

**NEW HAMPSHIRE
COLLEGE
OF
ACCOUNTING AND COMMERCE**



**MANCHESTER
NEW HAMPSHIRE**

Noris Buckley
NEW HAMPSHIRE COLLEGE
OF ACCOUNTING AND COMMERCE

Co-educational

Catalogue for Thirty-fifth year

**"Authorized by General Court of New Hampshire to grant
Bachelor of Business Science
and
Associate in Business Science Degrees"**

"Accredited by THE ACCREDITING COMMISSION FOR BUSINESS SCHOOLS"

Incorporated in the State of New Hampshire

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE
88 HANOVER STREET Area Code 603 625-9013 MANCHESTER, N.H.

Purpose



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

New Hampshire College of Accounting and Commerce is unique in its program of study and is one of the few colleges of business in the nation to offer one year, two year, and four year courses in accounting, secretarial science, and business management. Completion of the four year program will lead to the Bachelor of Business Science (B.B.S.) Degree, completion of the two year program will lead to the Associate in Business Science (A.B.S.), and completion of the one year program will lead to a diploma.

Each student, no matter what his interest in the field of business, will be able to find the proper course of study for himself.

The college recognizes, and has kept pace, with the changing needs of the business world, and offers a curriculum that goes beyond the skill and technical courses. This has resulted in greater employment opportunities available to our graduates.

New Hampshire College of Accounting and Commerce



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

State of New Hampshire

In the Year of Our Lord One Thousand Nine Hundred and sixty-three

AN ACT authorizing N.H. College of Accounting & Commerce to grant degrees.

Be it Enacted by the Senate and House of Representatives in General Court convened:

428:1 Authority Granted. The college conducted by the N. H. College of Accounting & Commerce, Inc., an educational institution, is hereby authorized to confer upon the graduates thereof the degrees of Bachelor of Business Science and Associate in Business Science. The degree shall represent the equivalent of a four-year course and at least thirty percent of the total credits required for said degree shall be in general education.

428:2 Takes Effect. This act shall take effect upon its passage.

Stewart Sampson
Speaker of the House of Representatives

Philip S. Dunlap
President of the Senate

John W. King
Governor

Table of Contents

Purpose	3
College Calendar	8
Faculty and Administration	9
Council of Advisors	12
General Information	13
Admissions	15
Academic Requirements	17
Finances	21
Student Life and Activities	25
Programs of Study	31
Description of Courses	45
Special Courses	60

College Calendar

Day Division

	1966-67	1967-68
Freshmen registration	September 12	September 11
Upperclassmen registration	September 16	September 15
Classes begin	September 19	September 18
Thanksgiving Recess	November 24-25	November 23-24
Christmas Vacation	December 16—(last period)	December 15—(last period)
Classes resume	January 3—8:00 a.m.	January 2—8:00 a.m.
1st Semester Final Examinations	January 23-28	January 22-27
First Semester ends	January 28	January 27
Second Semester begins	February 1—8:00 a.m.	February 1—8:00 a.m.
Washington's Birthday	February 22	February 22
Spring Vacation	March 31—(last period)	March 29—(last period)
Classes resume	April 10—8:00 a.m.	April 8—8:00 a.m.
Memorial Day	May 30	May 30
2nd Semester Final Examinations	June 1-7	May 27-June 3
2nd Semester ends	June 7	June 6
Graduation	June 11	June 9
Summer School begins	June 19	June 17
Independence Day	July 4	July 4
Summer School ends	July 28	July 26

Evening Division

Registration Week	September 19	September 18
Fall term begins	September 26	September 25
Thanksgiving Recess	Wed. November 23 (no classes)	Wed. November 22 (no classes)
Christmas Vacation	December 19-Jan. 2	December 13-Jan. 2
Classes resume	January 3	January 2
First semester ends	January 30	January 31
Second semester begins	February 1	February 5
Washington's Birthday	February 22	—
Spring Vacation	April 3-7	April 1-5
Classes resume	April 10	April 8
Memorial Day	May 30	—
2nd Semester ends	June 2	May 29



Administration and Faculty

Mrs. Harry A. B. Shapiro
Boston University

College President

Harold C. Babson
B.S., M.B.A. Northeastern University

Instructor in Economics

John Banjak
B.S. in Ed., L.L.B. Clarion College, Georgetown University

Instructor in Mathematics

William Beane
B.Ed., M.A., Keene State College, Bread Loaf School of English, Middlebury College.

Instructor in English

Howard S. Bergman
B.A., L.L.B., L.L.M., Clark University, University of Connecticut School of Law, New York University Graduate Law Center

Instructor in Business Law and Criminology

Rita Brack
B.S. in Ed., Boston Teachers College; candidate for Master of Ed., Rivier College.

Assistant Professor of Secretarial Science

A. Lewis Brackley, Jr.
A.B., M.B.A., Dartmouth College, Columbia Graduate School of Business Administration.

Lecturer in American Economic History

James P. Brown
B.A., M.A.L.S., Hamilton College, Wesleyan University

Instructor in Political Science

Mary P. Brown
B.A., M.Ed., Smith College, Harvard University, graduate work B.U., U.N.H.

Chairman of English and General Education Departments

Professor of English

Edward Connors
B.S. in B.A., M.B.A. Marquette University, University of Massachusetts, graduate work at Michigan State University.

Assistant Professor of Accounting

Howard Corsack
B.S.B.A., M.B.A., C.P.A. Rutgers University.

Instructor in Accounting

Helen Crossin
B.A. Social Science, College Misericordia, Dallas, Pa., graduate work University of Wisconsin.

Lecturer in Sociology

Administration and Faculty

Mary C. Dionne

***Chairman of Secretarial Science Department
Associate Professor of Secretarial Science***

B.S. Boston University; graduate work B.U.

Norma Dixon

Instructor in English

B.A., M.A., Brooklyn College

Helen Donaldson

Assistant Professor of Psychology

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

Bernard L. Ekman

***Chairman of Accounting Department
Professor of Accounting***

B.S., M.B.A., C.P.A., University of New Hampshire, New York University
Graduate School of Business Administration. Certified Public Accountant
in New York and New Hampshire.

Rachel Gosselin

Instructor in Anatomy and Physiology

R.N., B.S.N.E. University of Ottawa

Beatrice C. Jordan

Librarian

B.A., Whitman College; Graduate study at University of Addis Ababa, Ethiopia,
University of New Hampshire.

Arthur Kenison

Instructor in Business Management

B.A., M.B.A., St. Anselm's College, Columbia University.

Lillian Killelea

Assistant Professor of Accounting

B.S., M.S. New York University.

Edna Kimball

Lecturer in Psychology and History

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

John B. Leonard

Instructor in Business Law

A.B., L.L.B., Bowdoin College, Georgetown University.

Louis Leotta

Professor of History

A.B., M.A., Ph.D., Colby College, Columbia University.

George McElroy

Lecturer in Psychology

B.A., M.A. St. Anselm's College, University of New Hampshire, graduate work
Georgetown University, Washington University, University of California.

Leonard Novak

Lecturer in Economics

B.S.B.A. University of New Hampshire, Syracuse University Graduate School,
Maxwell School of Diplomacy.

