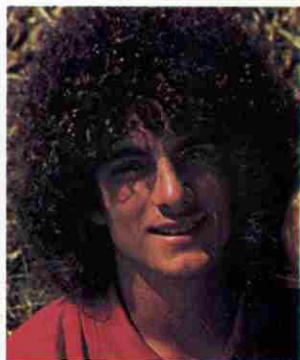
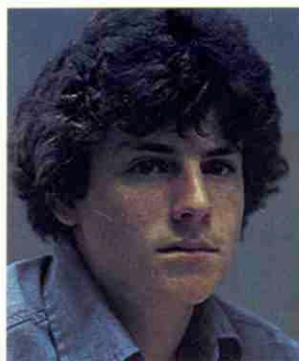


# NEW HAMPSHIRE COLLEGE MANCHESTER, NEW HAMPSHIRE

ASSOCIATE IN SCIENCE DEGREE  
BACHELOR OF SCIENCE DEGREE  
MASTER OF BUSINESS ADMINISTRATION DEGREE



1980/81 CATALOGUE



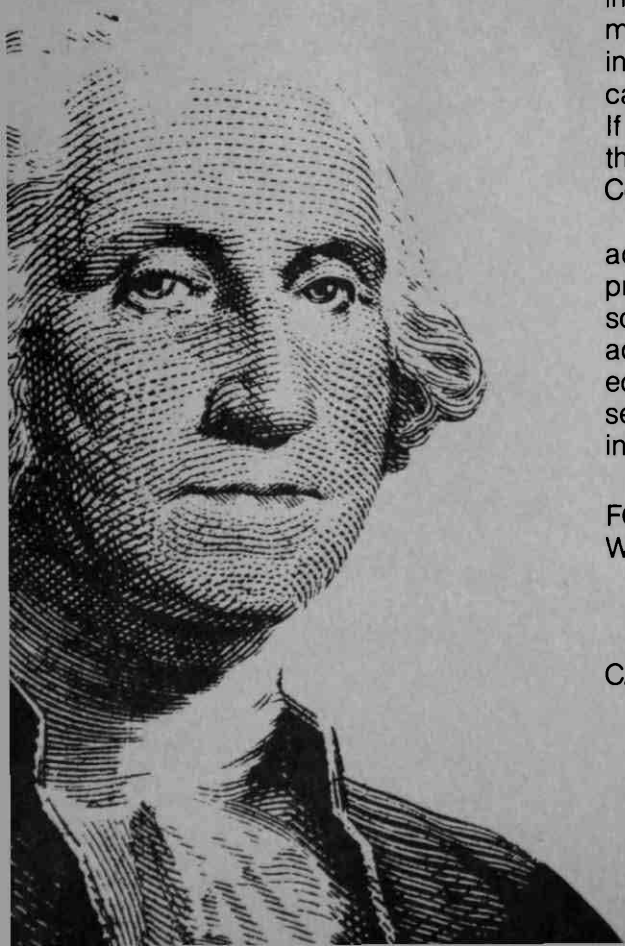
---

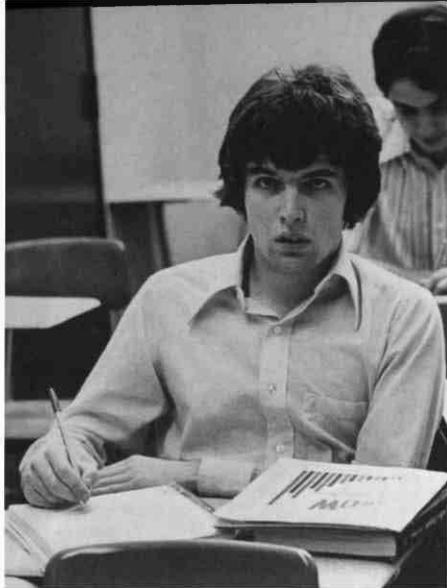
# **Business is a matter of dollars... and sense.**

Choosing a career is one of the most important decisions you will ever make. Matching the right educational institution with your career choice can make or break your future plans. If business is the career you're thinking about, then New Hampshire College is for you.

Our unique combination of academic excellence, internship programs, abundant cultural and social activities and our modern 160 acre campus combine to provide an educational experience that is sensible, practical and a very good investment.

**FOR ADDITIONAL INFORMATION**  
**WRITE:** Director of Admissions  
New Hampshire College  
2500 River Road  
Manchester, N.H. 03104  
**CALL:** (603) 668-2211





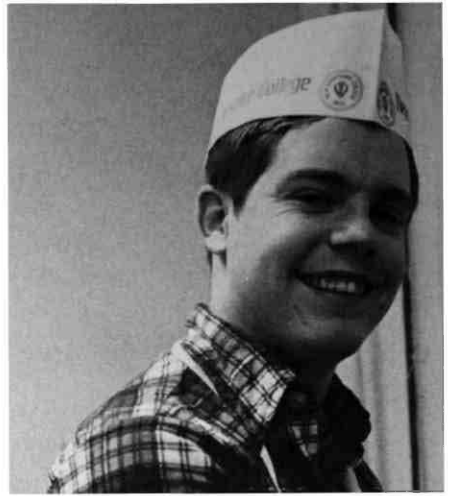
## NEW HAMPSHIRE COLLEGE

---

### **FULLY ACCREDITED . . .**

- New England Association of Schools & Colleges
- The Accrediting Commission of the Association of Independent Colleges & Schools
- The New Hampshire Post-secondary Education Commission
- State Board of Education for Business Teacher Education
- **Master of Business Administration Degree**
- **Bachelor of Science Degree**
- **Associate in Science Degree**





---

## TABLE OF CONTENTS

GENERAL INFORMATION	3
Philosophy and Objectives	3
History of the College	3
Location and Facilities	4
Accreditation	4
Degrees	4
Student Affairs	6
Student Organizations	10
ACADEMIC INFORMATION	13
Academic Support Services	14
Academic Standards and Regulations	17
PROGRAMS OF STUDY	22
Master of Business Administration Program	23
Bachelor of Science Degree	35
Associate in Science Degree	44
DESCRIPTION OF COURSES	48
ACADEMIC WORKSHEETS	61
ADMINISTRATION AND FACULTY	78
ADMISSIONS	82
Freshman Application Procedure	83
Transfer Application Procedure	84
SCHOLARSHIP AND STUDENT ASSISTANCE	86
The Application Process	88
Student Assistance Programs	89
Payment of College Bills	97
Costs and Expenses	99
Academic Calendar	inside back cover





