives are required to live in college housing as long as accommodations are available. Dormitory students are also required to take meals in the campus dining hall. Upper class students, veterans and married students may petition the Housing Committee for permission to live off campus, priority for requests being given to seniors and, of course, married students. However, approval to live off campus shall be considered temporary pending availability of space in campus residences. Students granted this approval may be recalled to campus housing at the beginning of the next semester. Recalls will be based upon relative senior standing on alphabetical class lists in the following order: Freshmen, Sophomores, Juniors, Seniors. Because of this recall system students are warned not to make long term commitments for off campus accommodations.

Upper class students will be eligible to rent campus apartments. Freshmen, unless they are veterans over the age of 21, will usually not be allowed to reside in these apartments.

Students residing in campus housing will be required to sign a housing contract for the entire academic year. Contracts of students under the age of 21 must be signed by parents. Questions concerning campus residences should be directed to the Dean of Administration.

## **Dining**

The dining commons provide wholesome well-balanced meals for all dormitory students served in a relaxed, informal atmosphere. Students not residing in dormitories are invited to take their meals in the dining commons at any time on an individual basis.

A snack bar is also operated for the convenience of non-dormitory students and for all commuting students.

# **Philosophy**

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

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

The student services include admissions, counseling, financial aid, reading and communications services, athletics, orientation, health service, placement and career information, alumni affairs, and student activities (including intramural sports) and Resident Assistants.



New Hampshire College is a place where you can do what you want to do. You can spend hours just talking or being alone in the woods ... or you can really get into the intramurals, student activities or intercollegiate sports. You can set your own life style.



#### Orientation

During the summer prior to admission all freshmen are required to attend a twoday orientation program to introduce them to the academic and social life of the college.

During this period new students have the assistance of the Student Personnel Services Department, members of the faculty and the administration, and upper-classmen to guide them through registration, course selection, placement examinations and social activities.

Students transferring from other institutions participate in a separate orientation program prior to the beginning of classes.

# Counseling

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

### Advisor Program

Each freshman and sophomore is assigned a faculty advisor who assists him in program and course selection. Each student is required to have at least one mandatory personal conference with his advisor each semester. Advisors can offer assistance to students in various ways, therefore, students are encouraged to consult with their advisors as frequently as they wish. Any change in advisors must be approved by the Director of Counseling Services.

#### Placement and Career Information

The Office of Placement and Career Information has two primary objectives: to act as liaison between graduating seniors and prospective employers, and to assist undergraduates in securing part-time and summer employment. Alumni of the college are also invited to use the facilities of the office. There is no charge made for any of these services.

During the fall semester, seniors are requested to register with the office for career counseling, and to schedule interviews with representatives from business, industry, and government agencies. A full recruiting schedule is conducted during the months November through April to assist seniors in interviewing for possible future full-time employment.

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

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

#### Health Center

The Health Center is open daily from 8:00 A.M. to 5:00 P.M. during the academic year. Registered nurses are on duty to assist students and provide care for in-patients as well as out-patients.

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

#### Accident and Sickness Insurance

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

# Reading and Communications Center

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

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

Freshmen whose high school records or preliminary testing indicate severe need are required to enroll in a reading, study-skill program at the Center.

#### **Athletics**

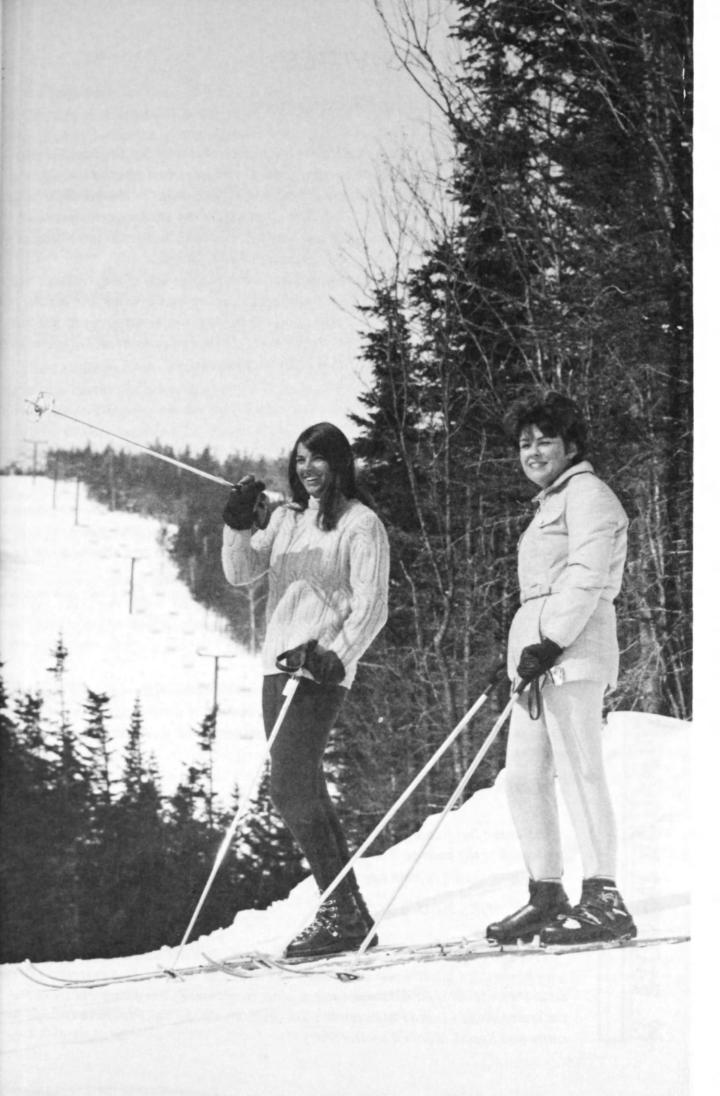
New Hampshire College supports an active athletic program as an important part of the education process. Intercollegiate competition is provided in basketball, baseball, soccer, skiing, golf, wrestling, and tennis on the varsity level, and a hockey club program is also sponsored jointly by the college and the Student Government Association.

The Director of Athletics is responsible for the coordination of the entire athletic program. New Hampshire College is an associate member of the National Collegiate Athletic Association.

#### Athletic Facilities

The college has a gym and athletic field located on the campus.

The gym floor is covered with a snythetic floor surface which allows the college to play indoor tennis and many other activities.



# STUDENT ACTIVITIES

# Student Government Association

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

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

#### Student Publications

The Collegiate Revolution is the official college newspaper. It is published twice a month and is the prime medium in which students can express their views on a variety of topics.

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

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

#### Intramural Athletics

The college and SGA sponsor intramural athletic competition in touch football, basketball, softball, broom hockey, volleyball, and many other sports. Any student group is eligible to enter teams in these competitions and to vie for championship trophies at the end of the season.

#### Cheerleaders

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

#### Fraternities and Sororities

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

#### I.F.C.

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

# Newman Student Community

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

#### Future Secretaries Association

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

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

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

# The Hockey Club

The hockey club is jointly sponsored by the college and the SGA.

This club gives those interested in playing hockey an opportunity to compete with other clubs in the New England area. Hockey, as sponsored by the college, is not an intercollegiate sport.

#### Humanities Committee

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

#### International Club

The International Club's main goal is to welcome and advise new international students in academic, social and financial areas of his life at the college. The club also coordinates with other international organizations.

#### Amateur Radio Club

The purpose of the Amateur Radio Club is to increase the members' knowledge of the complexities of electronics and to develop an interest in amateur radio. The club is open to all full time regularly enrolled students of the college.

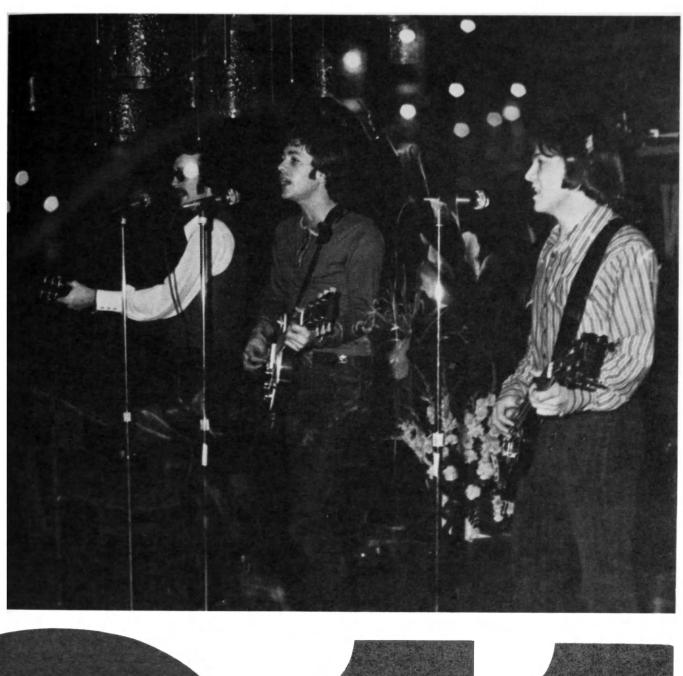




"I couldn't have come to school without the financial aid that I received."

"I feel that the faculty is tremendous. There is good rapport. The kids can go to any teacher they want almost all the time and get help or just sit there and rap."







### Commuters Club

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

### Drama Club

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

### Executive Club

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

### Ski Club

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

### The Society of Black Coalition

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

### Veterans Club

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

### Shooting Development Club

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

### Photography Club

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

### Chess Club

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

### Hillel

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

### WCAC

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

## NATIONAL GUARD OFFICER CANDIDATE SCHOOL

New Hampshire College male students may elect to participate in the Non-ROTC Officer Commissioning Program. New Hampshire College, in conjunction with the Adjutant General of the State of New Hampshire, is engaged in a program whereby eligible students may earn the rank of 2nd Lieutenant upon graduation from the college.

Oriented primarily toward sophomores, these men begin the program after a series of mental and physical tests. Training is conducted during summer encampments and on weekends throughout their junior and senior academic years. These training sessions are designed to develop leadership and functional military skills in the officer candidate. Assuming normal progression through the program, the candidate has the opportunity to supplement his income by approximately \$3,000 during the training period. This program is open to both residents and non-residents of New Hampshire.