Administration and Faculty

Mary Opie B.Ed., M.Ed., Salem State College, Boston University.	<i>Instructor in Secretarial Science</i>
Diane Potter B.A. Wellesley College.	<i>Instructor in Mathematics</i>
Peter Rapp B.S.M.E. Tufts University.	<i>Instructor in Mathematics</i>
Alan Rogers B.A., University of New Hampshire.	<i>Lecturer in Sales</i>
Dorothy Rogers B.S. Simmons College, Prince School of Retailing.	<i>Instructor in Retailing and Nancy Taylor Finishing Course</i>
Irving E. Rothman B.S. Boston College; M.A. St. Andrews	<i>Academic Dean</i>
Robert A. St. Pierre A.B., L.L.B., Assumption College; Boston University School of Law.	<i>Lecturer in Real Estate</i>
Ann R. Shapiro B.S., M.A. Simmons College, Columbia University	<i>Dean of Students Director of Admissions</i>
Edward M. Shapiro B.S. University of New Hampshire; graduate work Boston University.	<i>Dean of Administration</i>
Jean F. Silver B.S. University of New Hampshire.	<i>Instructor in Secretarial Science</i>
Nicholas Skaperdas B.A., D.M.D. University of New Hampshire, Tufts University.	<i>Lecturer in Science</i>
Diann Steinberg B.A. Colby College.	<i>Instructor in Spanish and English</i>
George Teloian B.S., C.P.A. Boston University.	<i>Associate Professor of Accounting</i>
Robert M. Walsh, Jr. B.S. in B.A. C.P.A. Boston University.	<i>Lecturer in Accounting</i>

Administration and Faculty

Fay R. Bulcock New Hampshire College of Accounting and Commerce.	College Secretary
Louis D'Allesandro B.A. University of New Hampshire.	Athletic Director

COUNCIL OF ADVISORS

Dr. Nathan Brody Ph.D. University of Michigan; Instructor at Princeton University.
Mr. Maurice Katz M.B.A. Harvard University; Board of Directors, Associated Grocers of New Hampshire; Retailer.
Dr. Gordon Klopf Ph.D. University of Wisconsin; Associate Professor of Education, Columbia University, Teachers College.
Mr. Virgil Smith A.B. Chico State College; N. H. College of Accounting and Commerce, Manchester, N. H.; Certified Public Accountant, Concord, N. H.



General Information

History

New Hampshire College of Accounting and Commerce was founded in 1932 to provide a college that would fully meet the needs of our growing business communities. Located in Manchester, New Hampshire's largest industrial city, the college has been able to provide superior training in accounting, business management, and secretarial science for ambitious and intelligent men and women.

Degrees

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

Accreditation

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

Affiliations

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

NHCAC is a member of the United Business Schools Association and is affiliated with the Speedwriting School of New York and the Nancy Taylor Institute of New York.

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

Location and Facilities

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

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

New Hampshire College of Accounting and Commerce has large, airy, well-lighted, modern classrooms. There are office machine rooms, and two rooms are provided for instruction in typing—manual and electric. The college is equipped with all of the latest audio visual equipment.

The library is continually expanding and most books are kept on open shelves easily accessible to the students. The College has an arrangement with the State Library in Concord and the Manchester Public Library so that students may borrow books in any related fields in which the college's collection may be limited.

Library

NHCAC has a well equipped library with 5,000 volumes, 45 periodicals, 10 newspapers, and ample seating



Admissions



Admission Requirements

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

Applicants for admission must meet the following minimum requirements—

1. High School Graduate.
2. Recommendation of High School Principal or Guidance Director.
3. A personal interview with a member of the Admissions Staff, preferably at the College, is strongly recommended.
4. Results of an institutional examination if recommended by the Admissions Committee.

Admission Procedure

A. Application for Freshman class.

1. File a written application for admission on the official College form during the senior year of high school. Application forms may be secured through the Office of Admissions.
2. The completed application is to be returned to the Director of Admissions, accompanied by a \$10.00 non-refundable application fee.

3. The applicant will be requested to visit the College for a personal interview.
 4. The applicant will be notified by mail as to his acceptance.
 5. Upon the receipt of notification of acceptance by the College, the applicant will be given 30 days to mail in a tuition deposit and, if a resident student, a room deposit. Tuition and room deposits are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.
2. A statement of recommendation from the proper official of the college from which the student wishes to transfer should accompany the transcript.

C. Special students.

The College will accept a limited number of special students. Credits earned will not be toward a degree. This service is offered to those whom the College deems capable of undertaking the course of study.

B. Transfer students.

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

1. A transcript of all previous college work is to be submitted for evaluation. Only grades of C or better are transferable.



Academic Requirements

Graduation Requirements

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

1. Diploma program.
 - a. Secretarial—satisfactory completion of 37 credit hours in the prescribed curriculum.
 - b. Senior Bookkeeping—satisfactory completion of 34 credit hours in the prescribed curriculum.
 - c. Stenographic—satisfactory completion of 33 credit hours in the prescribed curriculum.
2. Associate Degree programs (Accounting, Business Management, Executive Secretarial, Medical Secretarial, Legal Secretarial, and Administrative Secretarial)
 - a. Satisfactory completion of 64 credit hours in prescribed program of study.
3. Baccalaureate Degree programs (Accounting, Business

Management, Secretarial Science)

- a. Satisfactory completion of 128 credit hours in the prescribed program of study.

Attendance

Students are expected to attend all classes and to schedule no employment or personal activities which interfere.

For unexpected emergencies or illness, each student is allowed one absence per credit per course; hence a three credit course allows three absences in that course.

Grading System

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

The following are the alphabetical grades and the percentages that each represents:

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

The point system is as follows:

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

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

Accounting 1	
4 credits x B (3) =	12
Business Law 1	
3 credits x C (2) =	6
English 1	
3 credits x D (1) =	3
Typing 1	
2 credits x F (0) =	0
Economics 10	
3 credits x A (4) =	12
Business Math	
3 credits x B (3) =	9
—	—
18 credits	42
42 divided by 18 =	2.333
Grade-point average is 2.333	

Scholastic Requirements

Although "D" (1.0) is a passing grade, a student must maintain a "C" (2.0) average in order to receive a diploma or a degree or enter into the sophomore, junior, or senior year.

Incompletes

The student must remove an incomplete grade by completing the required work within one-month from the completion of the course. Otherwise, the incomplete grade will be changed to an F.

Failures

A failing grade may not be removed from the transcript. When the failure is in a required course, the student has one opportunity to repeat the course. If the failure is an elective the student may either repeat the course or take another of similar value. These must be approved by the Chairman of the Department and Dean of Students.

Withdrawal From NHCAC

A Student may withdraw from NHCAC in any semester by obtain-

ing a withdrawal form from the Dean of Students. (FAILURE TO FILE THIS PROPERLY SIGNED WITHDRAWAL FORM WILL RESULT IN THE AUTOMATIC RECORDING OF GRADES OF "F" IN ALL COURSES BEING TAKEN BY THE STUDENT AT THE TIME OF WITHDRAWAL.) If the student is under 21 years of age written consent from his parents must be received.

Dismissal

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

Dean's List

Each semester the Dean publishes two lists of students who have achieved a certain standard of academic excellence. Students who have earned an A- or higher are appointed to the First Honor Roll. Students who have attained a B or higher average are appointed to the Second Honor Roll.

Transfer Students

Students wishing to transfer from

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

School Hours

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

Veterans' Information

New Hampshire College of Accounting and Commerce was the first

Business College to be approved for the training of Veterans in the State of New Hampshire. The college is listed as an accredited college by the Veterans Administration and is approved for the training of Korean War Veterans, Disabled Veterans, and for children of Veterans under P.L. 634.

mitting such entrance, dated December 29, 1960, states that pursuant to the provisions 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 of Accounting and Commerce.

Foreign Students

Students from foreign countries may enter under visa. Authorization per-



Finances

Application Fee, non-refundable
\$ 10.00

Registration fee, each year
\$ 5.00

Tuition
\$425.00 per semester
*\$800.00 by the year

Student Activity Fee, each year
\$ 20.00

Graduation Fee (Payable by March
30 of year of graduation, non-re-
fundable.)
\$ 15.00

Other Fees

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

Late registration fee
\$ 5.00

Extra Credit hours in excess of 19 cr.
\$30.00 per credit hour

Books and supplies per year, ap-
proximately
\$80-\$110

* Typical monthly payment plans covering all
expenses are available from \$40.22 to \$74.39
per month. See Funds for Education, page 23.