## GENERAL INFORMATION

### PHILOSOPHY AND OBJECTIVES

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

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

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

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

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

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

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

### HISTORY OF THE COLLEGE

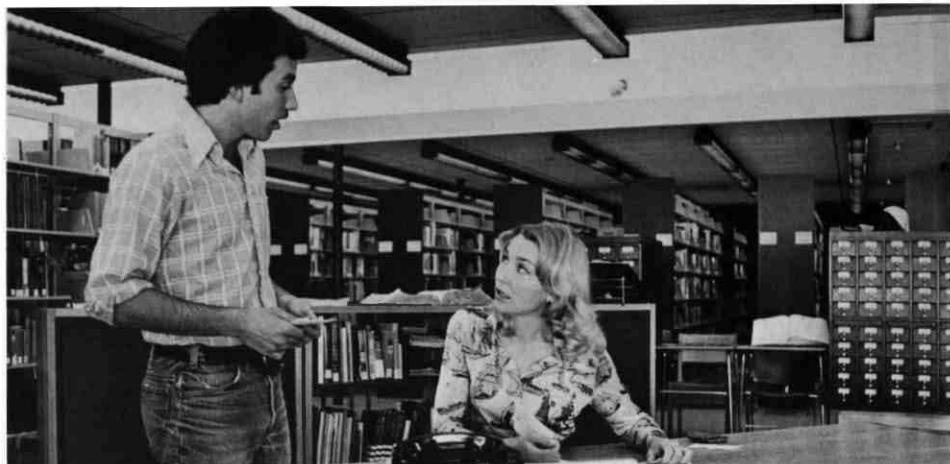
New Hampshire College is a private, non-profit, fully-accredited, coeducational institution located in Manchester, New Hampshire. The College was founded by the late H.A.B. Shapiro in 1932 as the New Hampshire School of Accounting and Secretarial Science. During the years 1932 to 1960, the College remained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

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

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

The College now has a day school enrollment of approximately 1250, a grade school enrollment of about 500, and continuing education (evening school division) enrollment in excess of 2250 students.

New Hampshire College has evolved from a commuter school to a resident college. Nearly 950 students now reside on campus, and approximately 30% are residents of New Hampshire. Students come to the College from throughout the United States and foreign countries.



## 4

### LOCATION AND FACILITIES

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

The College's suburban setting, on the Manchester/Hooksett line in southern New Hampshire, features more than twenty modern buildings and 160+ acres. Facilities include two suite-type modular dormitories, three row-house style dormitories, four 2 & 3 bedroom apartment complexes and five 2 bedroom townhouses.

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

The Student Center includes a bookstore, dining commons, financial aid office, snack bar, and student affairs offices.

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

Current construction plans include an additional gymnasium with seating for 2,500, greatly increased locker room facilities for men and women, a full proscenium stage, an indoor 6-lane 25-meter swimming pool, a solarium, two racquet ball courts, a weight-lifting area, and a dance studio.

### ACCREDITATION

New Hampshire College is fully accredited by the following organizations:

- New England Association of Schools and Colleges, Inc.
- Association of Independent Colleges and Schools as a Senior College of Business
- New Hampshire State Department of Education - Teacher Certification
- New Hampshire Postsecondary Education Commission

New Hampshire College is also:

- Approved for the education of veterans and the children of veterans
- Approved for the rehabilitation training of handicapped students
- Authorized under Federal Law to enroll nonimmigrant alien students
- Listed in the Department of Health, Education and Welfare Education Directory Part 3: Higher Education

### DEGREES

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

### MASTER OF BUSINESS ADMINISTRATION

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

- Accounting
- Business Management



## BACHELOR OF SCIENCE

The Bachelor of Science degree is granted to students in:

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

## ASSOCIATE IN SCIENCE

The Associate in Science degree is granted to students in:

- Accounting
- Management
- Electronic Data Processing
- Fashion Merchandising
- Administrative Assistant/  
Word Processing Specialist
- Executive Secretarial
- Legal Secretarial
- Medical Secretarial
- General Studies

## NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges in New Hampshire. As a member of the consortium, New Hampshire College participates in the student exchange program. This program permits students at any member college to enroll for one or more courses at any other member college.

Students can therefore select courses which may not be available on their own campus. In this way, the advantages of a large university combine with the advantages of a small college.

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

## NHC IN ENGLAND

New Hampshire College has made arrangements with a number of British higher education institutions for students to study in England. Programs have been established with three institutions and others are under consideration. In the fall of 1979, NHC students took classes at North East London Polytechnic and the Dorset Institute of Higher Education (Bournemouth).

Polytechnics play a distinctive role in higher education in Britain. They were set up to complement the role of the universities by providing an alternative to traditional courses and methods. One of 30 British Polytechnics, the North East London Polytechnic was designated in 1970 and was formed from three colleges in North East London, each of which had a long history of degree and degree equivalent study. The Anglian Regional Management Centre was formed from the Management Faculty of the Mid-Essex Technical College together with the Management Staff of the three antecedent colleges. NELP is concerned almost entirely with higher education, both full time and part time. The Faculty of Business offers courses in business and economics to NHC students.

The Polytechnic of North London offers a wide range of courses in the Humanities, Social Sciences, and Natural Sciences. The Polytechnic of North London is one of the largest polytechnics in Britain as a result of the merger of North-Western and Northern Polytechnics in early 1971. It is situated within the predominantly residential area of Kentish Town, between the social and architectural contrasts of Camden Town and Highgate. The area is part of the new Greater London Borough of Camden.

Central London is minutes away and both Polytechnics benefit from the proximity of national libraries, museums and art



galleries, as well as the shopping and entertainment areas of the West End.

Dorset Institute of Higher Education is located in Bournemouth, long a summer holiday area in southern England. It has a strong program in Hotel and Restaurant management and NHC's students majoring in that field may take classes at Dorset.

### **RESERVE OFFICERS TRAINING CORPS PROGRAM**

New Hampshire College has Army and Air Force ROTC programs in cooperation with the University of New Hampshire. These programs lead to a commission as a second lieutenant. Students enrolled in either ROTC program may pursue any curriculum which leads to a baccalaureate or higher degree.

Two- and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. Two-year ROTC programs are open to students who have two academic years of study remaining.

ROTC scholarships are offered on a competitive basis by both the Army and Air Force. Entering freshmen may compete for four-year scholarships during the last year of high school. Students who are enrolled in a four-year ROTC program and two-year program applicants compete for scholarships covering their remaining academic years. Scholarships pay full tuition, all mandatory fees, and required textbooks for all courses. In addition, all scholarship recipients receive a tax-free \$100 per month subsistence allowance. Non-scholarship students in the last two years of an ROTC program also receive the tax-free \$100 per month subsistence allowance.

### **NON-DISCRIMINATION POLICY - SEX**

New Hampshire College, as required under Title IX of the Education Amendments of 1972 (Public Law 92-318), does not discriminate on the basis of sex in the educational programs or activities which it operates. The Compliance Officer under this law is Dr. Jacqueline Mara, Associate Academic

Dean, New Hampshire College, 2500 River Road, Manchester, NH, 03104, Tel: (603)-668-2211. Grievance procedures providing for the resolution of student and employee complaints are on file in Dr. Mara's office.

### **NON-DISCRIMINATION POLICY - HANDICAP**

New Hampshire College does not discriminate on the basis of handicap in admission or access to, or treatment or employment in its programs and activities. The Compliance Officer under Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) is Dean James Reynolds, New Hampshire College, 2500 River Road, Manchester, NH, 03104, Tel: (603)-668-2211.

## **STUDENT AFFAIRS**

### **STUDENT AFFAIRS PHILOSOPHY**

The department of Student Affairs is committed to a developmental model of student growth. Since students are growing beings whose needs, objectives, and goals vary individually, it is incumbent upon the college to assist each student in discovering and assessing his own goals and objectives and to provide each student with the maximum opportunity for growth within the mission of the college. It is a responsibility of the department to aid students in becoming whole and complex persons.