### **VETERANS AFFAIRS**

All veterans affairs are handled by the Office of the Registrar with the exception of the Veterans Payment Plan which should be conducted with the Treasurer.

### PROGRAMS OF STUDY

## THE ACCOUNTING PROFESSION TODAY

Accounting is the fastest growing and second largest profession for men in the United States. In recent years many women have also taken advantage of the opportunities offered in accounting. Professional accountants are growing, not only in numbers, but also in influence. The professional accountants' responsibilities, duties, and prestige have grown tremendously during the past 50 years. Demand has never been so critical for qualified people at high levels of responsibility in accounting and rapid advancement in the field is limited only by individual ability.

Successful professional accountants have great personal satisfaction because their work is demanding and challenging. The earnings of successful accountants compare most favorably with those of practitioners in the other leading professions. Partners of large national certified public accounting firms have approximately the same income as presidents of large corporations.

The accounting profession offers a great variety of choices in employment. In addition to a wide range of alternatives within an individual firm, one may associate himself with a large, medium, or small organization, or operate his own. The accountant may go into industry or government, and still maintain professional status.

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

Students are eligible for internship during the summer between their junior and senior years and also for a three month period during their senior year

Interns will earn approximately \$3,600 — if they choose to participate in both summer and winter programs. Every effort is made to place the intern with a firm and at a location of his choice. New Hampshire College is presently investigating the possibility of extending the internship period to include three months during the summer of a student's sophomore year. This would broaden the student's exposure to the business community as well as increase his earning potential.



### credits second semester credits first semester Acct 1 Elementary Accounting 3 Acct 2 Principles of Accounting 3 3 MA 10 Principles of Management MIS 20 Introduction to Data 3 **Processing** Eng 10 Composition 1 3 Mai

Accounting Curriculum

MA 13 Introduction to Marketing

Freshman Year

	•	_
3	Eng 11 Composition 2	3
_3	Math 11 Modern Mathematics 2	3
15	Liberal Arts Elective	3
		<u>15</u>
	_3	Math 11 Modern Mathematics 2

			15
Sophomore Year			
first semester	credits	second semester	credits
Acct 3 Intermediate Accounting 1	3	Acct 4 Intermediate Accounting 2	3
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MIS 21 Introduction to Systems &		MA 7 Business Law 2	3
Procedures	3	Eng 20 Written Communication	3
MA 6 Business Law 1	3	Liberal Arts Elective	3

		second semester	credits
Junior Year		Acct 6 Advanced Accounting 2	3
first semester	credits	MA 16 Money and Banking	3
Acct 5 Advanced Accounting 1	3	MA 20 Management Decision Making	
MA 27 Production Management	3	or BM 22, Managerial Economics	3
Math 18 Statistics	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		15
Liberal Arts Elective	3		

	, -	second semester	creatis
		Acct 12 Advanced Auditing or	
Senior Year		Internship	3
first semester	credits	Acct 20 Management Services	3
Acct 9 Federal Taxes	3	Liberal Arts Elective	3
Acct 11 Auditing Principles	3	Liberal Arts Elective	3
MA 15 Corporate Finance	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<del>15</del>
Liberal Arts Elective	3		



18

## Department of Management Arts/Economic Sciences

### General Management

The demand for trained managers will increase threefold during the coming decade. Eight out of ten jobs will develop not only in business and industry, but also in governmental agencies.

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

### General Management

Freshman Year			
first semester	credit	second semester	credit
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern	
Eco 10 Introduction to		Mathematics 2	3
Economics 1	3	Eco 11 Introduction to	
MA 10 Principles of		Economics 2	3
Management	3	MIS 20 Introduction to Data	
MA 25 Human Relations in		Processing	3
Administration	3	MA 26 Social Environment of	
	15	Business	3
Sophomore Year			<del>15</del>
first semester		second semester	
Acct 1 Elementary Accounting	3	Acct 2 Principles of	
MIS 21 Introduction to Systems	3	Accounting	3
Eng 20 Written Communication	3	MA 6 Business Law 1	3
MA 13 Introduction to		MA 11 Personnel Management	3
Marketing	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Business Elective	3
	<del>18</del>		<del>18</del>
Junior Year			
first semester		second semester	
Acct 14 Managerial		MA 22 Managerial Economics	3
Accounting	3	MIS Elective	3
Math 18 Statistics	3	Business Elective	3
MA 42 Organizational		Liberal Arts Elective	3
Behavior	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<del>18</del>
	15		
Senior Year			
first semester		second semester	
MA 50 Internship in Management	12	MA 15 Corporate Finance	3
MA 51 Readings In Management	3	MA 20 Management Decision	
*OR	15	Making	3
Business Elective	3	Business Elective	3
Business Elective	3	Business Elective	3
Business Elective	3	Business Elective	3
Liberal Arts Elective	3		<del>15</del>
Liberal Arts Elective	<i>3</i>		
	<del>15</del>		
	1.5		

<sup>\*</sup> Those students not on internship will take the following courses.

### Economics/Finance

The Department of Management Arts/Economic Sciences offers an entire discipline in Economics/Finance management.

Stockbrokers, security analysts, economicsts, insurance and bank financial managers are some of the fields for future employment.

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

### Economics/Finance

Freshman Year			
first semester	credit	second semester	credit
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eco 10 Introduction to		Eco 11 Introduction to	
Economics 1	3	Economics 2	3
MA 10 Principles of		MA 6 Business Law	3
Management	3	MA 26 Social Environment of	
MA 25 Human Relations in		Business	3
Administration	3		3 15
	<del>15</del>		
Sophomore Year			
first semester		second semester	
Acct 1 Elementary Accounting	3	Acct. 2 Principles of	
Eng 20 Written Communication	3	Accounting	3
MIS 20 Introduction to Data		MA 16 Money and Banking	3
Processing	3	MIS 21 Introduction to	
MA 13 Introduction to		Systems	3
Marketing	3	Eco 17 Psycho-Economics	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	18		3 3 18
Junior Year			
first semester			
Math 18 Statistics	3	second semester	
MA 42 Organizational		MA 22 Managerial Economics	3
Behavior	3	MA 30 Public Finance	3
MA 15 Corporate Finance	3	Geog 25 Economics	
Eco 20 Comparative Economics		Geography	3
Systems	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<del>15</del>
	18		
Senior Year			
first semester	12		
MA 50 Internship in Management	<u>3</u>	second semester	
	<del>15</del>	MA 20 Management Decision	_
OR	_	Making	3
Business Elective	3	Eco. 14 Labor Economics	3
Business Elective	3	Eco. 24 Advanced Security	-
Business Elective	3	Analysis	3
Liberal Arts Elective	3	Business Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<del>15</del>		<u> 15</u>

<sup>\*</sup>Those students not on internship will take the following courses.

### Marketing

Exploring an exciting dynamic field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience.

The program is designed to expose the marketing student to the utilization of computers (M.I.S.), accounting, and management principles for "marketing decision-makers".

During the senior year, students have the opportunity to apply for the internship program. In addition, international summer internships are open to superior students. Such international internships have already been arranged for Paris, France and Copenhagen, Denmark.

The two year Fashion Merchandising program can be totally counted in meeting the requirements of the four year marketing major.

### Marketing

Freshman Year			
first semester	credit	second semester	credit
Eng 10 Composition 1	<i>3</i>	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eco 10 Introduction to		Eco 11 Introduction to Economics 2	3
Economics 1	3	MA 6 Business Law	3
MA 10 Principles of		MA 26 Social Environment of	
Management	3	Business	3 15
MA 25 Human Relations in			<del>15</del>
Administration	3	second semester	
	<del>15</del>	Acct 2 Principles of Accounting	3
Sophomore Year		MIS 21 Introduction to Systems	3
first semester		Geog 27 Marketing Geography	3
Acct 1 Elementary	3	Liberal Arts Elective	3
MIS 20 Introduction to		Liberal Arts Elective	3
Data Processing	3	Liberal Arts Elective	3
Eng 20 Written Communication	3		18
MA 13 Introduction to		second semester	
Marketing	3	MA 2 Principles of Retailing	3
Liberal Arts Elective	3	MA 11 Personnel Management	3
Liberal Arts Elective	3	MA 15 Corporate Finance	3
	18	MA 20 Management Decision	
Junior Year		Making	3
first semester		Liberal Arts Elective	
Math 18 Statistics	3		$\frac{3}{15}$
MA 3 Sales	3	second semester	
MA 14 Consumer Behavior	<i>3</i>	Student Returning from Internship	
MIS Elective	3	Program:	
Liberal Arts Elective	3	MA 37 Marketing Research	3
Liberal Arts Elective	3	MA 29 Principles of	
	18	Advertising	3
Senior Year		MA 22 Managerial Economics	3
first semester		MA 42 Organizational Behavior	3
MA 50 Internship in Management	12	Liberal Arts Elective	3
MA 51 Readings In Management	3		15
•	15		
*OR		Student not on the Internship	
MA 22 Managerial Economics	3	Program:	
MA 42 Organizational Behavior	3	MA 37 Marketing Research	3
Business or Liberal Arts Elective	3	MA 29 Principles of Advertising	3
Business or Liberal Arts Elective	3	MA 21 Central Management and	J
Liberal Arts Elective	3	Policy Making	3
	<del>15</del>	Business or Liberal Arts Elective	i i
		Liberal Arts Elective	3
*Those students not an internation will to	akn um fölio	wing courses.	<del>3</del>
			, 5

### Hotel/Resort Administration

Hotel/Resort Administration is one of the fastest growing industries in the United States, New Hampshire College, which is now offering a major in this field, is located near the heart of the resort/hotel industry of New Hampshire.

The academic programs allow a student to interrelate practical work with theoretical managerial knowledge by incorporating a senior internship. The student, if approved by the department, will have the opportunity to work for an entire semester.