Deposits

Tuition—\$50 payable within one
month after acceptance. Applied to
tuition.

Room (resident students only)—\$50
payable within 30 days after ac-
ceptance. Applied towards room ex-
pense.

Room and tuition deposits are re-
fundable if the request is received
in writing on or before May 20.
There will be no refund of tuition
or room deposits for any applica-
tions received after May 20.

Withdrawals and Refunds

Mere absence from classes does not
reduce a student's financial obliga-
tion nor constitute withdrawal.
Official withdrawal is effective only
upon presentation of written notice
to the Dean. Any student who finds
it necessary to withdraw from
school, or to withdraw from any
course as a part-time student, must
file an official withdrawal form
within five days of his withdrawal
in order to receive a credit on his
tuition account. If the student is
under 21 years of age, he must
present written consent from his

parents or guardian. When this form has been filed, his account will be adjusted as follows:

Based on a semester's tuition:

- Within two weeks of the opening date
80% of the tuition charge
- Between two and three weeks
60% of the tuition charge
- Between three and four weeks
40% of the tuition charge
- Between four and five weeks
20% of the tuition charge
- After five weeks no credit is allowed.

Scholarships

H. A. B. SHAPIRO SCHOLARSHIP—A full year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B.B.A., C.P.A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarship, aptitude for business, and need for assistance. Each application form must be filed with the registrar before April 20, of the current year. Seniors enrolled in any high school course in the State of New Hamp-

shire are eligible. The applicant must attain the highest grade on a competitive test which is given at the College.

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

Loan Plans

New Hampshire Higher Education Loan Plan (HELP) is available to residents of New Hampshire, after the successful completion of their first year of study. Ordinarily N. H. HELP is limited to \$500 in any one academic year with an overall limitation of three years or \$1500. Further information may be obtained from your local commercial bank. Non-residents of New Hampshire should contact the commercial banks in their home states for similar education loan plans.

Funds For Education

NHCAC has an arrangement with FUNDS FOR EDUCATION whereby financially responsible parents may meet their son's or daughter's expenses at NHCAC on an extended payment basis through that organization if they prefer. Room and board costs may be covered, and life and health insurance is included in all programs so that the student may continue his education without further payments to FUNDS FOR EDUCATION should the family breadwinner's earning capacity be

cut off while an agreement is in effect. For further information write directly to Funds for Education, 319 Lincoln St., Manchester, N. H.

Residence

All students must live either at home, with spouse, with relatives or in approved student housing.

Students will be housed in private homes, at the YWCA, YMCA, and other approved housing. Rooms will include all necessary furniture. Board or cooking facilities may or may not be provided depending upon the accommodations obtained.

Home Residence

A limited number of home residence plans are available each year. Under this plan, the girls do light housework in exchange for their board, room, and a \$10 per week salary. Applications for this plan must be received by the College by January 31.

Housing Rates And Expenses*

Rates vary depending upon accom-

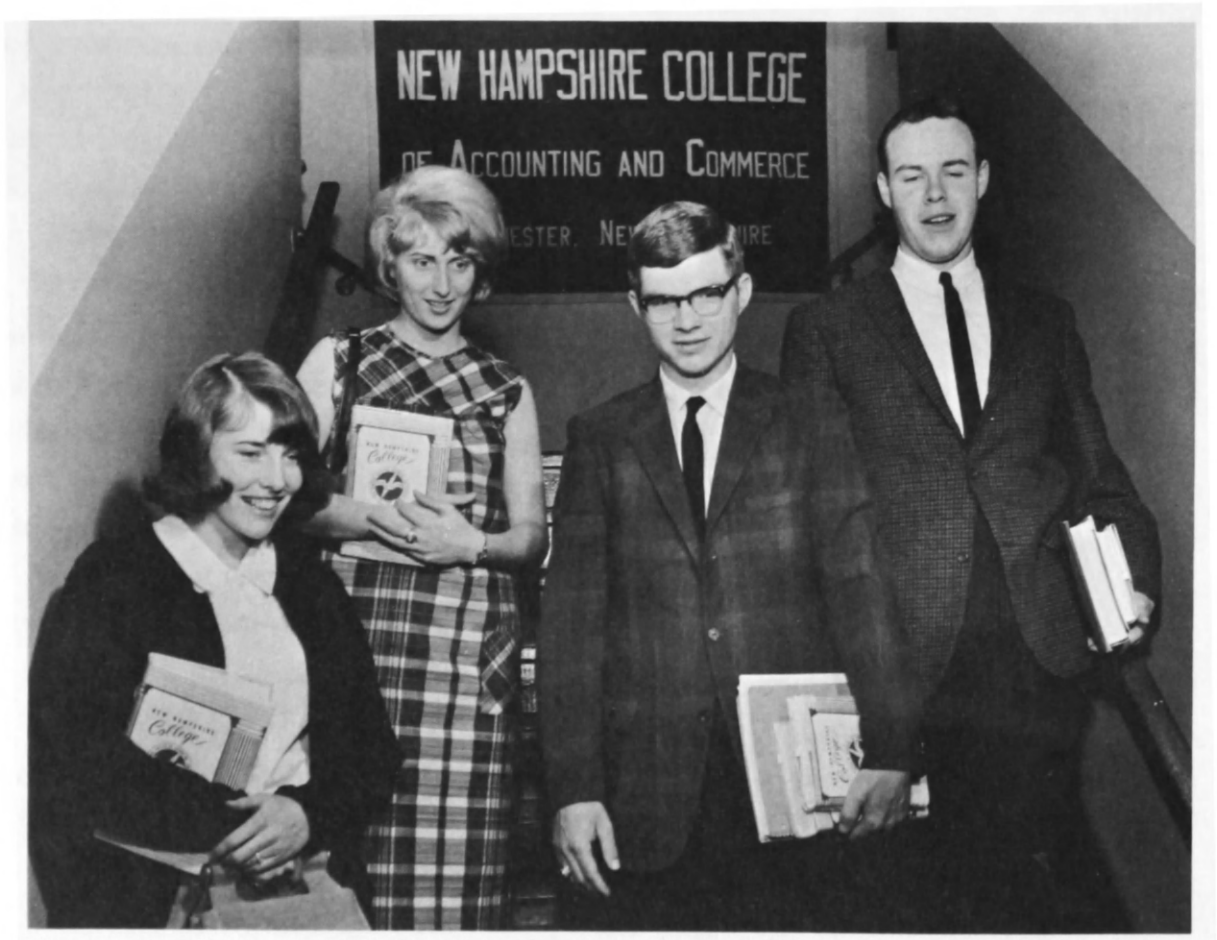
* Monthly payment plans covering all expenses are available. See Funds for Education this page

modations. The average yearly room and board expense is \$700-\$800 based on a 36 week academic year. Most facilities are available on an average basis of \$10 per week for room and between \$18 and \$22 per week for room and board.

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

Accident And Sickness Insurance

Serious financial problems frequently face some of our students



Student Life and Activities

Guidance

Each student is encouraged to seek assistance and counseling in the selection of his area of study, when he has any doubts as to career, vocation, study habits, or any other difficulties which could hamper his academic performance or social adjustment.

The Counselors work closely with each student, not only to help him develop to his fullest potential, but also to afford a friendly understanding and a listening ear for any personal problem.