Areas of development about which the department is especially concerned include: courtesy, respect for others, appropriate behavior, leadership, career planning, values, responsible drinking, academic achievement, critical thinking, good health, preventive medicine, competitive sports, lifetime recreation, the ability to deal with anxiety, and social and cultural awareness.

### **ORIENTATION**

During the summer prior to admission all freshmen are required to attend a two-day orientation program which introduces them to the academic and social life of the College. During this period students have the assistance of the Student Affairs Depart-



ment, members of the faculty and administration, and upperclassmen to guide them through registration, course selection, placement examinations, and social activities.

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

The Student Affairs Department seeks to assist all students at New Hampshire College in solving both academic and non-academic problems. Its programs are geared towards a successful experience for each student. The Student Affairs Department includes academic advising, athletic facilities management, career planning and placement, counseling, health services, housing, intercollegiate athletics (including intramural sports), orientation, resident assistants, student activities, student-to-student advisors, and veterans' affairs.

**ACADEMIC ADVISING PROGRAM**

The Academic Advising Program establishes contact between students and faculty in order to assist the student in maximizing his use of all the programs and services available at the College. Each student is assigned a faculty advisor who assists in the development of the student's curriculum and provides counsel for those encountering academic difficulties. The Director of Academic Advising coordinates the advising program and serves as a general advisor for the freshman class. For incoming freshmen, there is a program of study skills development staffed by upperclass students. At orientation these student academic advisors conduct workshops on survival in college. During the academic year, they offer small group and individual study skill sessions. They are trained by and work closely with the Student Affairs staff. All freshmen are encouraged to participate in this program for the fullest possible development of their academic potential.

**ATHLETICS**

New Hampshire College supports an active

athletic program as an integral part of the educational process. Both intercollegiate and intramural competition is offered to men and women of the college community. On the intercollegiate level, men's teams are fielded in baseball, basketball, golf, ice hockey, lacrosse, soccer and tennis. Women's team offerings are basketball, field hockey, golf, softball, tennis and volleyball. Skiing and trap & skeet are coeducational teams. The Athletic Department also sponsors the cheerleading squad and the NHC pep band. New Hampshire College is a member of the National Collegiate Athletic Association, the Association for Intercollegiate Athletics for Women, the Eastern College Athletic Conference and the New England College Athletic Conference.

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

Recreational courses available at New Hampshire College include ballet, jazz dance, aerobics, martial arts, yoga, scuba diving, snorkeling, figure skating, power skating, swimming and senior lifesaving. The College also sponsors recreational activities including weight-lifting, cross-country skiing, snowshoeing, cross-country running and swimming meets.

**ATHLETIC FACILITIES**

The College has two gymnasiums (one has a wooden floor with a seating capacity of 2,500, one has a synthetic surface with seating capacity of 1,000 and a stage to accommodate a variety of college activities), a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a weight room equipped with a Universal Gym system, a mirrored exercise/dance room, a training room, an





## 8

equipment room, an Outing Club room, several locker rooms, team rooms and meeting rooms.

Outdoor athletic facilities include a 200' x 85' lighted, artificially-refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields. In addition, cross-country ski trails are cut throughout the campus.

### **CAREER PLANNING AND PLACEMENT**

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

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

The College does not guarantee employment to its graduates, but the chances for employment are enhanced if the student begins career planning early in the undergraduate years.

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

Career Planning Seminars are offered each semester to aid interested undergraduates in finding their ultimate career goals.

The office library contains books, magazines, newspapers, brochures, applications, and annual reports. In addition, there is a large collection of directories, resume outlines, and government statistics.

### **COUNSELING**

The primary aim of counseling is to assist each individual who asks for help to resolve a problem and develop a skill at problem solving. The Counseling Office provides the services of a trained counselor. Students are encouraged to discuss their personal concerns with the counselor.

### **HEALTH CENTER**

The Health Center is open daily from 8:00 a.m. to 5:00 p.m. Monday through Friday during the academic year. Nurses are on duty to assist students and provide care for inpatients as well as outpatients. Nurses are on call during the weekend.

Outpatient services include first aid and care for minor health problems. Whenever necessary, students will be referred to a local physician. Upon the physician's recommendation, a student will be admitted as an inpatient to either the Health Center or to a nearby hospital. Students who do not live in college dormitories will be charged \$3.00 per day for inpatient care in the Health Center.

### **VETERAN AFFAIRS**

The principal service center for veterans and eligible dependents is provided by the Office of Veteran Affairs. The office is established to advise veterans of the many services available to them, such as tutorial assistance programs, guidance, referrals, VA work-study positions, financial aid, and other benefits to which they may be entitled. It is important that all veterans acquaint themselves with this office so that it can accommodate the needs of the student veteran.

### **HOUSING**

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

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

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

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

Any questions relating to the residence program should be directed to the Director of Housing or the Dean of Student Affairs.

### **RESIDENT ASSISTANTS**

Adjusting to college living is not always an easy experience. Realizing this, the College has staffed its living centers with Resident Assistants. They are upperclass students who are selected and trained to be of assistance to resident students. Their responsibility is to promote the well-being of students by providing a positive living experience. They do this by advising, counseling, referrals, and assisting in any other way they may help students. Students are encouraged to acquaint themselves with their Resident Assistant and to ask them any questions they may have.

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

### **STUDENT ACTIVITIES**

- Student programs from Bach to Rock
- Fraternities and sororities
- Special interest clubs
- Religious organizations
- Humanities series
- Film series
- Video series
- Arts and crafts
- Entertainment Series
- Student Life Center, housing a Hobby Shop, Video Beam Lounge and Theatre and Game room.
- Health Series

## STUDENT ORGANIZATIONS

### STUDENT GOVERNMENT ASSOCIATION

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

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

### STUDENT PUBLICATIONS

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

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

### CHEERLEADERS

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

### FRATERNITIES AND SORORITIES

Through membership in social fraternities and sororities students often make 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 sorority; Phi Omega Psi sorority; Kappa Sigma fraternity, Lambda-Mu Chapter; and Alpha Phi Omega, Omega Nu Chapter; and Alpha Phi sorority.

### SPECIAL INTEREST FRATERNITIES

New Hampshire College has chapters of various special interest and honorary fraternities. The College honor society is Delta Mu Delta, the National Academic Honor Fraternity. NHC also has the Omega Nu Chapter of Alpha Phi Omega, a co-ed service fraternity. Pi Omega Pi, the National Business Education Honorary Fraternity also has a chapter on the New Hampshire College campus.

### I.F.C.

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

### NEWMAN STUDENT COMMUNITY

The goals of the N.S.C. are to form a Christian Community on the campus through the Liturgy, and to participate with all other faiths on campus in ecumenical activity through the presentation of lectures, 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 student should be enrolled in the secretarial course of study and must maintain a 2.00 average.