### Hotel/Resort Administration

Freshman Year			
first semester	credit	second semester	credit
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Economics 10 Introduction to Economics	1 3	Eco 11 Introduction to Economics 2	3 3 3 15
MA 20 Principles of Management	3	MA 6 Business Law	3
MA 25 Human Relations in Administration	3	MA 26 Social Environment of Business	3
	<del>15</del>		15
Sophomore Year		second semester	
first semester		Acc. 2 Principles of Accounting	3
Acct 1 Elementary Acct	3	MIS 21 Introduction to Systems	3
Eng 20 Written Communication	3	MA 11 Personnel Management	3
MIS 20 Introduction Data Processing	3	HR 1 House Operation	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3 18
Liberal Arts Elective	3		18
	18	second semester	
Junior Year		MA 50 Internship in Management	12
first semester		MA 51 Readings in Management	3
HR 2 Food & Beverage Control	3		<del>15</del>
MA 29 Principles of Advertising	3	*OR	
MA 42 Organizational Behavior	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	<u>3</u> 15	Business Elective	3
	15	Business Elective	3
Senior Year		Business Elective	_3
first semester			15
Acct 14 Managerial Accounting	3	second semester	
MA 21 Central Policy Making	3	MA 12 Insurance	3
HR 3 Promotional Activities	3	MA 15 Corporate Finance	3
HR 4 Hotel Office Management	3	HR 5 Hotel-Motel Seminar	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	_3	Liberal Arts Elective	3
	18		<del>15</del>

<sup>\*</sup>Those students not on internship will take the following courses.

## Department of Management Information Systems

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

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

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

It is the objective of the Management Information Systems curriculum to provide students with the tools and techniques for the design, development, integration, and management of the information systems which will tie together the major functional areas of a dynamic organization (research and development, finance, production, marketing, personnel) so that the organizational goals can be adequately met.

## Management Information Systems

Freshman Year			
first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
MA 10 Principles of Management	3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
Math 10 Modern Mathematics 1	3	Eng 11 English Composition 2	3
Liberal Arts Elective	_3	Math 11 Modern Mathematics 2	3
	<del>15</del>	Liberal Arts Elective	3 15
			15
Sophomore Year			
first semester		second semester	
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
MIS 21 Introduction to Systems	3	MIS 22 COBOL Programming	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA 6 Business Law 1	3	MIS, MA or Acct Elective	3
Math 12 Advanced Mathematics A	_3	Eng 20 Written Communication	3
	15	Liberal Arts Elective	3 18
			18
Junior Year			
first semester		second semester	
MIS 23 EDP Systems	3	MIS 28 File Systems	3
MIS 24 FORTRAN IV	3	Math 18 Statistics	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
MA 27 Production Management	3	Liberal Arts Elective	3
MIS MA or Acct Elective	3 15	Liberal Arts Elective	3
	15	Liberal Arts Elective	3 18
			18
Senior Year			
first semester		second semester	
MIS 25 Systems Practicum	3	MIS 27 Quantitative Analysis	3
MIS, MA or Acct Elective	3	MIS 29 Seminar	3
MIS, MA or Acct Elective	3	Liberal Arts Elective	<i>3</i> <i>3</i>
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	<del>15</del>		15

## PROGRAMS OF STUDY

### Department Of Business Education/Office Administration

### **Business Education**

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

The underlying philosophy of the Department is that men and women who elect to major in business education should be exposed to a balanced program of study which includes courses in liberal arts, vocational basic business, economics, and professional education to prepare them as specialists in particular areas and generalists in the areas of basic business and economics. It is also the goal of the college to instill in its students a desire to work toward the improvement of secondary business education by their contributions to the teaching profession and American society as a whole.

### Admission to the Business Education Program

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

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

### Requirements for Major in Business Education

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

Shorthand and Transcription

(Two of the following are required)

Shorthand 1

Shorthand 2

Shorthand 3

Bookkeeping and Accounting

(Two of the following are required)

Intermediate Accounting 1

Intermediate Accounting 2

Cost or Tax Accounting

General Business/Consumer Education

(Three of the following or other comparable courses accepted by department chairman)

Risk and Insurance

Principles of Management

Money and Banking

Introduction to Marketing

Management Information Systems (Data Processing)

(Two of the following are required)

Introduction to Systems

COBOL Programming

FORTRAN Programming

Distributive Education

Introduction to Marketing

Principles of Retailing

Coordination of Cooperative Programs

### **Business Education Curriculum**

Freshman Year		second semester	
first semester	credit	Eng 11 English Composition 2	3
Eng 10 English Composition 1	3	Math 11 or 6 See course descriptions. 3	or 2
Math 10 or 5 See course		Eco 11 Introduction to Economics 2	3
descriptions	3 or 2	MIS 20 Introduction to Data	
Eco 10 Introduction to		Processing	3
Economics 1	3	Typing	3
MA 6 Business Law 1	3	Liberal Arts Elective	3
Typing	3	18 0	r 17
	15 or 14	second semester	
Sophomore Year		Acct 2 Principles of Accounting	3
first sememster		History/Government Elective	3
Acct 1 Elementary Accounting	3	Eng 12 Public Speaking	3
History/Government Elective	3	Ed 11 Human Growth and	
Psych 8 Introduction to Psychology	3	Development	3
Math 7 Fundamentals C if required	2	Area Elective See below	3
Area Electives See below	6		15
	15 or 17	second semester	
Junior Year		Ed 12 Methods of Teaching	
first semester		Typing, Shorthand,	
SS 12 Office Administration	3	and Office Procedures	3
Ed 10 History and Philosophy		Ed 13 Methods of Teaching	
of Education	3	Bookkeeping, Basic Business,	
Ed 14 Educational Psychology	3	and Data Processing	3
Liberal Arts Elective	3	Ed 20 Internship	3
Area Electives See below	6	Area Electives See below	6
	1 <u>8</u>		<u>15</u>
Senior Year		second semester	
first semester		Science Elective See course descriptions	3
Ed 30 Student Teaching	15	Liberal Arts Elective	3
	15	Area Electives	12
			18

### Area Electives

Students must select courses from at least three of the following five areas:

- 1. Shorthand and Transcription
- 2. Bookkeeping and Accounting
- 3. General Business/Consumer Education
- 4. Management Information Systems
- 5. Distributive Education



### Office Administration

The Office Administration program is designed to equip individuals for responsible, specialized office administration positions which demand highly skilled training.

Surveys prove that college educated men and women are able to move from office administration positions to executive positions for which they have the desire to compete.

## Office Administration Curriculum

Freshman Year			
first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct. 2 Principles of Accounting	3
MA 10 Principles of Management	.3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
Math 10 Modern Mathematics 1	3	Eng 11 English Composition 2	3
SS 8 Typewriting 1	3	Math 11 Modern Mathematics 2	3
•	15	SS 10 Typewriting 2	3 15
Sophomore Year			, •
first semester	credits	second semester	credits
MA 6 Business Law 1	3	Eco 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	SS 2 Shorthand 2	3
SS 1 Shorthand 1	3	Liberal Arts Elective	3
SS 11 Typewriting 3	3	Liberal Arts Elective	3
MA, Acct. MIS, or Liberal Arts		Elective	_3
Elective	3		15
Liberal Arts Elective	3		
	<del>18</del>		
Junior Year			
first semester	credits	second semester	credits
MA 13 Introduction to Marketing	3	Math 18 Statistics	3
		00.4.04 . 4.4	~
Eng 20 Written Communication	<b>3</b>	SS 4 Shorthand 4	3
Eng 20 Written Communication SS 3 Shorthand 3	<b>3</b> 3	SS 4 Shorthand 4  Liberal Arts Elective	3
•			<i>3</i>
SS 3 Shorthand 3		Liberal Arts Elective	3 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts	3 3 3	Liberal Arts Elective Liberal Arts Elective	<i>3</i>
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective	3 3 3 3	Liberal Arts Elective Liberal Arts Elective	3 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective	3 3 3	Liberal Arts Elective Liberal Arts Elective	3 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective	3 3 3 3 18	Liberal Arts Elective Liberal Arts Elective	3 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective	3 3 3 3	Liberal Arts Elective Liberal Arts Elective	3 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective Senior Year	3 3 3 18	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective second semester SS 5, 6, 7, or 7A Shorthand	3 3 3 15
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective Senior Year first semester	3 3 3 18 credits	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective	3 3 3 15
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective Senior Year first semester MA 25 Human Relations in Administration SS 12 Office Administration	3 3 3 18	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective second semester SS 5, 6, 7, or 7A Shorthand	3 3 3 15
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective Senior Year first semester MA 25 Human Relations in Administration	3 3 3 18 credits	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  second semester SS 5, 6, 7, or 7A Shorthand SS 14 Executive Office Administration	3 3 3 15 credits 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective Senior Year first semester MA 25 Human Relations in Administration SS 12 Office Administration	3 3 3 18 credits	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  second semester SS 5, 6, 7, or 7A Shorthand SS 14 Executive Office Administration MA, Acct, MIS, or Liberal Arts	3 3 3 15 credits 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  Senior Year first semester MA 25 Human Relations in Administration SS 12 Office Administration MA, Acct, MIS, or Liberal Arts Elective Liberal Arts Elective	3 3 3 18  credits 3 3 3	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  second semester SS 5, 6, 7, or 7A Shorthand SS 14 Executive Office Administration MA, Acct, MIS, or Liberal Arts Elective	3 3 3 15 credits 3 3
SS 3 Shorthand 3 MA, Acct., MIS, or Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  Senior Year first semester MA 25 Human Relations in Administration SS 12 Office Administration MA, Acct, MIS, or Liberal Arts Elective	3 3 3 18 credits	Liberal Arts Elective Liberal Arts Elective Liberal Arts Elective  second semester SS 5, 6, 7, or 7A Shorthand SS 14 Executive Office Administration MA, Acct, MIS, or Liberal Arts Elective Liberal Arts Elective	3 3 3 15 credits 3 3