Placement

The Placement service at the College functions with two purposes in mind: 1) to assist undergraduate students in finding part-time and summer work; 2) to act as liaison between graduating students and employers. In addition, on-campus interviews with employers are arranged for students in their senior year. These services are available without charge to all students and alumni.

It is advisable for freshmen to avoid part-time employment until

they are well adjusted to their academic programs.

Orientation

In order for Freshmen to be somewhat acclimated before the beginning of the academic year, one week prior to the beginning of classes is devoted to a Freshmen orientation period. During this week students select courses, take placement tests, and engage in activities planned by Student Government and the College.

Student Activities

The College considers a student activity program an integral part of college life. Student activities provide an opportunity for participation in a variety of programs. These activities are to provide relaxation and friendship and to contribute, in an enriching and worthwhile manner, to responsible student living at the College.

Bowling Club

Candlepin bowling is offered as an intramural sport.



Athletics

NHCAC supports an active athletic program as an important part of the educational process. Intercollegiate competition is provided in basketball, baseball, skiing, and soccer.

Publications

A college newspaper, **The Pen**, is published each month throughout the college year by a staff selected from the student body. **The Pen** is distributed to the entire student body. Through the newspaper the student is kept informed of college events and interesting local activities and is given an opportunity to express his opinion on subjects relating to study, social events, and topics of the day.

A college yearbook, **The Quill**, is published annually and is distributed to all students.

Student Government Council

Student Government is the responsibility of Student Government Council which is composed of elected representatives from all classes. Student Government Council representing the student body is charged

with the responsibility of all social and cultural programs of the College and other powers as granted by the Administration.

Student Council is directly in charge of major College activities, such as the Winter Prom, Spring Weekend, College dances, and theatre trips to Boston.

Gold Key Honor Society

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key Honor Society during their Junior or Senior Year. Students elected during their Junior Year must have a 3.80 cumulative average. Students elected in their Senior Year must have a 3.50 (A—) cumulative average.

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



Debating Society

This group offers a program of intercollegiate debates to promote an interest and skill in public speaking and an ability to discuss and argue issues of current interest.

Executive Club

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

International Relations Club

This is a forum to study and discuss international and national affairs through the use of films, lectures, and informal discussion groups.

Outing Club

The Outing Club provides an opportunity for students who are interested in outdoor sports to participate on a non-competitive basis in skiing, hiking, mountain climbing, and sailing.

Alumni Association

New Hampshire College of Accounting and Commerce has a loyal Alumni Association. There are now more than two thousand graduates who are active in this program. The association meets regularly to serve its purpose of furthering the best interests of the college. Each year NHCAC graduates are invited to participate in the Alumni meetings.

Non-ROTC Student Officer Candidate Program

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

The program is so designed as to provide the military training required by federal law of all male citizens and at the same time, not interfere with the progress of their schooling. All training is conducted on weekends and during the summer months.

Seven phases are included in the program culminating at the end of

the senior year with a second lieutenant's commission in the Army National Guard. All training phases are in a pay status with all pay and allowances being based on the current pay scales for the regular Army.

The basic training phase of the program, 10 weeks in duration, is conducted at Fort Dix, N. J., by the regular Army. The next phase consists of weekend training, one weekend per month during the school

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



Programs of Study

Department Of Accounting

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

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

Department Of Business Management

Business Management introduces the student to the complexities and challenges of today's management decision-making. There are a great variety of positions and careers

which the words, "Business Management", represent. Management involves personnel administration, retailing, sales, marketing, banking, production, real estate, wholesaling, manufacturing, and many other related areas. Business Management is a profession that operates at the highest level of man's capacities.

Department Of Secretarial Science

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

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

BACHELOR OF
BUSINESS SCIENCE DEGREE
PROGRAMS

Accounting

Business Management

Secretarial Science



ACCOUNTING

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elem.	4	Acct. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 8 Bus. Math.	3	Eng. 11 English 2	3
Eng. 10 English 1	3	Math. 11 General Math	3
S.S. 8 Typing 1**	2	Electives 1*	3
Electives 1*	3		
† Developmental Reading			
Total	18	Total	16

Second Year

First Semester		Second Semester	
Acct. 3 Intermediate	4	Acct. 4 Intermediate	4
Acct. 7 Cost	4	Acct. 8 Cost	4
Econ. 10 Econ. 1	3	Econ. 11 Econ. 2	3
Electives 2*	6	Electives 2*	6
Total	17	Total	17

Third Year

First Semester		Second Semester	
Acct. 5 Advanced	4	Acct. 6 Advanced	4
Acct. 11 Auditing	4	Acct. 12 Adv. Auditing	4
Electives 3*	9	Acct. 13 Data Proc.	3
		Electives 2*	6
Total	17	Total	17

Fourth Year

First Semester		Second Semester	
Acct. 9 Taxes	4	Acct. 10 Adv. Taxes	4
B.M. 15 Corp. Finance	3	B.M. 4 Investments	3
B.M. 17 Sm. Bus. Mgt.	3	B.M. 16 Money & Banking	3
Acct. 15 C.P.A. Problems		Acct. 16 C.P.A. Problems or B.M.	
or Acct. 14 Acct. for Mgt.	4	18 Statistics	3 or 4
Elective 1*	3	Elective 1*	3
Total	17	Total	16 or 17

*Electives must be selected from General Education courses.
**Women must meet the requirements of Typing 2. Typing is an elective for men enrolled in this program.
†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

BUSINESS MANAGEMENT

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 8 Bus. Math	3	Eng. 11 English 2	3
Eng. 10 English 1	3	Math 11 General Math	3
S.S. 8 Typewriting 1**	2	Elective*	3
Elective 1*	3		
† Developmental Reading			
Total	18	Total	16

Second Year

First Semester		Second Semester	
B.M. 2 Retailing	3	B.M. 3 Salesmanship	3
B.M. 5 Cr. & Col.	3	B.M. 10 Industrial Mgt.	3
B.M. 13 Marketing 1	3	B.M. 14 Marketing 2	3
Acct. 9 Taxes	4	Economics 11 Econ 2	3
Economics 10 Econ. 1	3	Electives 2*	6
Total	16	Total	18

Third Year

First Semester		Second Semester	
Acct. 14 Acct. for Mgt.	4	Acct. 13 Data Processing	3
B.M. 9 Sales Management	3	B.M. 11 Personnel Mgt.	3
B.M. 12 Insurance	3	B.M. 18 Statistics	3
Electives 2*	6	Electives 2*	6
Total	16	Total	15

Fourth Year

First Semester		Second Semester	
B.M. 15 Corporate Finance	3	B.M. 4 Investments	3
B.M. 17 Small Bus. Mgt.	3	B.M. 16 Money & Banking	3
Electives 2*	6	Electives 3*	9
Elective 1***	3		
Total	15	Total	15

*Electives must be selected from General Education courses.

**Women must meet the requirements of Typing 2. Typing is an elective for men enrolled in this program. If typing is not elected, a substitute course must be selected.