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

### **BOWLING LEAGUE**

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

### **SHOOTING DEVELOPMENT CLUB**

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

### **CHESS CLUB**

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

### **SPECIAL EVENTS COMMITTEE**

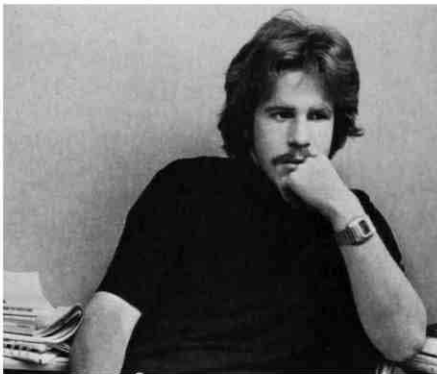
This group plans and facilitates the fall, winter, and spring weekend concerts and festivals. Membership is open to all.

### **MARKETING CLUB**

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

### **HUMANITIES COMMITTEE**

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



### **DRAMA CLUB**

The Drama Club gives students who are interested in drama, either for viewing or participating, an opportunity to be a part of this art form. Throughout the year the club presents one-act plays, full-length productions, and musicals, sometimes in the form of dinner/theatre. Various trips are also planned to see professional productions in Boston and New York City.

### **R.A.P. (RESPECT-AWARENESS-PRIDE)**

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

### **VETERANS CLUB**

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

### **ARTS AND CRAFTS**

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

### **WNHC RADIO STATION**

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

### **HILLEL CLUB**

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

### **ORGANIZATION OF INTERNATIONAL STUDENTS (O.I.S.)**

This organization brings together the special needs of international exchange students within our campus community. They host numerous activities, among which are international discussion groups, parties, and food-cultural festivals.

### **OUTING CLUB**

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

### **COFFEE HOUSE COMMITTEE**

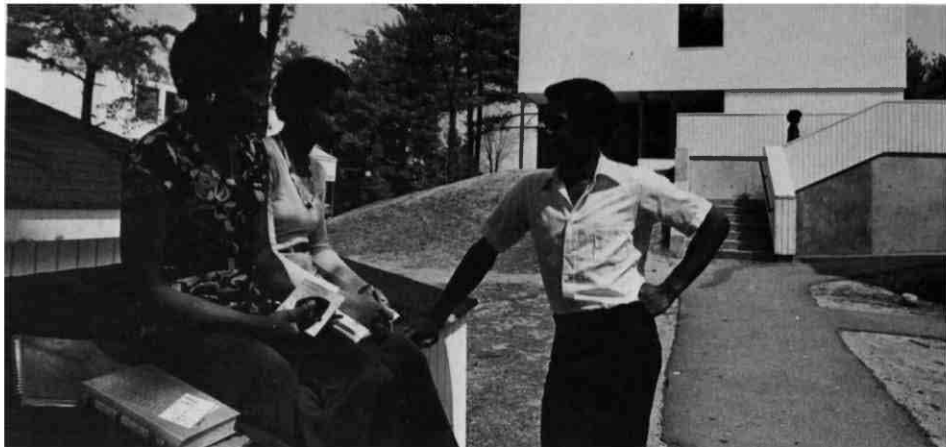
This group, open to all students, hosts a varied series of night club-cabaret functions. They promote excellent music, comedy, magic, and numerous other types of entertainment in a mature, comfortable, and varied style.

The College also has seventeen other multi-interest groups open to all. In addition, the college hosts numerous academically affiliated clubs.



---

## ACADEMIC INFORMATION



## 14



### ACADEMIC SUPPORT SERVICES

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

#### HARRY A.B. AND GERTRUDE C. SHAPIRO LIBRARY

New Hampshire College is served by the Shapiro Library located near the center of the campus. The constantly expanding collection contains approximately 58,000 volumes, 3,500 reels of periodicals and newspapers on microfilm, and 20,000 company financial and annual reports on microfiche. The library receives over 750 magazines and journals and subscribes to various business, tax and financial services. Collection development is aimed at meeting the highly specialized research needs of undergraduate and graduate level business students. Variety in seating in the form of carrels, open tables, and lounge areas is provided to afford group study as well as individualized study. Several conference rooms are also available for group projects. Professional librarians provide research assistance and instruction in the use of library resources.

The library features an art gallery which offers monthly exhibits of New Hampshire

artists. A separate, but functionally integrated wing of the library building contains a 150 seat studio theatre and the Audio-Visual section. The latter houses recordings, video tapes, cassettes, films, and audio-visual listening carrels. A wide range of portable A-V equipment is available for students' and professors' use in classroom instruction. Original video tapes and student programs are produced with the assistance of a professional coordinator of Audio-Visual services. The studio is the broadcast point for Channel 13, the College's closed circuit television system.

#### READING AND COMMUNICATIONS CENTER

The College maintains a Reading and Communications Center staffed by two full-time faculty members plus additional tutoring faculty as needed. Programs are available to all students desiring to improve reading and study skills such as comprehension and retention, critical reading, speed reading, vocabulary building and note taking. Students who experience difficulties with texts or other books are encouraged to obtain individual aid. Help with written language is also available on an individual basis. Students for whom English is a second language are offered intensive instruction.

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

## COMPUTER CENTER

The New Hampshire College Computer Center is an academically oriented, primarily student-operated area. It is presently equipped with an IBM System 3, Model 15D and has a 3340 disk system with multi-programming and directly attached 3741 (floppy disk). This is a 160K machine with 6 CRT's for teleprocessing capabilities. Portable terminal capability allows access to other major facilities within the state.

## INTERNSHIP

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

## DOMESTIC INTERNSHIPS

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive three to 12 credits for a work place learning experience. Participants must be in good academic standing, and receive approval from the Department Chairman and the Director of Cooperative Education before acceptance into the program. All candidates are also interviewed and screened by the prospective employer who makes the actual selection of the intern. The college maintains a working relationship with current and potential intern employers, both within New Hampshire and throughout the United States. Students are also encouraged to develop business contacts that will assist them and the College in developing new work stations.

As with regular classroom credits, students will be assessed the standard tuition charge for credits received during internships.

## FOREIGN INTERNSHIPS

Students pursuing marketing, retailing or fashion merchandising programs of study have the opportunity to participate in a 6-week 3-credit, summer internship. Coordinated by New Hampshire College, and used by 2 and 4-year colleges throughout the country, the goal of this program is to bring the real world of international distribution to American students.

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

Current opportunities exist in Germany, Denmark, England, France, and Hong Kong.

**EDUCATION/TRAINING RESOURCE CENTER**

The Education/Training Resource Center has been established to assist the College in relating to the needs of its community in a period of rapid change. Its programs are composed of seminars, conferences, and short, non-credit courses designed to service specific needs. Working closely with local businesses, trade associations, and professional societies, as well as government agencies and community organizations, Education/Training Resource Center offers meaningful training experiences at the College's modern facilities or at client locations. Supplementing the New Hampshire College faculty with state-of-the-art business and government practitioners, Education/Training Resource Center provides timely training that meets the unique needs of our community.

**UPSTART**

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

**PROJECT AHEAD**

Project Ahead is a cooperative plan designed to help active duty personnel of the U.S. Armed Forces work toward a college degree. To qualify as a Project Ahead student, an applicant must qualify for military service and meet the requirements for admission to New Hampshire College. If qualified, the College staff will counsel a Project Ahead student prior to the start of active duty and will maintain an academic file on him/her. While in the service, a Project Ahead student can take courses at any approved college providing that the course is first approved by New Hampshire College. After discharge, the veteran may continue studies at New Hampshire or may have a transcript sent to any other college.