### Associate Degree Programs

### Business Management Curriculum

Freshman Year		second semester	credits
first semester	credits	MIS 20 Introduction to Data	
MA 6 Business Law 1	3	Processing	3
MA 10 Principles of Management	3	Eng 11 English Composition 2	3
Eng 10 English Composition 1	3	Math 11 Modern Mathematics 2	3
Math 10 Modern Mathematics 1	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Elective	3
	<u>15</u>		$\frac{3}{15}$
Sophomore Year		second semester	credits
first semester	credits	Acct 2 Principles of Accounting	3
MA 11 Personnel Management	3	MA 28 Social Environment of	
MA 2 Principles of Retailing	3	Business	3
Acct 1 Elementary Accounting	3	Eng 20 Written Communication	3
MA 13 Introduction to Marketing	3	Eco 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	Liberal Arts Elective	3
	<del>15</del>	Liberal Arts Elective	3
			18

### Accounting Curriculum

Freshman Year			
first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
MA 10 Principles of Management	3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
Math 10 Modern Mathematics 1	3	Eng 11 English Composition 2	3
Liberal Arts Elective	3	Math 11 Modern Mathematics 2	3
	15	Liberal Arts Elective	3
			15
Sophomore Year			
first semester	credits	second semester	credits
Acct 3 Intermediate Accounting 1	3	Acct 4 Intermediate Accounting 2	3
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
Acct 9 Federal Taxes 1	3	Acct 25 Auditing	3
MA 6 Business Law 1	3	MA 7 Business Law 2	3
Liberal Arts Elective	3	Eco 11 Introduction to Economics 2	3
	18		15



### Electronic Data Processing

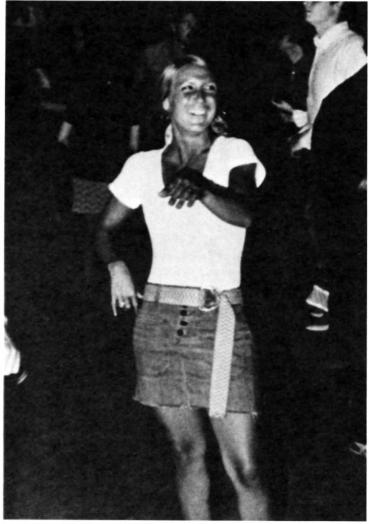
Electronic Data Processing is considered the most exciting and dynamic field in the world of business today. New Hampshire College has developed a curriculum that will fulfill industry's requirements for programmers, data analysts, and procedure specialists.

### Electronic Data Processing Curriculum

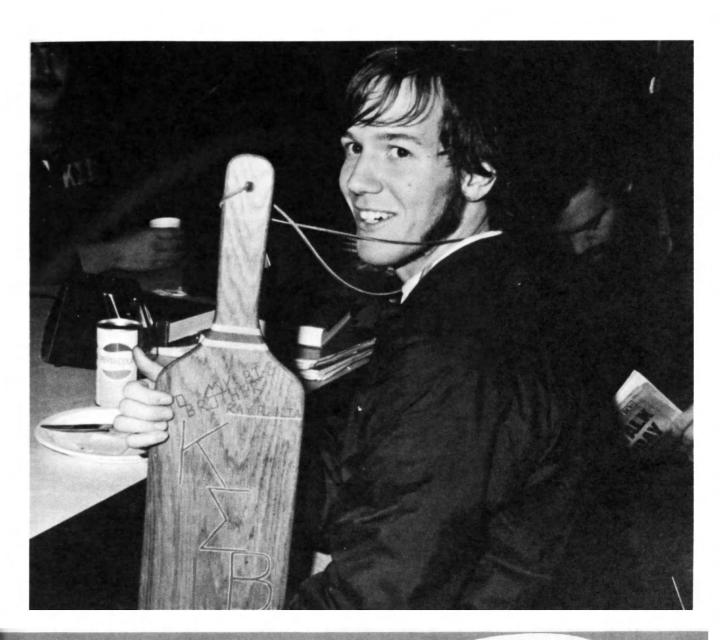
Freshman Year			
first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	Acct 2 Principles of	
MA 10 Principles of		Accounting	3
Management	3	MIS 21 Introduction to	
MIS 20 Introduction to Data		Systems	3
Processing	3	MIS 22 COBOL Programming	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eng 10 English Composition 1	3	Eng. 11 English Composition 2	3
	<del>15</del>		<del>15</del>
		second semester	
Sophomore Year		MIS 27 Laboratory	3
first semester		Eng 20 Written Communication	3
Acct 7 Cost Accounting 1	3	MIS Elective	3
MA 6 Business Law 1	3	MIS Elective	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
MA 27 Production Management	3		15
MIS 24 FORTRAN IV	3		
Liberal Arts Elective	3		
	18		







"We have many opportunities to chose what field we want to go into. When I first came to New Hampshire College I was a little concerned about the specialization in business ... now that I've spent some time here I can really see the potential of the opportunities open to me. I am very anxious to get out and use the skills I've acquired."



### Fashion Merchandising

One of the most dynamic areas in business today is the field of fashion merchandising. The art of selecting, pricing, promoting, and selling fashion is "big business," and for the executive involved in these functions the opportunities are unlimited.

In every major city in the world, there is a variety of jobs that require fashion training, and New Hampshire College is now ready to prepare students for these challenging careers with its Fashion Merchandising Curriculum. Our program is geared to the needs of various phases of the fashion field, and our objective is to help students enter the field in organizations where they may progress well.

Retailing, with its constant need for capable trainees for executive positions, will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved.

Students will participate in an internship program during their second year, adding practical experience to theory, thus making the Fashion Merchandising graduate a complete candidate for success.

### Fashion Merchandising Curriculum

First Year			
first semester	credits	second semester	credits
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
MA 10 Principles of		MA 13 Introduction to	
Management	3	Marketing	3
Math 8 Business Mathematics	3	MA 2 Principles of Retailing	3
Psych 10 Introduction to		MIS 20 Introduction to Data	
Psychology	3	Processing	3
Liberal Arts Elective	3	Liberal Arts Elective	3
FM 5 Personal Appearance Clinic	$\frac{1}{16}$		15
		second semester	credits
Second Year		MA 25 Human Relations in	
first semester	credits	Administration	3
Eng 20 Written Communication	3	FM 3 Retail Sales Promotion	3
Eco 10 Introduction to		FM 4 Fabric Design and	
Economics 1	3	Analysis	3
MA 11 Personnel Management	3	Eng 12 Public Speaking	3
FM 1 Fashion Merchandising	3	Liberal Arts Elective	3
FM 2 Field Work	2		15
MA, ACCT, MIS, or Liberal			
Arts Elective	$\frac{3}{17}$		



### Secretarial Science

### Executive

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

### Executive Secretarial Curriculum

Freshman Year			
first semester	credits	second semester	credits
Math 8 Business Mathematics	3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
SS 1 Shorthand or MA or Theory		Eng 11 English Composition 2	3
Liberal Arts Elective	3	SS 2 Shorthand Intermediate	3
SS 8 Typewriting 1 , Beginning	3	SS 10 Typewriting 2, Intermediate	3
Liberal Arts Elective	_3	Liberal Arts Elective	3
	<del>15</del>		3 15
Sophomore Year			
first semester	credits	second semester	credits
Acct 1 Elementary Accounting	3	SS 14 Executive Office	
MA 6 Business Law 1	3	Administration	3
SS 3 Shorthand Advanced	3	SS MA Acct, MIS, or Liberal	
SS 11 Typewriting 3, Advanced	3	Arts Elective	9
SS 12 Office Administration	3	Liberal Arts Elective	3
Liberal Arts Elective	3		<del>15</del>
	18		

All secretarial majors must complete nine credits in shorthand in order to graduate.



### Legal

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

### Legal Secretarial Curriculum

Freshman year			
first semester	credits	second semester	credit:
Math 8 Business Mathematics	3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
SS 1 Shorthand 1 Theory		Eng 11 English Composition 2	3
or MA or Liberal		SS 2 Shorthand 2, Intermediate	3
Arts Elective	3	SS 10 Typewriting 2, Intermediate	3
SS 8 Typewriting 1 , Beginning	3	Liberal Arts Elective	3
Liberal Arts Elective	3		$\frac{3}{15}$
	15		
		second semester	credits
Sophomore Year		SS 4 Specialized Shorthand	3
first semester	credits	SS 15 Legal Office Administration	3
Acct 1 Elementary Accounting	3	SS, MA, Acct, MIS, or	
MA 6 Business Law 1	3	Liberal Arts Elective	9
SS 3 Shorthand, Advanced	3		<del>15</del>
SS 11 Typewriting 3, Advanced	3		
SS 12 Office Administration	3		
Liberal Arts Elective	3		
	<del>18</del>		

All secretarial majors must complete nine credits in shorthand in order to graduate.



### Medical

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

### Medical Secretarial Curriculum

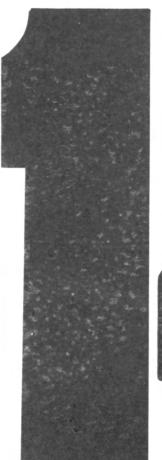
Freshman Year			
first semester	credits	second semester	credits
Math 8 Business Mathematics	3	MIS 20 Introduction to Data	
Eng 10 English Composition 1	3	Processing	3
Sci 17 Introduction to		Eng 11 English Composition 2	3
Anatomy and Physiology	3	SS 2 Shorthand, Intermediate	3
SS 1 Shorthand Theory		SS 10 Typewriting 2, Intermediate	3
or MA or Liberal		Liberal Arts Elective	3
Arts Elective	3		<del>15</del>
SS 8 Typewriting 1 , Beginning	3		
	15	second semester	credits
		SS 4 Specialized Shorthand	3
Sophomore Year		SS 16 Medical Office Administration	3
first semester	credits	SS 18 Medical Procedures	3
Acct 1 Elementary Accounting	3	Liberal Arts Elective	3
SS 3 Shorthand, Advanced	3	SS, MA, Acct, MIS, or	
SS 11 Typewriting 3, Advanced	3	Liberal Arts Elective	3
SS 12 Office Administration	3		18
SS 17 Medical Terminology	3		
	<del>15</del>		

All secretarial majors must complete nine credits in shorthand in order to graduate.