***Elective may be either selected from Business Management or General Education Courses.

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

SECRETARIAL SCIENCE

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
B.M. 8 Bus. Math	3	Math. 11 General Math	3
Eng. 10 English 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	Eng. 11 English 2	3
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
Psych. 10 Intro. to Psych.	3		
† Developmental Reading			
Total	18	Total	15

Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 9 Taxes	4	Spanish 11 Elementary	3
S.S. 1 Shorthand 1	3	S.S. 2 Shorthand 2	3
S.S. 10 Typing 3	2	S.S. 12 Bus. Machines	1
B.M. 5 Credit & Collections	3	B.M. 2 Retailing	3
Spanish 10 Elementary	3	Psych. 12 Human Grth. & Dev.	3
Elective 1*	3	Elective* 1	3
Total	18	Total	16

Third Year

First Semester		Second Semester	
	Cr.		Cr.
Eng. 13 Am. Lit. 1	3	Eng. 14 Am. Lit. 2	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
Spanish 12 Inter.	3	Spanish 13 Inter	3
B.M. 13 Marketing 1	3	S.S. 11 Typing 4	2
Elective 1*	3	Electives 2*	6
Total	15	Total	17

Fourth Year

First Semester		Second Semester	
	Cr.		Cr.
S.S. 6 Legal or		S.S. 15 Legal Sec. Duties or	
S.S. 7 Medical	3	S.S. 16 Med. Sec. Duties	3
Economics 10 Econ. 1	3	Economics 11 Econ. 2	3
B.M. 12 Insurance	3	B.M. 4 Investments	3
Electives 2*	6	B.M. 11 Pers. Mgt.	3
		Elective 1*	3
Total	15	Total	15

*Electives must be selected from General Education courses.

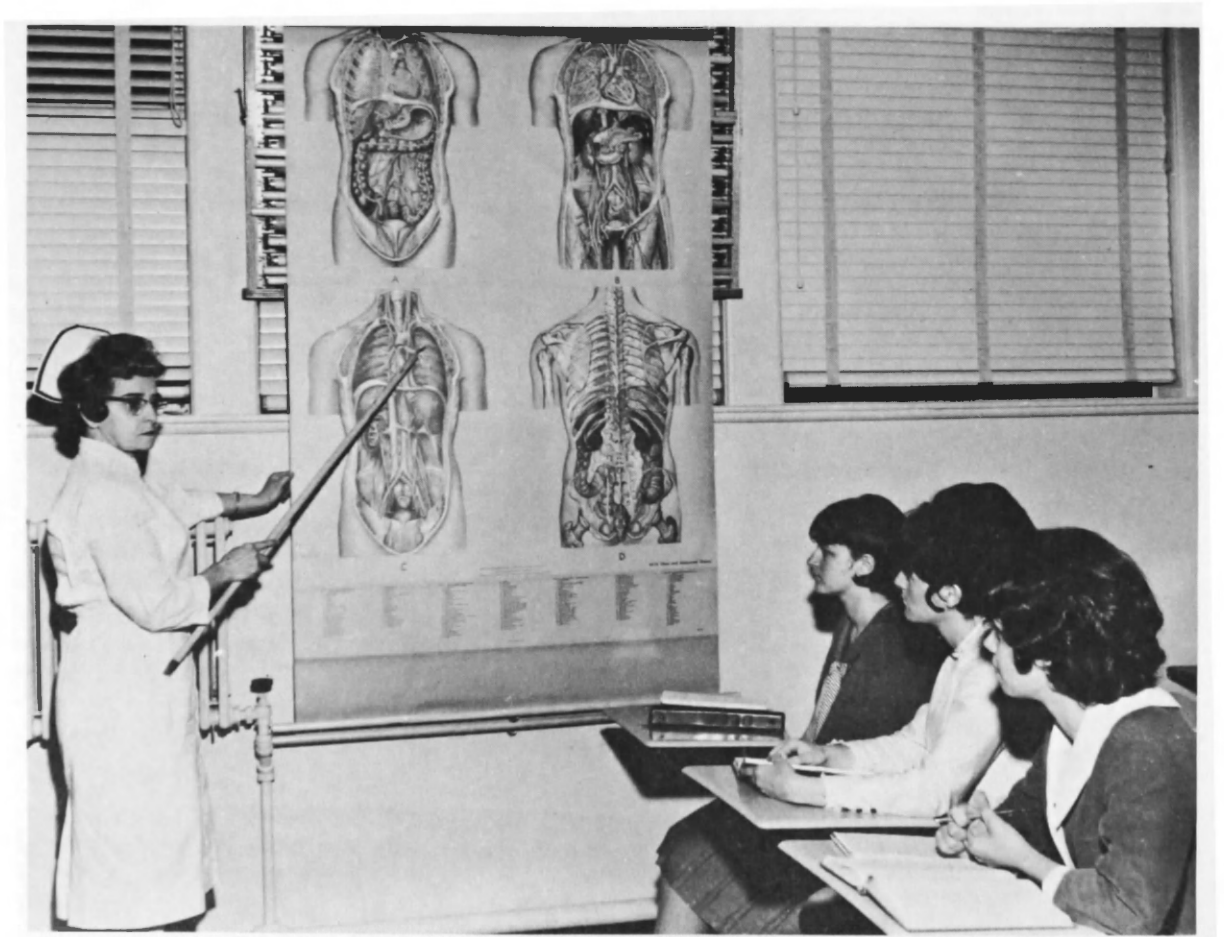
†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

Note: If the student wishes to take Shorthand 7 in the senior year, the student must take Anatomy and Physiology and Medical Terminology in the junior year.

**ASSOCIATE IN
BUSINESS SCIENCE DEGREE
PROGRAMS**

**Accounting
Business Management
Executive Secretarial**

**Legal Secretarial
Medical Secretarial
Administrative Secretarial**



ACCOUNTING

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 8 Bus. Math	3	Eng. 11 English 2	3
Eng. 10 English 1	3	Math. 11 General Math	3
S.S. 8 Typing 1**	2	S.S. 12 Bus. Machines	1
Elective 1*	3	Elective 1*	3
† Developmental Reading			
Total	18	Total	17

Second Year

First Semester		Second Semester	
Acct. 3 Intermediate	4	Acct. 4 Intermediate	4
Acct. 9 Taxes	4	Acct. 11 Auditing	4
Acct. 7 Cost	4	Acct. 8 Cost	4
Econ. 10 Economics 1	3	Econ. 11 Economics 2	3
Elective 1*	3		
Total	18	Total	15

*Electives must be selected from General Education courses.
**Women must meet the requirements of Typing 2. Typing is an elective for men enrolled in this program.
†Developmental Reading is required of all entering students who read below college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

BUSINESS MANAGEMENT

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 8 Bus. Math	3	Eng. 11 English 2	3
Eng. 10 English 1	3	Math. 11 General Math	3
S.S. 8 Typing 1**	2	Electives 1*	3
Elective 1*	3		
† Developmental Reading			
Total	18	Total	16

Second Year

First Semester		Second Semester	
B.M. 2 Retailing	3	B.M. 3 Salesmanship	3
B.M. 5 Cr. & Col.	3	B.M. 10 Industrial Managt.	3
B.M. 13 Marketing 1	3	B.M. 14 Marketing 2	3
Acct. 9 Taxes	4	Economics 11 Econ. 2	3
Economics 10 Econ. 1	3	Electives 2*	6
Total	16	Total	18

*Electives must be selected from General Education courses.
**Women must meet the requirements of Typing 2. Typing is an elective for men enrolled in this program. If typing is not elected, a substitute course must be selected.
†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

EXECUTIVE SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
Eng. 10 English 1	3	Eng. 11 English 2	3
B.M. 8 Bus. Math	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	S.S. 12 Bus. Machines	1
Elective 1*	3	Math. 11 General Math	3
† Developmental Reading			
Total	18	Total	16

Second Year

First Semester		Second Semester	
B.M. 5 Cr. & Col.	3	B.M. 7 Bus. Law 2	3
B.M. 6 Bus. Law 1	3	S.S. 11 Typing 4	2
B.M. 12 Insurance**	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 14 Exec. Sec. Duties	3
S.S. 10 Typing 3	2	B.M. 11 Pers. Mgt.	3
Elective 1*	3	Elective 1*	3
Total	17	Total	17

*Electives must be selected from General Education courses.