**CONTINUING EDUCATION**

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

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

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

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



## CONTINUING EDUCATION CENTERS:

NHC - Portsmouth Center  
10 Vaughn Street

Portsmouth, NH 03801

(603) 436-2831 or 436-2840

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

NHC - Salem Center  
151 Main Street

Salem, NH 03079

(603) 893-3598 or 893-9600

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

NHC - Manchester Center  
2500 North River Road

Manchester, NH 03104

(603) 668-2211

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

NHC - Laconia Center

345 Union Avenue

Laconia, NH 03246

(603) 524-3527 or 524-3554

- General Management - AS and BS
- Techni-Business - BS

NHC - San Juan Center

P.O. Box 1368

Hato Rey, Puerto Rico 00919

1-809-763-7655

- General Management - BS

NHC - Roosevelt Roads Center

P.O. Box 602, U.S. Naval Station

Ceiba, Puerto Rico 00635

1-809-863-2000 Ext. 5598

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

## ACADEMIC STANDARDS AND REGULATIONS

### ATTENDANCE

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

Attendance is required in all courses. Excessive absences may result in failure or dismissal. More than three absences may be considered as excessive. Attendance is especially required in all freshman-level courses.

Each student is responsible for all assignments and class work regardless of attendance requirements. Faculty office hours have been established to provide extra class assistance for students. These faculty office hours are not intended to make up missed class time.





## 18

### WITHDRAWAL FROM CLASS

A student may withdraw from a course at any time before the end of the tenth week of the semester. If the withdrawal occurs within the first eight weeks of a semester, the withdrawal grade will be "W"; thereafter, the grade will be "WP" or "WF".

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

### WITHDRAWAL FROM NEW HAMPSHIRE COLLEGE

A student may withdraw from the College by obtaining a withdrawal form from the Dean of Student Affairs and obtaining all necessary signatures. Failure to file a withdrawal form with the Dean will result in the automatic recording of F grades in all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received.

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

Activity cards must be returned when withdrawing from the College.

### PRIVACY OF STUDENT RECORDS

The policy and procedures concerning the privacy of student records maintained by New Hampshire College are in large measure governed by the Federal Family Education Rights and Privacy Act.

Except in the few instances stated in the college's policy, no one will have access to a student's record without the written consent of the student concerned. One exception provides that parents have a right to view and have copies of materials in their child's education record without their child's

consent, providing the child is dependent upon the parents for federal income tax purposes.

### GRADING SYSTEM

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

GRADE		QP
A	Excellent	= 4
B	Good	= 3
C	Fair	= 2
D	Passing	= 1
F	Failing	= 0
S	Satisfactory	= 0
U	Unsatisfactory	= 0
CR	Credit	
AU	Audit	
W	Withdrew	
WP	Withdrew Passing	
WF	Withdrew Failing	
T	Transfer Credit	
I	Incomplete	

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

Accounting 1

3 Credits X A (4) = 12 QP

English 10

3 Credits X B (3) = 9 QP

MA 10

3 Credits X C (2) = 6 QP

MIS 20

3 Credits X D (1) = 3 QP

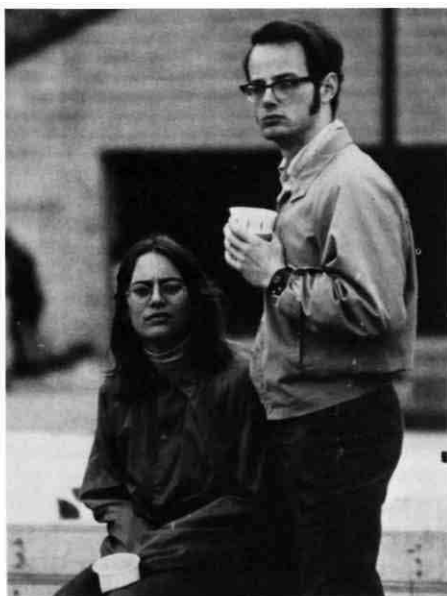
History 9

3 Credits X F (0) = 0 QP

15 Credits

30 QP

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



## ACADEMIC REVIEW

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

The office of the Academic Dean and the Dean of Student Affairs will be responsible for working with students in academic difficulty.

Courses taken at other colleges during the period in which a student is academically dismissed will normally not be considered for transfer, if a student is later readmitted. Questions concerning this regulation should be referred to the Registrar.

## ACADEMIC RENEWAL

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

- It must be approved by the Committee on Scholastic Standing.
- It may be granted only once to a student.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.
- A minimum of 33 credits must be completed at New Hampshire College after renewal is granted. All academic regulations are the same as those for transfer students.

## INCOMPLETES

Faculty members may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an F, if work is not completed.

## REPEATING COURSES

A student may repeat any course once for credit. A student who fails a course will want to or need to repeat the same course. In such an instance, the first grade will not be computed into the total grade point average (GPA); instead, the second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade.



## DISMISSAL

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

## PETITION FOR READMISSION

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

## TRANSFER CREDITS

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

## STUDENT EXCHANGE COURSES

New Hampshire College students are eligible to take courses at NHCUC member institutions during the regular academic year. Courses must be approved by the Registrar and are subject to a space-available basis. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts and grades are computed into the NHC average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Franklin Pierce College, Keene State College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm's College, the University of New Hampshire, and Daniel Webster 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 a specific program of study in order to receive a degree.

## ACADEMIC HONORS

### PRESIDENT'S LIST AND DEAN'S LIST

At the close of each semester at New Hampshire College the Registrar publishes two lists of students who have achieved a certain standard of academic excellence during the semester's work. Students who have earned a minimum grade point average of 3.50 for the semester are named to the President's List, the highest academic honor at the College. Students who have earned a minimum grade point average of 3.00 but less than 3.50 for the semester are named to the Dean's List.



### DELTA MU DELTA

The New Hampshire College Honor Society is the Gamma Nu Chapter of Delta Mu Delta, a national honorary society in business administration. The purpose of the society is to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects. Student membership must be selected from the top twenty percent of their total class in cumulative grades. Membership is restricted to business or commerce students of good character, day or evening division, who are candidates for the Baccalaureate degree, who have completed at least one half of the work required, and who have achieved an average qualitative grade record of 3.2.

### PI OMEGA PI

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

### GRADUATION WITH DISTINCTION

#### DEGREE OF BACHELOR OF SCIENCE

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

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

#### DEGREE OF ASSOCIATE IN SCIENCE

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

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

### GOLD KEY AWARD

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

## PROGRAMS OF STUDY

---





## **MASTER OF BUSINESS ADMINISTRATION PROGRAM**

### **HISTORY AND ACCREDITATION**

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

awarding of the degree of Master of Business Administration.

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

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

### **OBJECTIVES**

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

- To provide individuals with advanced academic work in the field of business and management education.
- To provide individuals with a graduate program that is oriented toward a pragmatic study of business and management education.
- To provide individuals with a program that will prepare them for management positions in profit and non-profit institutional units in society.
- To provide individuals with an opportunity to develop a capacity for self-directed study and professional growth.
- To provide individuals with a program that has, as its core, a broad-base exposure to the general concepts of management and allows for specialization in an area of interest.
- To provide individuals employed full-time who have an undergraduate degree in business an opportunity to secure graduate business education on a part-time basis in the evening



## ADMINISTRATION

The Associate Academic Dean is the Director of the Graduate Program. The Graduate Committee sets policies and procedures for the graduate programs of the College. It is comprised of two members of the Department of Management Arts and one member of the five remaining departments, all being elected by the Council for Academic Affairs. Other members are the Associate Academic Dean, the Director of Continuing Education and student and business representation to be determined by the Graduate Committee. Co-chairmen are the Associate Academic Dean and another member elected by the committee.