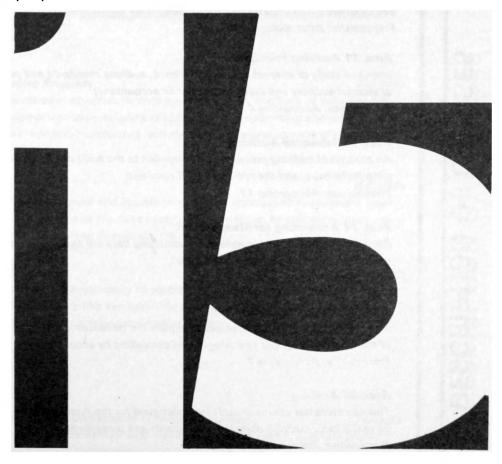
"When I came here for my interview I was really impressed. The campus is new and modern and the people were really anxious to talk about school and especially what I thought my plans were. I'm glad I came, I've been able to change my plans and experiment with my curriculum, just like I was told during my interview."







"I wanted to come to a place where I could meet a variety of different people."



# S DESCRIPTION OF COURSES

### DESCRIPTION OF COURSES

### Accounting

### Acct. 1 Elementary Accounting

3 credit .

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

### Acct. 2 Principles of Accounting

3 credir :

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

Prerequisite: Accounting 1

### Acct. 3 and 4 Intermediate Accounting (2 semesters)

3 credits each semeste

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

Prerequisite: Accounting 1 and 2.

### Acct. 5 and 6 Advanced Accounting (2 semesters)

3 credits each semeste

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

Prerequisite: Accounting 4.

### Acct. 7 and 8 Cost Accounting (2 semesters)

3 credits each semeste

A study of job order process and standard cost accounting systems. Standard costs, budgets and variances are strongly emphasized.

Prerequisite: Accounting 1 and 2.

### Acct. 9 Federal Taxes - Concepts and Implications

3 credit

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

Prerequisite: Accounting 1 and 2.

### Acct. 11 Auditing Principles

3 credit

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

Prerequisite: Accounting 4.

### Acct. 12 Advanced Auditing

3 credit

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

Prerequisite: Accounting 11.

### Acct. 14 Accounting for Management

3 credit

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

Prerequisite: Accounting 1 and 2.

### Acct. 20 Management Services

3 credit

This one semester course attempts to expose the advanced accounting student to the relatively new field of management services or management consulting by accountants.

Prerequisite: Accounting 7.

### Acct. 25 Auditing

3 credit.

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

Prerequisite: Accounting 1 and 2

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Acct. 30 Internship 3 credits

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

### **Business Education**

### Ed. 10 History and Philosophy of Education

3 credits

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

### Ed. 11 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.

### Ed. 12 Methods of Teaching Typing, Shorthand and Office Procedures

3 credits

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

### Ed. 13 Methods of Teaching Bookkeeping, Basic Business and Data Processing

3 credits

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

### Ed. 14 Educational Psychology

3 credits

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

Prerequisite: Psychology 9.

### Ed. 15 Coordination of Cooperative Programs

3 credits

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

Ed. 20 Internship 3 credits

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

### Ed. 30 Student Teaching

15 credits

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

### Secretarial Science

### SS 1 Beginning Shorthand - Theory and Dictation to 60 words a minute

3 credits

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

### SS 2 Intermediate Shorthand - Dictation 60-80 words a minute

3 cred

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

### SS 3 Advanced Shorthand - Dictation 80-120 words a minute

3 cred:

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

### SS 4 Specialized Shorthand -- Dictation 100-120 words a minute in legal and medical transcriptio

Emphasis is placed on legal and medical terminology. Transcripts are given to strengthen student's knowledge of terms.

## SS 5 Shorthand 5 — Government Dictation 120-140 words a minute and transcription 3 credip Emphasis is placed on vocabulary in government and politics. Shortcut drills help the student attain 140 words a minute.

Prerequisite: SS4 or permission of department chairman.

### SS 8 Beginning Typewriting — Theory and speed up to 35 words a minute

3 credit

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

### SS 9 Personal Typing

2 credi

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

### SS 10 Intermediate Typing - 35-50 words a minute

3 credit :

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

Prerequisite: SS8 or permission of department chairman.

### SS 11 Advanced Typewriting - 50-60 words a minute

3 credit.

Advanced business forms, manuscripts and secretarial assignments.

Prerequisite: SS10 or permission of department chairman.

### SS 12 Office Administration

3 credit:

Fundamental knowledge of filing, electronic and rotary calculators, ten-key, keypunch and duplicating machines.

### SS 14 Executive Office Administration

3 credits

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

Prerequisite: SS3, 10 and 12.

### SS 15 Legal Office Administration

3 credits

The student is trained in legal procedures. Emphasis is placed upon legal terminology and the importance of the duties in matters of preparing legal documents.

Prerequisite: SS 3, 10 and 12.

### SS 16 Medical Office Admininstration

3 credits

Stress is placed on proper procedures in the doctor's office, handling of patients, keeping of physician's records, filing, and dictaphone. Field trips to clinics and local hospitals will be arranged.

Prerequisite: SS3, 10 and 12.

### SS 17 Medical Terminology

3 credits

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

### \$\$ 18 Medical Laboratory Procedures

3 credits

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

Prerequisite: SS17.

### The Liberal Arts

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

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

### The Humanities

### Art and Music

### Art 10 Experiences in Art

3 credits

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

### Music 10 Explorations in Music

3 credits

An appreciation of music course not requiring previous knowledge of music. Survey of styles, forms and aesthetic theories of music history through study of a selected number of composers.

### English

### Basic Communications 10

3 credits

For the student to increase his capacity to be understood. Reading, study skills such as comprehension, note taking, main idea finding, speed reading, vocabulary building, paragraph writing and the organizing of term papers are included. Each student completes a self-designed research project on some facet of the communication process.

English 5 2 credits

A review of basic composition and language rules. Course assumes need for additional and individual writing help beyond that offered in English 10.

English 6 2 credits

Continuing remedial course in composition begun in English 5. Work in vocabulary, current language usage, improvement in writing mechanics and expansion of language concepts.

Prerequisite: English 5.

English 7 2 credits

Following English 5 and 6, completes the freshman English requirements comparable to English 10 and 11. Appreciation of literary styles will also be included.

### Prerequisite: English 5 and 6

### English 10 and 11 Composition (2 semesters)

3 credits each semester

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

### 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, and posture.

### English 13 American Literature

3 credit

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

### English 14 American Literature

3 credits

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

### English 15 Survey of the Theatre

3 credits

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

### 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.

### English 19 Shakespeare

3 credits

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

### **English 20 Written Communication**

3 credits

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

Prerequisite: English 10 and 11.

### English 23 English Literature

3 credits

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

### English 24 English Literature

3 credits

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

### English 29 Introduction to the Humanities

3 credits

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

### English 30 Advanced Writing

3 credits

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

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

### English 34 Modern American Authors

3 credits

Contemporary American readings including selections from Agee, Hemingway, Steinbeck, Baldwin, Mailer, Ginsberg and others.

### English 35 Journalism

3 credits

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

### English 36 Thoreau and His Contemporaries

3 credits

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

## **DESCRIPTION OF COURSES**

### **Philosophy**

### Philosophy 10 Introduction to Philosophy

3 credits

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

### 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.

### Philosophy 15 Religion in Contemporary America

3 credits

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

### Philosophy 16 Ethics

3 credits

Introduction to the theory and practice of ethical decision-making through critical examination of existing ethical systems, and by the development of a methodology for evaluating each system — including the student's own code of ethics.

### Philosophy 19 World Religion

3 credits

Comparative study of the active beliefs and worship patterns of four great Eastern religions of man: Islam, traditional Buddhism, Hinduism and Zen Buddhism.

### Philosophy 20 Philosophy of Man

3 credits

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

Prerequisite: Philosophy 10 or Psychology 8 or open to upper classmen with permission of instructor.

### Philosophy 23 Symbolic Logic

3 credits

Introduction to contemporary symbolic logic including some comment on traditional logic. Introduction to axiomatic systems. Applications to philosophy, systems theory and related areas.

### Philosophy 25 Contemporary European Thought

3 credits

Survey of German and French Existentialism. Discussion of contemporary thinkers who are shaping the course of European and American attitudes about the world and society.

### Philosophy 26 Philosophy of Reality

3 credits

A study toward an understanding of the general nature of reality, concentrating on contemporary authors. Prerequisite: Philosophy 10 or open to upperclassmen with permission of instructor.

### Spanish

### Spanish 10 and 11 Elementary Spanish (2 semesters – both required for credit)

3 credits each semester,

Introduction to Spanish through the audio-lingual method with emphasis on speaking, understanding and reading.

### Spanish 12 and 13 Intermediate Spanish (2 semesters – both required for credit)

3 credits each semester

Continued practice with comprehension and speaking. A review of grammar plus readings for discussion, vocabulary growth, and cultural information.

Prerequisite: Spanish 10 and 11 or approval of the instructor.

### The Social Sciences

### **Economics**

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

### Geography

### Geography 21 The American City (formerly Urban Geography)

3 credit is

This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market towns to megalopolis.

### Geography 22 World Urbanization Patterns

3 credii

This course deals with the pre-industrial city and the "world city." The social and ecological structure of the pre-industrial or non-industrial city will be described and analyzed.

### Geography 25 Economic Geography

3 credit

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

### Geography 27 Marketing Geography

3 credi

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

### Geography 28 Cultural Geography

3 credit.

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

### Government

### Government 9 Introduction to Politics

3 credit:

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

### Government 10 American Government

3 credits

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

Prerequisite: Government 9,

### Government 11 International Relations

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

### Government 13 Comparative Government

3 credits

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

### Government 14 Political Theory

3 credits

Analytical survey of major political and social theorists in western culture from Plato to Marx, emphasizing historical evolution of fundamental concepts of freedom and justice in the modern state. Philosophy credit given for this course. Prerequisite: Government 9 & 10 or Philosophy 10.

### Government 16 Constitutional Freedoms

3 credits

Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process.

Prerequisite: Government 9 or 10.