**Accounting 9 Taxes may be substituted for B.M. 12 Insurance.

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

LEGAL SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
English 10 English 1	3	English 11 English 2	3
B.M. 8 Bus. Math	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	S.S. 12 Bus. Machines	1
Elective 1*	3	Math 11 General Math	3
† Developmental Reading			
Total	18	Total	16

Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 8 Taxes	4	B.M. 7 Bus. Law 2	3
B.M. 5 Cr. & Col.	3	S.S. 4 Shorthand 4	3
B.M. 6 Bus. Law 1	3	S.S. 6 Shorthand 6 Legal	3
S.S. 3 Shorthand 3	3	S.S. 11 Typing 4	2
S.S. 10 Typing 3	2	S.S. 15 Legal Sec. Duties	3
Elective 1*	3	Elective 1*	3
Total	18	Total	17

*Electives must be selected from General Education courses.

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

MEDICAL SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
Eng. 10 English 1	3	Eng. 11 English 2	3
B.M. 8 Bus. Math	3	Science 12 Anat. & Phys.	3
Science 12 Anat. & Phys.	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	Math 11 General Math	3
† Developmental Reading			
Total	18	Total	18

Second Year

First Semester		Second Semester	
Psych. 10 Intro to Psych.	3	Psych. 12 Growth & Dev.	3
B.M. 5 Cr. & Col.	3	S.S. 4 Shorthand 4	3
S.S. 3 Shorthand 3	3	S.S. 7 Shorthand 7 Medical	3
S.S. 10 Typing 3	3	S.S. 11 Typing 4	2
S.S. 12 Bus. Machines	1	S.S. 16 Med. Sec. Duties	3
S.S. 19 Med. Terminology	3	Elective 1*	3
Total	16	Total	17

*Electives must be selected from General Education courses.

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

ADMINISTRATIVE SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Eng. 11 English 2	3
Eng. 10 English 1	3	B.M. 1 Intro. to Bus.	3
B.M. 8 Bus. Math	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	S.S. 12 Bus. Machines	1
Elective 1*	3	Math 11 General Math	3
† Developmental Reading			
Total	18	Total	15

Second Year

First Semester		Second Semester	
B.M. 5 Cr. & Col.	3	S.S. 11 Typing 4	2
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 12 Insurance	3	B.M. 11 Pers. Mgt.	3
S.S. 3 Shorthand 3	3	S.S. 4 Shorthand 4	3
S.S. 10 Typing 3	2	S.S. 14 Exec. Sec. Duties	3
Elective 1*	3	Elective 1*	3
Total	17	Total	17

*Electives must be selected from General Education courses.
†Developmental Reading is required of all entering students who read below college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

DIPLOMA COURSES PROGRAMS

SECRETARIAL

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
Eng. 10 English 1	3	Eng. 11 English 2	3
B.M. 8 Bus. Math	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. Shorthand 3	3
S.S. 8 or 9 Typing 1 or 2	2	S.S. 9 or 10 Typing 2 or 3	2
S.S. 12 Bus. Machines	1	S.S. 13 Sec. Duties	3
Elective 1*	3		
† Developmental Reading			
Total	19	Total	18

SENIOR BOOKKEEPING

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 Elementary	4	Acct. 2 Principles	4
B.M. 6 Bus. Law 1	3	B.M. 7 Bus. Law 2	3
B.M. 8 Bus. Math	3	Eng. 11 English 2	3
Eng. 10 English 1	3	S.S. 9 Typing 2	2
S.S. 8 Typing 1	2	S.S. 15 Bus. Machines	1
Elective 1*	3	Elective 1*	3
† Developmental Reading			
Total	18	Total	16

STENOGRAPHIC

First Semester		Second Semester	
Eng. 10 English 1	3	Eng. 11 English 2	3
B.M. 8 Bus. Math	3	S.S. 2 Shorthand 2	3
S.S. 1 Shorthand 1	3	S.S. 3 Shorthand 3	3
S.S. 8 Typing 1	2	S.S. 9 Typing	2
S.S. 12 Bus. Machines	2	S.S. 13 Secretarial Duties	3
Elective 1*	3	Elective 1*	3
† Developmental Reading			
Total	16	Total	17

*Electives must be selected from General Education courses.
†Developmental Reading is required of all entering students who read below college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

Summer School

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

Interested applicants should send for the Summer School Bulletin.

Evening College

This division of the College offers an adult education program leading to certificates in typing, shorthand, and clerical machines, or to a diploma in shorthand and accounting, or to credits for an associate degree. Some of the course requirements would, of course, include some credits in Liberal Arts.

The Faculty of the Evening College, the courses offered, the books and equipment used are the same as in the Day Division program.

Enrollment in the Evening College affords students already employed

an opportunity to acquire the skills and knowledge demanded today for advancement and personal satisfaction in professional employment.

Interested applicants should request the Evening College Bulletin.

Extension Courses

N.H.C.A.C. has been selected by the U.S. Air Force to conduct a program of courses at Pease Air Force Base enabling the Air Force personnel to earn an associate or baccalaureate degree on the base. The Pease AFB Extension Program is under the supervision of an Administrator of the College in conjunction with the Education Officer at the base. The instructors are either part of the college's faculty, or military personnel who meet all the academic and educational requirements of the college, or visiting lecturers with specialized experience and training. Additional courses may be offered where reasonable interest is evidenced.

For further details write or call the Education Department, Pease Air Force Base, Portsmouth, N. H., or the College.

Description of Courses

ACCOUNTING

Accounting 1—Elementary

4 Credits

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

Accounting 2—Principles

4 Credits

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

Accounting 3 & 4—Intermediate (2 Semesters)

4 Credits each semester

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

Accounting 5 & 6—Advanced (2 Semesters)

4 Credits each semester

Examines accounting problems associated with partnerships, joint ventures, income measurement in installment sales and consignments, consolidated statements (parent and subsidiaries), fiduciaries including estates and receiverships and governmental operations. Particular emphasis is placed on problem analysis.

Accounting 7 & 8—Cost Accounting (2 Semesters)

4 Credits each semester

Designed to acquaint the student with the objectives, systems and techniques of cost accounting for management control. Topics such as distribu-

tion cost and standards for distribution, budgetary control, flexible budgets and variance accounting are given complete treatment.

Accounting 9—Taxes 4 Credits

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

Accounting 10—Advanced Taxes 4 Credits

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

Accounting 11 & 12—Auditing (2 Semesters) 4 Credits each semester

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

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

Accounting 13—Data Processing 3 Credits

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

Accounting 14—Managerial Accounting 4 Credits

Designed to study current problems in developing effective and meaningful information for management in dealing with short-run and long-term

planning. Considers such topics as profit planning, capital budgeting, and plans for profit improvement.

Accounting 15 & 16—C.P.A. Problems (2 Semesters) 4 Credits each semester

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

BUSINESS MANAGEMENT

Business Management 1—Introduction to Business

3 Credits

Kinds of business, financing, personnel and labor relations, marketing methods, statistics and research, and basic essentials of a successful business. The one-man business, the partnership, the corporation. Business organization, and office procedure, planning and layout of office; also a survey of the many positions and opportunities open to the business-trained man and woman.

Business Management 2—Retailing

3 Credits

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

Business Management 3—Salesmanship

3 Credits

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

Business Management 4—Investments

3 Credits

A course in general financial information essential to the young business man or woman. It covers the fundamentals of thrift and the need for individual savings for current use and eventual retirement. The various areas for investments such as real estate, savings banks, stocks and bonds, life insurance, their characteristics and methods for appraisal. Discussion of railroad and utility financing, the Stock Exchange, taxes, and trust funds.

Business Management 5—Credit and Collections

3 Credits

Nature and function of credit: mercantile, retail, personal. Use of credit instruments. Function of the credit manager and his department. Relationship of credit to sales. Study of terms, sources of credit information, financial statement analysis, ratios. Collection procedures, use of collection letters, legal responsibilities, bankruptcies, credit insurance. Case studies.