## ADMISSION TO THE PROGRAM

### GENERAL REQUIREMENTS

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

- Possession of a baccalaureate or higher degree from an accredited institution.
- Admission in good standing is based upon an overall undergraduate grade-point-average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work. The Graduate Management Admission Test is required, but no minimal score has been determined.

- Requirements for admission on limited status are the same as those for good standing admission except that persons may be admitted on provisional status who have undergraduate grade-point-averages below 2.49 (4.0 basis) for all undergraduate work completed. This provisional status may be removed and the student admitted in good standing to the program if he/she achieves an overall B (3.0) average in the first nine credits of the MBA program.
- Unclassified Students — Students who have not been accepted into the MBA program may enroll in a course as an unclassified student. A student must be accepted into the MBA program in order to use this credit as part of his or her degree requirements. A maximum of six credits earned as an unclassified student may be used toward the MBA degree.

### TRANSFER OF CREDIT

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

- The credits must be from an accredited institution and be of graduate level. The student must have earned a grade of B or better in each course to be transferred.



- The credits must be applicable to the MBA program at New Hampshire College.
- A maximum of six semester hours of credit may be accepted.
- The credits must have been earned within a five year period prior to the student's admission.
- No credit for correspondence courses will be accepted.
- A minimum of 27 semester hours of graduate credit must be earned at New Hampshire College.

#### GRADUATE MANAGEMENT ADMISSION TEST

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

#### MBA BACKGROUND REQUIREMENTS

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

Prerequisite Courses	CREDITS
Accounting	6
Economics	6
Mathematics	6
Business Law	3
Computer Data Processing	3
Business Organization	3
Marketing	3
Finance	3
Statistics	3
<b>Total prerequisite credits</b>	<b>36</b>

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

**MBA PREREQUISITES/CLEP**

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

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

Questions regarding CLEP may be directed to Mr. Richard France, Registrar and CLEP Administrator at New Hampshire College (603/668-2211). New Hampshire College is Test Center #3649. There is a fee for each CLEP examination.

**Prerequisites**

Accounting  
Economics  
Business Law  
Computer Data Processing

Mathematics  
Business Organization  
Marketing  
Finance  
Statistics

**CLEP Exam**

Introductory Accounting  
Microeconomics and Macroeconomics (2 tests)  
Introductory Business Law  
Computers and Data Processing or Computer  
Programming - Elem FORTRAN  
Mathematics (General Exam)  
Introduction to Business Management  
Introductory Marketing  
Money and Banking  
Statistics

**CALENDAR****ACADEMIC YEAR 1979-1980**

Term I	Sept. 10, 1979-Nov. 30, 1979
Term II *	Dec. 3, 1979-March 7, 1980
Term III	March 10, 1980-May 30, 1980
Term IV	June 2, 1980-Aug. 22, 1980
*Holiday break	Dec. 24, 1979-Dec. 31, 1979 (Classes resume Monday, Jan. 7, 1980)

**CLASS MEETING TIMES**

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

## LOCATION OF MBA CENTERS

## MANCHESTER

New Hampshire College  
2500 North River Road  
Manchester, NH 03104  
MBA Office, Manchester Campus  
(603)668-2211 Ext. 155

## SALEM

New Hampshire College  
151 Main Street  
Salem, NH 03079  
Mr. Carlos Barradas  
Associate Director  
Tel. 603/893-3598 or 603/893-9600

## NASHUA

Sanders Associates, Inc.  
Advanced Education  
95 Canal Street  
Nashua, NH 03060  
(Contact Mr. Barradas, Salem Center)

## CONCORD

Concord YMCA  
Walker St. Extension  
(Contact MBA Office, Manchester Campus)

## PORTSMOUTH

Pease Air Force Base  
Portsmouth, NH 03801  
Portsmouth Senior High School  
Alumni Drive  
Portsmouth, NH 03801  
(Contact Dr. Cletus Kohake, Associate  
Director  
10 Vaughn Street  
Portsmouth, NH 03801  
Tel. 603/438-2831)

## PUERTO RICO

New Hampshire College  
P.O. Box 1368  
Hato Rey, Puerto Rico 00919  
Associate Director  
809/754-1632

## AVAILABILITY OF MBA COURSES

## MANCHESTER

- Core courses
- Specialization in management
- Specialization in accounting

## SALEM AND NASHUA

- Core courses
- Specialization in management

## CONCORD

- Core courses
- Specialization in management

## PORTSMOUTH

- Core courses
- Specialization in accounting
- Specialization in management

## PUERTO RICO

- Core courses
- Specialization in management

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

## ACADEMIC POLICES

### STUDENT EVALUATION

It is expected that each student will maintain at least a 3.0 (4.0 basis) average in all graduate work attempted. A maximum of six semester credits of C grades are allowed in the student's overall program. Any student failing to maintain a satisfactory average will be referred to the Committee on Scholastic Standing to determine whether or not he/she should be permitted to continue in the program. A student may withdraw from a course any time prior to the final exam with approval of the professor. Any student dismissed from the MBA program may petition the Committee on Graduate Studies to be reconsidered.

### GRADING SYSTEM

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

#### Point Value

A	= 4.00
A -	= 3.66
B +	= 3.33
B	= 3.00
B -	= 2.66
C +	= 2.33
C	= 2.00
F	= 0
W	(Withdrawal)
I	(Incomplete)

#### NOTE:

All grades are computed in the cumulative grade point average.

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

Graduate course #1:

$$3 \text{ credits} \times A \ (4.00) = 12.00 \text{ points}$$

Graduate course #2:

$$3 \text{ credits} \times B + \ (3.33) = 9.99 \text{ "}$$

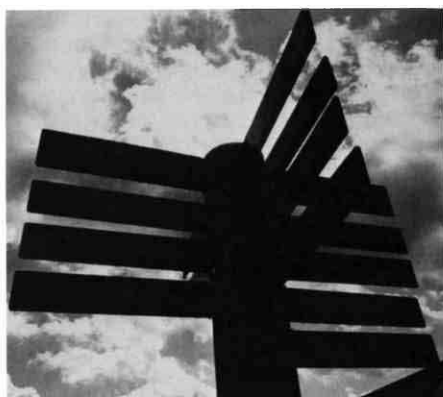
Graduate course #3:

$$3 \text{ credits} \times B \ (3.00) = 9.00 \text{ "}$$

Graduate course #4:

$$3 \text{ credits} \times C + \ (2.33) = 6.99 \text{ "}$$

$$12 \text{ credits} \qquad 37.98 \text{ points}$$



$$37.98 \text{ points divided by } 12 \text{ credits} = 3.165 \text{ GPA}$$

### WITHDRAWALS

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

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

### INCOMPLETES

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

### GRADUATION REQUIREMENTS

- Completion of all required MBA courses (minimum of 33 semester hours).
- Minimum overall grade-point-average of 3.0 (4.0 basis) with no more than two "C" grades.
- All degree requirements must be completed within eight years from the date of admission. An extension of time requires



action of the Committee on Graduate Studies and will have to be based on good cause.