### Government 19 and 20 State of New Hampshire

3 credits per semester

This course is an internship in State government and involves a total of 135 clock hours over a single semester spent in Concord, New Hampshire, the State Capitol, on a political apprenticeship basis. Registration is limited to a dozen students per semester (or academic year) who are approved by the Political Science faculty of the college. They will research a specific area of state government and prepare a summary paper at the conclusion of each semester of the internship, upon which their grades for the course will be based.

### Government 21 Seminar in American Politics

3 credits

Offered to qualified students to provide a setting for the study and discussion of enduring and current issues that face the American polity. Students will be expected to prepare positions for seminar meetings on topics to be selected by the class and the instructor. Open only by consent of instructor.

### History

### History 9 Ancient and Medieval History

3 credits

Appreciation of those movements in ancient and medieval history that contribute significantly to the world and western culture.

### History 10 Modern History

3 credits

Appreciation of those movements in modern and contemporary history which have shaped contemporary civilization.

Prerequisite: History 9

### History 13 American History 1

3 credits

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

### History 14 American History 2

3 credits

Political, economic and social development of the American people from the end of the Civil War to the present. History 13 is not a prerequisite.

### History 17 and 18 American Diplomatic History (2 semesters)

3 credits each semester

Development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the second world war. Conflict between ideals and national self-interest studied through analysis of basic American policies.

Prerequisite: History 13 and 14

### History 20 Europe in the Twentieth Century

3 credits

European history from the point of view of a civilization in constant state of crisis. World War I, period between wars, World War II and conflicts of modern society after war.

Prerequisite: History 10

### History 23 The Far East in Modern Times

3 credits

History of China and Japan from the 1840's to the present. Political, economic and social impact of western nations upon Chinese and Japanese developments.

### Psychology

### Psychology 8 Introduction to Psychology

3 credits

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

### Psychology 11 Human Growth and Development

3 credits

Concerns physical and psychological development from infancy through school years, emphasizing normal, usual patterns of development. Discussion of latest research information with actual observation of children in various activities.

Prerequisite: Psychology 8

### Psychology 13 Psychology of Individual Adjustment

3 credits

Dynamics of human adjustment, normal and abnormal, to problems of modern living. Includes human motivation and learning, individual differences, the self concept and psychometrics. Case studies and research information.

Prerequisite: Psychology 8

### Psychology 16 Psychology of Personality

3 credits

Investigation and review of development and dynamics of personality. Methods and approaches to analysis of personality and review of learning, biological, perceptual emotional factors of personality development.

Prerequisite: Psychology 8

### Psychology 17 Reading and Research in Psychology

3 credits

Seminar and/or individual meetings.

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

### Sociology

### Sociology 11 Introduction to Cultural Anthropology

3 credits

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

### Sociology 12 Introduction to Sociology

3 credits

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

### Sociology 13 Contemporary Social Problems of the United States

3 credits

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

Prerequisite: Sociology 12

### Sociology 17 Family Sociology — The Family in Social Context

3 credits

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

Prerequisite: Sociology 12 or junior or senior status

### Sociology 18 Social Change

3 credits

Systematic analysis of the processes of social change, the theories of how social change is generated and the varied functional consequences of such change.

Prerequisite: Sociology 12 or History 9 or 10

### Sociology 22 Minority Groups — Racial and Ethnic

3 credits

Studies of past and present minority groups in the United States, including attitude change and implication for theories of prejudice and sociological interpretation of current events concerning minority groups. Prerequisite: Sociology 12 or junior or senior status

### Sociology 27 Social Research Methods and Analysis

3 credits

Methods and practical applications of sociological research, including fundamentals of scientific methods, descriptive and inferential statistics, survey techniques, data collection, processing, and analytical methods, and report preparation.

Prerequisite: Sociology 12, MIS 20 and Math 18 or permission of the instructor.

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### Management Arts

The designations Management Arts (M.A.), were formerley designated Business Management (B.M.).

### MA 2 Principles of Retailing

3 credite

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

MA 3 Sales 3 credits

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

MA 4 Investments 3 credits

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

MA 6 Business Law 1 3 credits

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

MA 7 Business Law 2 3 credits

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

### MA 9 Sales Management

3 credits

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

### MA 10 Principles of Management

3 credits

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

### MA 11 Personnel Management

3 credits

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

### MA 12 Risk and Insurance 3 credits

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

### MA 13 Introduction to Marketing

3 credits

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

### MA 14 Consumer Behavior

3 credits

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

### MA 15 Corporate Finance

3 credits

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

Prerequisite: Economics 10 & 11, Accountin 1

### MA 16 Money and Banking

3 credits

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

Prerequisite: Economics 10, Accounting 1

### MA 17 Small Business Management

3 credits

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

### MA 20 Management Decision Making

3 credits

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

Prerequisite: Math 10 and MIS 20

### MA 21 Central Management and Policy Making

3 credits

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

### MA 22 Managerial Economics

3 credits

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

Prerequisite: Economics 10 and 11, Math 18

### MA 25 Human Relations in Administration

3 credits

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

### MA 26 Social Environment of Business

3 credits

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

### MA 27 Production Management

3 credits

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

### MA 29 Principles of Advertising

3 credits

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

### MA 30 Public Finance

3 credits

Revenues and expenditures of federal, state and local governments and their effects upon individuals, business institutions and the national economy.

Prerequisite: Economics 11

### MA 31 Marketing Geography

3 credits

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

### MA 37 Marketing Research

3 credits

Introduces the student to application of statistics and model research building for marketing decisionmakers

Prerequisite: Math 18

## DESCRIPTION OF COURSE

### MA 40 Independent Study

3 credits

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

### MA 42 Organizational Behavior

3 credits

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

### MA 50 Management Internship

12 credits

Guided internship work experience for integrating study and experience.

### MA 51 Readings in Management

3 credits

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

### **Economic Sciences**

### **Economics 10 Introduction to Economics 1**

3 credits

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

### Economics 11 Introduction to Economics 2

3 credits

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

Prerequisite: Economics 10

### Economics 14 Labor Problems

3 credit

Introduces students to the purposes of trade unionism, what labor tries to obtain through collective bargaining, how contracts are negotiated, economics of the labor market, wages, productivity, inflation, unemployment, government regulation of labor relations and civil rights.

Prerequisite: Economics 10 and 11

### **Economics 17 Psych-Economics**

3 credits

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

### **Economics 20 Comparative Economic Systems**

3 credits

Analysis of the main economic systems in existence today — the advanced capitalist country of the U.S.A., the socialist centrally planned economies of the U.S.S.R. and Communist China, the mixed economies (e.g., France, Great Britain, and India).

### **Economics 24 Security Analysis**

3 credits

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

Prerequisites: Economics 10 & 11, MA 15

### Economics 30 Economic Geography

3 credits

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

### Fashion Merchandising

### FM 1 Fashion Merchandising

credits

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

### FM 2 Field Work

s credits

Each student must participate in field work in leading retail stores, such as Jordan Marsh Co., during the pre-Christmas period.

### FM 3 Retail Sale Promotion

3 credits

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

### FM 4 Fabric Design and Analysis

3 credits

A study of textile information necessary for merchandising, including analysis of yarns and weaves; fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Current concepts of color and design are also explored.

### FM 5 Personal Development

1 credit

This course includes both individual and group guidance in posture, grooming and maintaining a fashionwise appearance.

### FM 6 International Internship

4 credits

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

### Hotel-Resort Management

### HR 1 House Operation

3 credits

To include care, maintenance, and operation of the physical plant. Development of a knowledge of materials and supplies needed and their proper application through staff or contracts.

### HR 2 Food and Beverage Control

3 credits

To develop a knowledge of the food and beverage market, nature of brands, availability and costs. To be especially concerned with inventory, control and distribution in the retail outlets.

### HR 3 Promotional Activities

3 credits

Concerned with hotel-resort advertising, public relations, and community affairs. A study of media and its use relating budgetary cost to anticipated return.

### HR 4 Hotel Office Management

3 credits

Fundamentals of the control of accounts, billing, and hotel record keeping. To include understanding of the transcript and reservation techniques, and personnel relations.

HR 5 Seminar 3 credits

To be undertaken in cooperation with the coordinator of the program as an in depth study of an area of major interest. To include a thesis or research paper previously approved by the coordinator. Guest lecturers from various aspects of the field will be invited to describe their experiences in hotel-resort administration.

### Management Information Systems

### MIS 20 Introduction to Data Processing

3 credits

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

### MIS 21 Introduction to Systems

3 credits

A basic understanding of the systems concept and pragmatic approaches to systems analysis techniques Prerequisite: MIS 2

### MIS 22 COBOL Programming

3 credits

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

Prerequisite: MIS 21

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MIS 23 E.D.P. Systems 3 credits

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

Prerequisite: MIS 22 and MIS 24. One may be taken concurrently.

MIS 24 FORTRAN IV 3 credits

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

Prerequisite: MIS 21

#### MIS 25 Systems Practicum

3 credits

The students are assigned an internal systems project which they must design, implement and document. Readings in the area of management, finance and accounting that utilize computer based systems. Prerequisite: MIS 21, 22, 24

#### MIS 27 Quantitative Analysis

3 credits

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

Prerequisite: MIS 24

MIS 28 File Concepts 3 credits

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

Prerequisite: MIS 22, 23, and 24. One may be taken concurrently.

#### MIS 29 Systems Seminar

3 credits

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

Prerequisite: MIS 28. Open only to fourth year students.

#### MIS 32 Economic Analysis and Administration of Information Systems

3 credits

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

#### MIS 34 New Developments in Information Systems

3 credits

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

#### Mathematics

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

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

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

#### Math 5 Fundamentals A

2 credits

This course will introduce the student to terminology and help him to develop competence in basic mathematics. It will include a review of arithmetic and will introduce the student to elementary algebra.

#### Math 6 Fundamentals B

2 credits

This course will continue to fulfill the objective of Math 5 — utilization of algebra as a tool for the student. It will include the analysis of business functions which are linearly related and thus introduce the student to linear programming.

Prerequisite: Math 5

#### Math 7 Fundamentals C

2 credits

This course will continue to introduce the student to concepts of higher mathematics. Such topics as probability and mathematics of finance are included.