Business Management 6 & 7—Business Law 1 & 2 (2 Semesters)

3 Credits each semester

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

Business Management 8—Business Mathematics

3 Credits

The application of mathematics to business—percentage, discounts, interest, ratios, invoicing, pricing merchandise, and computing profit and loss.

Business Management 9—Sales Management

3 Credits

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

Business Management 10—Industrial Management 3 Credits

A survey of the operations of an industrial organization, the interrelationship of functions, and the fundamental principles of management which lead to effective coordination and control. Discussion of the latest developments and trends in industrial technology.

Business Management 11—Personnel Management 3 Credits

Personnel policy as a tool of management. Relationship between management and employees. Principles of training, job evaluation classification, personnel records, trade unions and labor legislation. Human relations in business.

Business Management 12—Insurance 3 Credits

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

Business Management 13—Marketing 1 3 Credits

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

Business Management 14—Marketing 2 3 Credits

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

Business Management 15—Corporate Finance 3 Credits

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

Prerequisite—Economics 10 and 11.

Business Management 16—Money and Banking 3 Credits

This course covers the basic area of money and banking, with special reference to gross national product. Problems such as inflation, deflation,

interest payments, international balance of payments and United States national debt are considered.

Prerequisite: Economics 10 and 11.

Business Management 17—Small Business Management 3 Credits

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

Business Management 18—Statistics 3 Credits

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

GENERAL EDUCATION

Economics 10 & 11—Introduction to Economics (2 Semesters)

3 Credits each semester

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

Economics 12—Economic Geography 3 Credits

A study of relationships between the geographical environment and economic activities of a country. Emphasis is on the physical character of the earth's natural mineral and power resources and their effect on international commerce and manufacturing.

Economics 13—American Economic History 3 Credits

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

English 10—English 1 3 Credits

This is a course in composition and includes work in vocabulary improvement, appreciation of literary styles, and understanding of current English usage. It is designed to review and improve the students' oral and written language, to improve the mechanics of writing (grammar), and to expand language concepts generally.

English 11—English 2 3 Credits

This course is a continuation of English 1 in areas of writing mechanics, vocabulary, and language usage. However, special emphasis is placed upon business writing—letters, memos, reports, and business communications generally. This course also covers the principles and practice of effective oral expression—conversation and public speaking preparation and delivery.

English 12—Public Speaking 3 Credits

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

English 13—American Literature 1 3 Credits

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

English 14—American Literature 2 3 Credits

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

English 15—Survey of the Theatre 3 Credits

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

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 17—Short Stories 3 Credits

Study of the short story as a type of literature, tracing its historical development and present place in world literature. Open to Freshmen and Sophomores and others by permission of the Department Chairman.

English 18—Introduction to Poetry 3 Credits

A course introducing conventional forms of poetry as literature, using mostly contemporary poets such as Frost, Robert Lowell, Sandburg, T. S. Eliot. Various nationalities of poets will be considered but American and British especially. Obscure and difficult poetry will not be stressed. Open to upperclassmen. Freshmen only with permission of the Department Chairman.

English 19—Shakespeare 3 Credits

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

Government 10—National Governments 3 Credits

A comparative study of the national governments of the United States, Great Britain and the Soviet Union. Special attention will be paid to the political philosophies which help to explain the variations in institutional organization and constitutional interpretation.

Government 11—International Relations 3 Credits

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

Government 12—State and Local Government and Political Parties 3 Credits

This course provides a study of the organization role and responsibilities of state and local governments under our Federal System. In addition much

attention will be paid to the major political parties and their operations at all levels of government.

Government 13—Contemporary American Foreign Policy 3 Credits

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

History 10 & 11—History of Western Civilization (2 Semesters)

3 Credits each semester

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

History 12—American History 1

3 Credits

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

History 13—American History 2

3 Credits

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

Mathematics 11—General Mathematics

3 Credits

The use of theoretical mathematic principles as applied to finance, investments, interest, insurance. Practical problems are used to illustrate formulas and tables, and the use of logarithms. An introduction to the methods and terminology of automated systems' analysis as a tool of math.

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 clearer verbalization.

Phil. 15—Religion In Contemporary America

3 Credits

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

Psychology 10—Introduction to Psychology 3 Credits

This course serves to introduce the student to important general principles in the field of psychology. It covers the study of human behavior and of methods by which attitudes and actions may be directed. The topics which are covered include learning, perception, emotions and personality. Emphasis is placed upon the knowledge of various types of tests and the application of psychology to everyday living.

Psychology 12—Human Growth and Development 3 Credits

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

Psychology 13—Mental Hygiene 3 Credits

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

Science 10—Science Survey 1 3 Credits

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

Science 11—Science Survey 2 3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The emphasis of the course is on the historical and practical aspects. This is a non-laboratory course. No prerequisite, but Science 10 is recommended.

Science 12 & 13—Introduction to Anatomy and Physiology (2 Semesters)

3 Credits each semester

A study of basic anatomy and the integrating relations of all the body systems and their functions, including abnormal functions. A brief survey of chemistry and physics is also included. The aim of this course is to give the student knowledge, not only of the body and its functions, but also the psychology of the sick person.

Sociology 11—Cultural Anthropology

3 Credits

A study of human and cultural anthropology covering the full range of human culture, from witchcraft to community development, with special emphasis on U.S. culture, past and present.

Sociology 13—Contemporary Social Problems of the U.S. 1

3 Credits

A course which considers thoroughly contemporary social problems of the U.S. Educated opinions must be formulated based upon extensive reading of selected books and articles. Daily familiarity with news media is required. Major areas included are education, civil rights, crimes, delinquency, poverty, population control, automation.

Sociology 14—Contemporary Social Problems of the U.S. 2

3 Credits

A continuation of contemporary Social Problems of the U.S., I. Further areas will be considered in depth. News media will be the major source of information.

Sociology 15—Criminology

3 Credits

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

Spanish 10-11—Elementary Spanish (two semesters—both required for credit)

3 Credits each semester

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

Spanish 12-13—Intermediate Spanish (two semesters—both required for credit)
3 Credits each semester

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

SECRETARIAL SCIENCE

Secretarial Science I—Shorthand I (Theory, and dictation to 60 words per minute)
3 Credits

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute.

Secretarial Science 2—Shorthand 2 (Dictation: 60-80 words per minute, and transcription)
3 Credits

Designed to increase the student's shorthand vocabulary with emphasis on developing speed and accuracy in making neat transcripts. 80 words per minute required to receive credit for course.

Secretarial Science 3—Shorthand 3 (Dictation: 80-100 words per minute, and transcription)
3 Credits

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription practice. 100 words per minute required to receive credit for course.

Secretarial Science 4—Shorthand 4 (Dictation: 100-120 words per minute, and transcription)
3 Credits

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

continued to increase speed and accuracy. 120 words per minute required to receive credit for course.

Secretarial Science 5—Shorthand 5 (Dictation: 120-140 words per minute, and transcription) 3 Credits

Emphasis on attaining ability to write unfamiliar matter, including difficult and technical words at above average rates of speed. 140 words per minute required to receive credit for course.

Secretarial Science 6—Shorthand 6 (Legal Terminology and transcription) 3 Credits

Legal dictation and Congressional Record matter are typical of the material used. The shorthand forms of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law are studied in conjunction with the review of the fundamental law that is taken during the first year; the law of property, contracts, and sales.

Secretarial Science 7—Shorthand 7 (Medical Terminology and transcription) 3 Credits

Medical shorthand dictation and medical terminology. Prerequisite S.S. 17.