## EXPENSES

### TUITION AND FEES

Cost per course	\$270
Parking fee	5
Graduation fee	30
Transcript fee	1

### BOOKS AND SUPPLIES

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

### DEFERRED PAYMENT PLAN

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

### VETERANS' BENEFITS

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

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

### REFUND OF TUITION

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

## COURSE REQUIREMENTS

### GRADUATE DISCIPLINE IN MANAGEMENT

#### Graduate Core (required)

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

#### Required Courses

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

#### Optional Courses (elect three)

- Graduate business management electives
- Graduate accounting electives

## GRADUATE DISCIPLINE IN ACCOUNTING

**Graduate Core (required)**

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

**Required Courses**

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

**Optional Courses (elect two)**

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

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

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

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

**THESIS OPTION**

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

available from the Director of Graduate Studies.

**COURSE DESCRIPTIONS****GR 200 • Managerial & Financial Accounting**

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

**GR 202 • Research Methods in Business**

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

**GR 203 • Financial Reporting I**

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

**Prerequisite:**

GR 200 Managerial & Financial Accounting





### GR 204 • Budgeting and Cost Accounting

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

#### Prerequisite:

GR 200 Managerial & Financial Accounting

### GR 205 • Financial Reporting II

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

#### Prerequisite:

GR 203 Financial Reporting I

### GR 206 • Auditing

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

#### Prerequisite:

GR 205 Financial Reporting II

### GR 207 • Federal Taxes

The objective is to learn the most frequently applied provisions of the income tax law, be familiar with original source materials, and learn the importance of tax planning in financial matters. During the course, the following income tax returns will be prepared: 1) Individual income tax return for the proprietor of a small business, 2) Corporation, 3) Partnership, and 4) Subchapter S Corporation.

#### Prerequisite:

GR 200 Managerial & Financial Accounting

### GR 220 • Organization Behavior and Development

A systematic analysis of theories, research and practice from the three characteristics common to organizations: behavior, structure and process. The course examines the psychological, sociological and cultural makeup of people through such recent subject matter approaches as intergroup behavior and conflict, organization climate, personal stress, alternative work schedules, team building, and normative versus contingency approaches to leadership/management. Students develop deeper insights and understanding of individual, group and organizational decision-making, communications, quality of work life, growth patterns, management of stress within a business and organization performance or effectiveness.

### GR 221 • Quantitative Analysis in Business

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

### GR 223 • Institutional Economics

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

### GR 224 • Marketing Strategy

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



## 32

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

Business activity occurs in an environment of interaction among business firms, employee and public interests, and government activity. This responsiveness is enhanced by the pluralist nature of our society. Consequently, business activity is subject to demands placed upon it by both the public as well as government. How businesses respond to such demands, generally and specifically, is considered by reference to current periodical literature as well as text material. Classes are conducted in seminar form.

### **GR 226 • Small Business Management and Entrepreneurship**

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

### **GR 227 • Personnel: The Management of Human Resources**

This course is designed to develop more effective managers and staff specialists who may work directly in people management functions. Examines what is, can be and should be done to make people more productive and more satisfied with their working lives. Includes consideration of such areas as recruitment and selection, training, career development, compensation, collective bargaining and affirmative action. Readings and case studies are drawn from a cross-section of private (business), public (government) and third (health, non-profit, education) sector settings of various sizes.

### **GR 228 • Business Policy**

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

on proper written and oral communications of experience, research findings, and current topical material.

### **GR 229 • New Organization Structures, Change, and Process Consultation**

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

#### **Prerequisite:**

GR 220 Organization Behavior & Development  
GR 240 Management Information & Control Systems

### **GR 230 • Production and Operations Management**

The nature of production, both job order and continuous process, is explored in this course. The major topics of standards, capacity, scheduling, inventory, and control are addressed through the use of case studies. Both qualitative and quantitative methods are utilized in case solutions.

### **GR 231 • Seminar in Interpersonal Behavior**

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

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

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

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

In addition to reviewing the foregoing and giving recommended readings, this course at the

graduate level will: 1) require the class as a whole to develop a one year forecast for the United States economy on a sectoral basis; and 2) require each individual student to develop the cycle of a particular business or industry and a one year forecast for that business or industry.

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

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

#### **GR 234 • The Multinational Corporate Environment**

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

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

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

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

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

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

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

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

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

#### **GR 238 • Multinational Marketing**

This course focuses on the techniques needed for successful marketing operations abroad. It will introduce and develop global marketing concepts such as importing and exporting procedures; differences in host-country channels of distribution; international research and promotion problems; legal conflict areas; and international marketing strategy.

#### **GR 239 • Financial Management**

This course is designed to familiarize the graduate student with financial decision making under real world considerations of risk and uncertainty. Emphasis is placed on understanding the roles and functions of financial institutions, the functioning of money and capital markets, the financing of the firm (capital structure) and the allocation of funds within the firm.

#### **GR 240 • Management Information and Control Systems**

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

---

**33**

#### **GR 242 • System Dynamics**

Modern managers must ply their trade in increasingly complicated organizations - corporations, hospitals, school systems, and/or governmental agencies. In a day and age when traditional methods of management frequently produce unanticipated and counterintuitive results, a "new look" at management is needed. System Dynamics is an approach which forces the manager to view the system being studied from a holistic vantage point. The course introduces the student to the fundamentals of causal-loop diagramming, principles of System Dynamics flow diagramming, equation writing, programming in the DYNAMO language, and testing policies and structural changes to the system via computer-based simulation models. Students work on simple models as group exercises, graduating to the development of a more complex model of a management problem of particular interest to each individual student.

#### **GR 251 • Multinational Corporate Management**

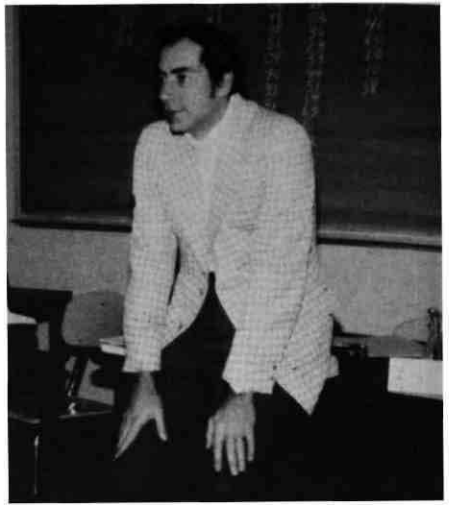
This course is an analysis of international similarities and differences in management functions, processes, structures, and factors as related to the cultural, political, economic, and physical dimensions of a host country. Problems and policies involved with organization, evaluation, personnel staffing and control of foreign operations as well as operating strategies are studied. The course should aid the student in developing knowledge, attitudes, and skills which lead to effective intercultural management of international business activities.