Prerequisite: Math 5 and 6

#### Math 8 Business Mathematics

3 credits

This course in Business Mathematics is designed for a student preparing for a career in the secretarial areas or fashion merchandising. It offers elementary mathematical techniques to enable the student to understand thoroughly basic topics in business.

#### Math 10 and 11 Modern Mathematics (2 semesters)

3 credits each semester

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

#### Math 12 Advanced Mathematics A

3 credits

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

Prerequisite: Math 11 or Math 7

#### Math 13 Advanced Mathematics B

3 credits

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

Prerequisite: Math 11 or Math 7

#### Math 14 Advanced Mathematics C

3 credits

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

Prerequisite: Math 7 or 11 and MIS 20

#### Math 18 Statistics

3 credits

A fundamental course in the application of statistics with an analysis of basic methods of collecting and interpreting statistical data. Hypothesis testing, correlation and regression analysis, and index numbers are topics included.

Prerequisite: Math 7 or 11 and MIS 20

#### Science

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

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

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mpact that these sciences have had on our society is examined.

#### Science 11 Survey of the Biological Sciences

3 credits

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

#### Science 17 Introduction to Anatomy and Physiology

3 credits

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

### Physical Education

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

#### PE 1 Medical Self-Help

1 credit

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

#### PE 2 Coaching Team Sports

1 credit

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

#### PE 3 Physical Fitness

1 credit

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

#### PE 4 Health Attitudes

1 credit

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



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Dansereau, David, Biddeford Doiron, Gerard, Sanford Dugal, George, St. Agatha Ferm, Robert, Berwick Gilpatrick, Keith, Gardiner Hanigan, Edward, Portland Hart, Richard, Belfast Hills, Maine, Belfast Hugill, Donald, Auburn Kilgore, Wayne, Farmingdale Kimball, Joyce, Bar Harbor Levasseur, James A., VanBuren Libby, David, Kezar Falls McLaughlin, Mike, Limestone Makinen, Lawrence, Strong Massey, Stephen, Waterville Morey, Roland, West Paris Morin, Cathy, Lewiston Paglio, Joseph, Portland Parker, Gary, Portland Poulin, Roger, Auburn Ricker, Richard, Lisbon Center Rouleau, Arthur, Rumford Roux, Daniel, Sanford Roy, Albert, Auburn Roy, Steven, Auburn Saucier, Robert, Keegan Sawyer, Thomas, Saco Sayer, Richard, Biddeford Stevens, Darrell, Caribou Stitson, Bonnie, Limerick Turgeon, John, Sanford Turgeon, Steve, Sanford Valencia, James, Kennebunk Vigue, Katherine, Hartland Wickett, Chester H., Old Town Wood, Howard, Waterville Woodward, Charles, Fryeburg **MASSACHUSETTS** Amadon, Faith L., West Townshend Lachance, Richard, Methuen Andreoli, Richard, Arlington Andrews, Paula, Swampscott Bagdonas, Robert C., Hardwick Balestri, Claudia, W. Springfield Barbagallo, Michael, Methuen Barber, William, Bourne Basso, Andrew, Andover Battista, Robert, W. Springfield Bonnevie, Richard, Lynn Booker, Gary, Middleboro Bradstreet, John, Lowell Bramhall, Thomas, Methuen Brancato, Joyce, Lawrence Breakey, James, Nabnassett Brophy, John, Brockton Buxton, Richard, Lenox Carbone, Nicholas, Chelsea Cardoza, Steven, Falmouth Carr, Wlizabeth, Scituate Chapman, Priscilla, Fitchburg

Coburn, Paul, Melrose

Coffin, Brian, Lowell Collinino, Victor, Worcester Corbett, Karen, Billerica Coughlin, Thomas, Lowell Cullen, Joseph, Danvers D'Avolio, Leonard, E. Boston De Iulis, Marcello, Lynn Desmond, Keith, Winchendon Dimino, Joseph, Arlington Divito, James, Winthrop Drew, Gregory, No. Andover Driscoll, William, W. Roxbury Faring, Wayne, Randolph Fidler, Kenneth, So. Boston Finegan, Frank, Saugus Fortin, Leo, Methuen Gammons, Richard, New Bedfor Garcelon, Stephen, Winchester Garda, Joseph, Taunton Gattenby, Susan, Lawrence Geehern, Joseph, Westfield Giacomelli, Louis, Milford Grasso, Robert, Melrose Grout, Bradley, Dover Gwozdz, Casimir, Adams Harris, James, Scituate Hodgkins, Donald, Melrose Holland, Sherman, Cambridge Howarth, Paul, Lawrence Hurley, John, Lawrence Jeneral, Eugene, Westfield Johnson, Elaine, Methuen Katz, Robert, Swampscott Kett, Robert, Watertown Kiniry, Susanne, Scituate Kissell, Stanley, Salem Knight, Hilarie, Melrose Kotce, Stanley, No. Andover Kozlowski, Norman, Dudley Ladd, Donald, Sudbury Lefebvre, Brian, W. Springfield Leonard, Dennis, Chelsea Locke, George, Salem Lubin, Alan, Sharon Lucenta, George, Wellesley Maccarone, Allan, Rochester Maciejewski, Kathy, Dudley MacLean, Allan, Andover Manemanus, George, Haverill Mara, Daniel, Brockton Martell, James, Bass River Merrill, Scott, Longmeadow Miranda, Ernest, Falmouth Moore, Dennis, So. Yarmouth Morrissette, Denis, Lowell Munzert, Paul, E. Longmeadow Necchi, Stephen, Dover O'Connell, William, Braintree O'Connor, Joseph, Woburn O'Gara, Paul S., Attleboro

Cooke, Linda, Bath

Palladino, David, Marblehead Paluilis, Charles, Orange Panek, Edward, Dracut Pare, Ronald, Methuen Pare Thomas Lawrence Payne, Michael, Haverhill Peeke, Stuart, Amesbury Pelletier, Arthur, Lawrence Peretti, Roger, Methuen Peters, Robert, Methuen Presseau, Denis, Waltham Rawlett, Lloyd, Stoneham Regan, John, Westfield Renard, Paul, Beverly Rizzo, David, Nahant Rose, Robert, Berkley Ross, Donald, Burlington St. Arnaud, Paul, Lowell St. Cyr, David, Ashburnham St. Jean, Kenneth, Lowell Saladino, Michael, Medford Santini, Glenn, Arlington Sarno, John, Arlington Sariori, Louise, Lincoln Schiavoni, Robert, Haverhill Schlager, Richard, Abington Scott, Thomas, Hadley Serin, William, Brockton Sheehan, James, Methuen Sheehan, John, Lowell Sliney, Deborah, Framington Sloboda, Benedict, Peabody Smith, Louise, Springfield Smith, Morrison, Lexinaton Speed, Thomas, Roslindale Stimpson, Joanne, Lowell Strout, Wayne, Salem Sullivan, Brian, Marshfield Sutton, Maurice, Marshfield Sylvia, David, Somerset Tammaro, Daniel, Somerville Tinney, Michael, Boxford Trepanier, Daniel, Lawrence Tryon, Herbert, Groveland Valcourt, Ronald, Methuen Valentine, Gregory, Springfield Varney, Linda, Saugus Vass, Lawrence, Medford Wallace, Ronald, Wakefield Wentworth, Robert, Haverhill Weiss, Paul, Newton Whigham, John, Prides Crossing Whyte, Mark, W Springfield Williams, Wayne, Arlington Wilson, Franklin, North Reading Wood, Dawn, Mansfield Wornum, John, Boston Yeannakopoulus, Kim, Salem

MICHIGAN Kendy, Janice, Allen Park MISSOURI Lewis, Bob, Belton NORTH DAKOTA Gavere. Timothy, Grand Forks NEW HAMPSHIRE Ainsworth, Michael, Manchester Allaire, Stephen, Manchester Anderson, Mary, Fremont Arsenault, Lionel, Newmarket Arsenault, Marie, Hampton Asselin, Michael, Lincoln Asselin, Robert, Lincoln Bailey, Bruce, Bedford Ballard, Liinel, Manchester Bayko, Donald, Manchester Beach Brian Milford Beaulieu, Marcel, Manchester Beaulieu, Ronald, Rochester Bedard, Michael, Auburn Belair, Arthur, Nashua Bell. Claudette, Berlin Bellerose, Paul, Suncook Benson, Jack, Franklin Bergeron, James, Nashua Berkowitz, Larry, Manchester Bernard, Alice, Hooksett Bernier Steven Bedford Bissonnette, Kenneth, Manchester Blais Robert Manchester Blanchette, Donald, Milford Blood, Charmian, Alstead Bly, Jonathan, Merrimack Boardman, James, Manchester Bodell, Barry, Manchester Bogalis, Nicoletta, Manchester Boissonneault, Paul, Manchester Boisvert, Caren, Wilton Boisvert, Maureen, Manchester Booth, Gregory, Boscawen Boucher, Francis, Manchester Boucher, Louis, Gorham Bouley, Judith, Suncook Breault, Jean, Berlin Briggs, Kerry, Manchester Brodeur, William, Nashua Brofman, Nathan, Concord Brooks, Daniel, Lebanon Brooks, Jeffrey, Manchester Brown, Charles, Boscawen Brown, Linda, Canterbury Brown, Stephen, Manchester Bugler, Michael, Keene Bukowski, Joseph, Newmarket Buma, Raymond, Amherst Burk, John, Nashua Burnham, Thomas, Nashua Call, Alison, Salem Cannon, Paul, Nashua Cantara, Thomas, Manchester Caron, Marcel, Manchester Carri, Alan, Concord

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Port Washington

Morhart, George, Middle Village Neverett, Karen, Plattsburg Norris, John, Long Island Norris, Joseph, Long Island Olah, Gabriel, White Plains