Secretarial Science 8—Typewriting 1 (Theory, and speed up to 35 words a minute) 2 Credits

Correct posture at the machine, parts of the typewriter and their use, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. 35 words a minute with five or fewer errors.

Secretarial Science 9—Typewriting 2 (35-50 words a minute) 2 Credits

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. 50 words a minute with five or fewer errors.

Secretarial Science 10—Typewriting 3 (50-60 words a minute) 2 Credits

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. 60 words a minute with five or fewer errors.

Secretarial Science 11—Typewriting 4 2 Credits

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

Secretarial Science 12—Business Machines 1 or 2 Credits

A course of instruction on such office machines as adding machines, calculating machines (including comptometer), ten-key adding, automatic calculators, mimeograph machines.

Secretarial Science 13—Secretarial Duties 3 Credits

Training for students enrolled in the one-year program. Work is given in proper procedures of operating business machines, as well as filing, to qualify for a stenographic position.

Secretarial Science 14—Executive Secretarial Duties 3 Credits

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

Secretarial Science 15—Legal Secretarial Duties 3 Credits

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

Secretarial Science 16—Medical Secretarial Duties

3 Credits

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

Secretarial Science 17—Medical Terminology

3 Credits

This course is a prerequisite for S.S. 7. Thorough training in medical terms and usage in medical correspondence and reports is given.



Special Courses

Speedwriting Shorthand

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

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

Nancy Taylor Finishing Course

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

Reading Improvement (PAR)

This course is a systematic reading improvement program designed to meet the needs of all those who

want to increase their reading effectiveness.

Everyone, whether he be an average, poor, or superior reader can substantially improve the following basic reading skills: rate, comprehension, concentration and ability to work under pressure, word recognition, pronunciation, vocabulary, critical reading, enjoyment and appreciation of reading.

Weaver Real Estate

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

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

IBM Key Punch

1 Credit

A course in the use of a keypunch in the creation of punched cards for use as permanent records of business transactions.

Index

A

Academic requirements	17
Accident and Sickness Insurance	24
Accounting Courses	45-47
Accounting Department	31
Accounting Programs	33, 37
Accreditation	13
Administration	9
Administrative Secretarial Program	42
Admission Procedure	15
Admission requirements	15
Advanced Accounting	45
Affiliations	13
Alumni Association	29
American Economic History	50
American History	53
American Literature	51
Anatomy and Physiology	55
Application fee	21
Associate in Business	
Science Degree Programs	17, 36-42
Athletics	27
Attendance	17
Auditing	46

B

Bachelor of Business Science	
Degree Programs	17, 32-35
Bowling Club	25
Business Law	48
Business Machines	58
Business Management Courses	47-50
Business Management Department	31
Business Management Programs	34, 38
Business Mathematics	48

C

College Calendar	8
Contemporary American Foreign Policy	53
Contemporary Drama	52
Contemporary Social Problems of the U.S.	55
Corporate Finance	49
Cost Accounting	45
Council of Advisors	12
C. P. A. Problems	47
Credit and Collections	48
Criminology	55
Cultural Anthropology	55

D

Data Processing	46
Dean's List	19
Debating Society	29
Degrees	13
Deposits	21
Diploma Programs	17, 43
Dismissal	19

E

Economic Geography	50
Elementary Accounting	45
English	51
Evening College	44
Executive Club	29
Executive Secretarial Duties	58
Executive Secretarial Program	39
Extension Courses	44

F

Facilities	13
Faculty	9
Failures	18
Fees	21
Foreign Students	20
Fundamentals of Logic	53
Funds for Education	23

G

General Education Courses	50-56
General Mathematics	53
Gold Key Honor Society	27
Grading System	17
Graduation Fee	21
Graduation Requirements	17
Guidance	25

H

Higher Education Loan Plan	23
History of the College	13
History of Western Civilization	53
Home Residence	23
Honor Society	19
Housing Rates	23
Human Growth and Development	54

I	
IBM Key Punch	60
Incompletes	18
Industrial Management	49
Insurance (Health)	24
Insurance	49
Intermediate Accounting	45
International Relations	52
International Relations Club	29
Introduction to Business	47
Introduction to Economics	50
Introduction to Poetry	52
Introduction to Psychology	54
Investments	48
L	
Legal Secretarial Duties	58
Legal Secretarial Program	40
Library	14
Loan Plans	23
Location	13
M	
Managerial Accounting	46
Marketing	49
Medical Secretarial Duties	59
Medical Secretarial Program	41
Medical Terminology	59
Mental Hygiene	54
Money and Banking	49
N	
Nancy Taylor Finishing Course	60
National Government	52
Non-ROTC Student Officer Candidate Program	29
O	
Orientation	25
Outing Club	29
P	
Personnel Management	49
Placement	25
Principles of Accounting	45
Publications	27
Public Speaking	51
Purpose	3

R	
Reading Improvement	60
Real Estate	60
Refunds	21
Registration Fee	21
Religion in Contemporary America	53
Retailing	47
Residence	23

S	
Sales Management	48
Salesmanship	47
Scholarships	22
Scholastic requirements	18
School Hours	19
Science Survey	54
Secretarial (One Year Diploma Program)	17, 43
Secretarial Duties	58
Secretarial Science Courses	56-59
Secretarial Science Department	31
Secretarial Science Program	35
Senior Bookkeeping Diploma Program	43
Shakespeare	52
Shorthand Courses	56, 57
Short Stories	52
Small Business Management	50
Spanish	55, 56
Special Students	16
Speedwriting Shorthand	60
State and Local Government	52
Statistics	50
Stenographic Diploma Program	43
Student Activities	25
Student Activity Fee	21
Student Government Council	27
Summer School	44
Survey of the Theatre	51

T	
Tax Accounting	46
Transfer Students	16, 19
Tuition	21
Typewriting Courses	57, 58

V	
Veteran's Information	19

W	
Weaver Real Estate	60
Withdrawal	18-21

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H.

Tel. 625-9013



APPLICATION FOR ADMISSION

Day Division

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

Name _____
(Last) (First) (Middle)

Home Address _____
(Street)

(City) (State)

Date of Birth _____ Tel. No. _____

Name of Father (or guardian) _____

Address of Father (or guardian) _____

Place of Employment _____ Occupation _____

Name of Mother _____

Address of Mother _____

Place of Employment _____ Occupation _____

If retired, previous occupation(s) _____

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

Parents' bank or credit reference _____

Address _____

When do you plan to enter College? _____
(date)

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

Course taken in High School _____

Name of High School Guidance Director _____ Principal _____

SCHOOLS ATTENDED (Starting with high school)

SCHOOL

ADDRESS

CITY

YEAR GRADUATED/
WILL GRADUATE

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you a veteran? Yes ☐ No ☐ Number of years in Service _____

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

Have you made application to any other college? _____
(yes or no)

State names of any relatives or friends who attend or have attended NHCAC: _____

How did you first learn of NHCAC? _____

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

Have you any physical handicap? If so, please explain _____

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

Bachelor of Business Science Degree

- ☐ Accounting
- ☐ Secretarial Science
- ☐ Business Management

Associate in Business Science Degree

- ☐ Accounting
- ☐ Business Management
- ☐ Executive Secretarial
- ☐ Medical Secretarial
- ☐ Legal Secretarial
- ☐ Administrative Secretarial

One-Year Diploma Courses

- ☐ Secretarial
- ☐ Senior Bookkeeping
- ☐ Stenographic

- CHECK: ☐ RESIDENT STUDENT
- ☐ WISH COLLEGE TO PROVIDE HOUSING
- ☐ WISH LIVING IN PLAN
- ☐ COMMUTING STUDENT

Signature _____

Address _____

City _____State _____

An application fee of \$10 must accompany the application.