O'Reilly, Edward, Plandome O'Toole, Donald, New York Orzel, Stanley, Endwell Papen, Stephen, New York Pawelczak, Barbara, Astoria Pedretti, Thomas, Amityville Pettit, Peter, Syosset Porcelli, Patsy, Bronx Price, Ronald, Eastchester Quinn, James, Astoria Randall, Gordon, New York Rhodes, Marian, Unadilla Romanowski, Gregory, Riverhead, L.L. Green, P. Andrew, Reading Rooney, Robert, Hoosick Falls Ruzich, Donald, Clinton Corners St. Onge, Charles, Tupper Lake Samuels, Robert, Bronx Schnaars, William, Mahopac Schoenfeld, Mark, New York Schwartzman, Ellen, White Plains Scott. Joseph, Buffalo Sforzo, Patricia, Congers Singer, Mark, Bayside Sportello, Concetta, Frankfort Stephan, Richard, Camillus Stewart, James, Fort Covington Toscano, Nina, Congers Toscano, Salvatore, New Hyde Park Tulloch, James, Bronx Vames, Stephen, Port Washington Van Deventer, Ed, Elmira Van Houten, Robert, Riverhead Vanore, Lawrence, Brooklyn Walker, Gene J. P., Brooklyn Waters, Ronald, Hamilton White, William, Schenectady Whitworth, Gerald, Hyde Park Willenbucher, John, Sayville Williams, Laurence, Jamaica Woncik, Edward, Wateruliet

Woodworth, Drew, Latham Yozzo, Brian, Hasting-on-Hudson Zawacki, Chris, Genoa Zingaro, Dave, Syracuse OKLAHOMA Coen, Joseph, Tulsa OHIO Dwyer, Linda, Toledo PENNSYLVANIA Alfonse, John F., Conshohocken Baker, Gordon, Hatboro Flaherty, P. Andrew, Reading Jenkins, John, Clearfield Jenkins, Philip, Osceola Jershky, Carol, Lansdown Jordon, Timothy, Valley Forge Kimble, Gerald, Hawley Kitei, Michael, Philadelphia Marshall, Steven, Meadowbrook Murdock, John, Cynwyd Nissenbaum, Edward, Allentown Norman, J. Ross,

Huntingdon Valley Rowe, Thomas, Maple Glen Simmons, Norma, Philadelphia Smith, Jerry, Philadelphia Strange, Sawyer, Philadelphia Watson, Henry, Pittsburg Watt, Alan, Saxonburg Zatlove, Richard, Cornwells Height

RHODE ISLAND Frio, Alan, Cranston Fuller, Wanda, Warwick Grady, James, Warwick Jackson, John, Newport Laberge, Richard, Woonsocket Lafazia, Karen, Cranston Lafortune, Thomas, Warwick

Lapointe, Suzanne, Pawtucket Metz, Gary, Cumberland Nicholls, Susan, Warwick SOUTH CAROLINA Erskine, Linda, Winston Salem VERMONT Baker, Darryl, Brattleboro Blodgett, Thomas,

Bridgewater Corne Bouchard, Allen, St. Albans Cheney, Francis, Newport Corriveau, John, Beecher Falls Desmarais, Gerry, Rutland Falconer, John, Canaan Fedderen, Richard, Monteplie Fitzgerald, William, Barre Fortier, Duane, Castleton Fyles, James, Orwell Griggs, Sally, Woodstock Hodgeman, Cyrilla, Reading Jenne, Sandra,

Bridgewater Corn. Kinerson, Elizabeth, Danville Lantagne, Craig, Newport Lisai, Leonard, Bellow Falls Lockerby, Robert, Grafton Mailhot, Leo, Canaan Marine, Robert, Brattleboro Mosher, Sondra, Woodstock Mulroy, Michael, Windsor Phillips, Brent, Townshend Reed, James, Newport Rice, Karl, Orleans Rounds, Paul, Brattleboro Willett, Michael, Montpelier **VIRGINIA** Harmon, Hester, Lynchberg Riley, Jack, Virginia Beach WISCONSIN

Wietin, Frederick, New Holsteil

#### INTERNATIONAL STUDENTS CANADA

Aberman, Zave, Montreal, Quebec Keenan, Sue, Woodstock, N.B. MacIntosh, Robert, Milltown, N.B. CANAL ZONE Richards, Bruce, Balboa **ENGLAND** Petty, Frederick, Leeds, Yorkshire **NETHERLANDS ANTILLES** Thomson, Vincent, Aruba PAKISTAN

Ahmed, Bashir M., Peshawar, West Pakistan

#### SOUTH AFRICA

Fraser, Lennox, Mackenzie, Guyana Larose, Rupert, Georgetown, Guyana Qhobosheane, Mahlubi, Johannesburg **THAILAND** Ariyaprakai, Vichai, Bangkok Bunnag, Veo-Dao, Bangkok WEST INDIES Moore, Gwyneth, Kingston, Jamaica Stokes, Wellesley, Savanna-La-Mar, Jamaica **VIRGIN ISLAND** Brown, Maureen, St. Thomas

# New Hampshire College

# APPLICATION FOR ADMISSION

To be filled out by	y the applicant and re	eturned to the D	irector of A	dmission:	s. Date	
					Social Security _	
Home Address -	(Last)	(First)	(Mid	dle)	Tel. No	
Date of Birth —	(Street)	(City)	(State) Sex: ( ) M	( ) F		_
Name of Father (	or guardian) ———					
Address of Fathe	r (or guardian) ——					
Place of Employn	nent			Occupation	(Zip)	
Address of Moth	er					(Zip)
Place of Employr	ment				Occupation	(ZIP)
Number of depen	dent children in farr	nily				
If retired, previou	s occupation(s)——			<del></del>		
Please indicate w	vith whom you live _		<del> </del>		(O-1-1)	-1-1
		(Name			(Relation	•
					Year	······································
When do you plan	n to enter College? -	-		Date		
What class do yo	ou plan to enter?	Freshman (	) Sopl	homore (		Senior ( )
Course taken in H	ligh School ———					
Name of High Sch	nool Guidance Direct	tor			Principal	
High Schools and	Preparatory Schoo	ls attended. Lis	t in order of	attendar	nce.	
School ———			Phone _		Dates Attended	
Address ———	·			· · · ·	Year Graduated	
School ———			Phone _		Dates Attended	
Address ———					Year Graduated	



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

Have you attended other colleges or universities?	Give names and dates of attendance.
***************************************	ddress Dates of Attendance
Do you intend to apply for transfer of credits earned	
	official transcript covering all academic work must be
submitted before this application can be processed.	
If you have left school and are not applying directly freeleaving.	rom school, indicate how you have been occupied since
Are you a veteran? Yes ( ) No ( ) Number of Ye	ears in the service
Will your college training be authorized by the Vetera	ns Administration? Yes ( ) No ( )
Names of other colleges to which you have applied	
	d or have attended New Hampshire College and rela-
tionship	
How did you first learn of New Hampshire College?	
Have you any physical handicaps? If so, please expla	ain
CHECK COURSE DESIRED: You will not be obligated	d to pursue the course you indicate as a preference.
BACHELOR OF SCIENCE DEGREE	ASSOCIATE IN SCIENCE DEGREE
( ) Accounting	( ) Accounting
( ) Business Management	( ) Business Management
( ) Management Information Systems	( ) Data Processing
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> </ul>	<ul><li>( ) Data Processing</li><li>( ) Executive Secretarial</li><li>( ) Legal Secretarial</li><li>( ) Medical Secretarial</li></ul>
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> <li>( ) Marketing</li> </ul>	<ul> <li>( ) Data Processing</li> <li>( ) Executive Secretarial</li> <li>( ) Legal Secretarial</li> <li>( ) Medical Secretarial</li> <li>( ) Technical Secretarial</li> </ul>
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> </ul>	<ul><li>( ) Data Processing</li><li>( ) Executive Secretarial</li><li>( ) Legal Secretarial</li><li>( ) Medical Secretarial</li></ul>
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> <li>( ) Marketing</li> </ul>	<ul> <li>( ) Data Processing</li> <li>( ) Executive Secretarial</li> <li>( ) Legal Secretarial</li> <li>( ) Medical Secretarial</li> <li>( ) Technical Secretarial</li> <li>( ) Fashion Merchandising</li> </ul>
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> <li>( ) Marketing</li> <li>( ) Hotel-Resort Administration</li> </ul>	<ul> <li>( ) Data Processing</li> <li>( ) Executive Secretarial</li> <li>( ) Legal Secretarial</li> <li>( ) Medical Secretarial</li> <li>( ) Technical Secretarial</li> <li>( ) Fashion Merchandising</li> </ul> Signature
<ul> <li>( ) Management Information Systems</li> <li>( ) Secretarial Science</li> <li>( ) Business Teacher Education</li> <li>( ) Economics — Finance</li> <li>( ) Marketing</li> <li>( ) Hotel-Resort Administration</li> </ul> CHECK: ( ) RESIDENT STUDENT	<ul> <li>( ) Data Processing</li> <li>( ) Executive Secretarial</li> <li>( ) Legal Secretarial</li> <li>( ) Medical Secretarial</li> <li>( ) Technical Secretarial</li> </ul>

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 \$15 may accompany this application.

## NEW HAMPSHIRE COLLEGE

Office of Admissions 2500 River Road

		STU	ENT INFO	ORMATIO	N	Mano		r, New 603-6		pshire ( 11	03104	SCHOOL	INFORMA	TION		
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Prev	ious Sec	ondary School At	tended (if	(any)		<u> 10</u>	11	Date L	eft		PUBLIC PUBLIC	Enrollment in Grac		ent Graduate	Enter	ing College 2 Yr. Col and Othe
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## SECONDARY-SCHOOL RECORD—STUDENT DESCRIPTION SUMMARY

First N	lame	Last Name	Middle Name	Schoo	l		State
SUMN	MARY OF DES	CRIPTIVE SCALE		l			
				(spec	ifs number at each level)		
SUMMA	RIZED BELOW ARE	THE DESCRIPTIONS	MADE BY TEACHERS OF GRADE(S	;) [	1011	12	
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СОММ	ENTS						
······································	DO YOU KNO		CTORS (PHYSICAL OR EMOTIONA ease Explain on Separate Sheet)	L) OF WI	IICH THIS COLLEGE SI	HOULD BE AWARE IF TI	HS STUDENT MATRICULATES?
ECOM	MENDATION TO		If school policy precludes any recom	mendation,	oleaxe check here		
Date			Signature			Title	