#### **GR 252 • Multinational Corporate Finance**

This course is an analysis of problems affecting the flow of funds of the multinational firm and their effect on the capital and asset structure of the firm. Methods of foreign project risk evaluation are examined. Budgeting in inflation, devaluation, reevaluation and foreign exchange controlled environments is studied.

#### **GR 253 • Multinational Accounting**

This course is a study of the diverse accounting practices employed by different countries, their courses and their effect on the interpretation of financial statements. Current issues in transnational consolidation and management information systems are examined.



# 34

## ACADEMIC WORKSHEETS - MBA DEGREE

### Business Management Specialization

#### Core Courses

<b>GR 200</b>	Managerial & Financial Accounting	<u>3</u>
<b>GR 202</b>	Research Methods in Business	<u>3</u>
<b>GR 220</b>	Organization Behavior & Development	<u>3</u>
<b>GR 221</b>	Quantitative Analysis in Business	<u>3</u>
<b>GR 228</b>	Business Policy	<u>3</u>
<b>GR 240</b>	Management Information & Control Systems	<u>3</u>
		18

#### Required Courses

<b>GR 224</b>	Marketing Strategy	<u>3</u>
<b>GR 225</b>	Business, Government & the Environment	<u>3</u>
		6

#### Electives

##### Select Three Courses

Graduate business management electives	
Graduate accounting electives	<u>9</u>
<b>Total Credits</b>	<b>33</b>

### Accounting Specialization

#### Core Courses

<b>GR 200</b>	Managerial & Financial Accounting	<u>3</u>
<b>GR 202</b>	Research Methods in Business	<u>3</u>
<b>GR 220</b>	Organization Behavior & Development	<u>3</u>
<b>GR 221</b>	Quantitative Analysis in Business	<u>3</u>
<b>GR 228</b>	Business Policy	<u>3</u>
<b>GR 240</b>	Management Information & Control Systems	<u>3</u>
		18

#### Required Courses

<b>GR 203</b>	Financial Reporting I	<u>3</u>
<b>GR 204</b>	Budgeting & Cost Accounting	<u>3</u>
<b>GR 205</b>	Financial Reporting II	<u>3</u>
		9

#### Electives

##### Select Two Courses

<b>GR 206</b>	Auditing	
<b>GR 207</b>	Federal Taxes	
Graduate Management Elective Courses		<u>6</u>
<b>Total Credits</b>		<b>33</b>

## THE BACHELOR OF SCIENCE DEGREE

### DEPARTMENT OF ACCOUNTING

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

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

### ACCOUNTING CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Advanced Accounting (Acct. 5 & 6)	6
Cost Accounting (Acct. 7 & 8)	6
Auditing Principles (Acct. 11)	3
Federal Taxation I (Acct. 15)	3
Institutional Accounting (Acct. 22)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3
Financial Policy and Decision Making (Fin. 35)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3

Production Management Control or Production Management Techniques (MA 30 or MA 35)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming or FORTRAN IV or RPG II (MIS 22 or MIS 24 or MIS 26)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Free Elective	3
	129

**NOTE:** An accounting internship (3 credits) may be taken in place of the Free Elective.

### MANAGEMENT ADVISORY SERVICES

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

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

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

MANAGEMENT ADVISORY SERVICES CURRICULUM

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
File Concepts (MIS 28)	3
Systems Hardware and Software (MIS 30)	6
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Advanced Accounting (Acct. 5 & 6)	6
Cost Accounting (Acct. 7 & 8)	6
Auditing Principles (Acct. 11)	3
Federal Taxation I (Acct. 15) (optional)	(3)
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3
Financial Policy and Decision Making (Fin. 35)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Production Management and Control (MA 30)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Logic Language and Argumentation (Phil. 14)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
	129-132

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

With the advent of the technological revolution has come the phenomenon of the "information explosion." Business leaders have been hard pressed to cope with this rapidly expanding supply of data. Management's realization that effective and efficient information is the key to decision-making in organizations has led to the development of Management Information Systems. They are the vehicles used by successful managers in their prime task: that of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and can best be accomplished by using integrated, contemporary, highly

automated information processing systems and concepts.

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



**MANAGEMENT INFORMATION  
SYSTEMS CURRICULUM**

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Systems Practicum II (MIS 29)	3
Systems Hardware and Software (MIS 30)	6
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20 or Fin. 35)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Production Management and Control (MA 30)	3
Production Management Techniques (MA 35)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
Free Electives	12
	129

**NOTE:** Management Information Systems Internship may be taken in place of Systems Practicum I and one liberal arts elective.

**DEPARTMENT OF BUSINESS  
EDUCATION/OFFICE ADMINISTRATION**

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

**ADMISSION TO THE BUSINESS  
EDUCATION PROGRAM**

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

- Have accumulated a minimum of 63 hours of credit.
- Have an accumulated grade-point-average of at least 2.50
- Demonstrate the personal and social fitness necessary for success as a teacher.
- Have the physical and mental capabilities for success in the teaching profession.
- Display competency in oral and written communications.

**REQUIREMENTS FOR MAJOR IN  
BUSINESS EDUCATION**

In addition to those courses specified in the business education curriculum, each student majoring in business education must prepare to teach in those areas required to meet the certification he or she is seeking. All students must be prepared in Area 1, Typing and Office Practice.

- Comprehensive Business Education (required)
  - 6 credits in a second area
  - 3 credits in a third area
  - 3 credits in a fourth area
  - 3 credits in a fifth area
- Accounting Business Education (required)
  - 9 credits in Area 2
  - 3 credits in a third area
  - 3 credits in a fourth area
- Secretarial Business Education (required)
  - 9 credits in Area 3
  - 3 credits in a third area
  - 3 credits in a fourth area
- Distributive Education (required)
  - 9 credits in Area 4
  - 3 credits in a third area
  - 3 credits in a fourth area

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

**AREA 1**

Typing and Office Practice  
(Three of the following courses, including Office Procedures)

- Typing 1
- Typing 2
- Typing 3
- Office Procedures

**AREA 2**

Accounting  
(Choose from the following courses)

- Intermediate Accounting
- Cost Accounting
- Advanced Accounting

**AREA 3**

Secretarial  
(Choose from the following courses)

- Shorthand 1
- Shorthand 2
- Shorthand 3
- Office Simulation

**AREA 4**

Distribution  
(Choose from the following courses)

- Principles of Retailing
- Sales
- Introduction to Marketing
- Consumer Behavior
- Principles of Advertising
- Retail Sales Promotion

**AREA 5**

Management Information Systems  
(Choose from the following courses)

- Introduction to Systems
- COBOL Programming
- FORTRAN IV

**AREA 6**

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

- Business Law (MA 7)
- Risk and Insurance
- Social Environment of Business
- Introduction to Marketing

## **BUSINESS TEACHER EDUCATION CURRICULUM**

<b>Course Title</b>	<b>Credits</b>
Evaluation, Measurement & Testing (Ed.5)	3
Introduction to Education (Ed. 10)	3
Educational Psychology (Ed. 14)	3
Principles of Business Education (Ed. 18)	3
Internship (Ed. 20)	3
Student Teaching (Ed. 30)	15
Methods Courses (see Note 1, below)	9-12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Typing	6
Office Procedures (SS 20)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Introduction to Psychology (Psych. 8)	3
Human Growth and Development (Psych. 11)	3
Individual Differences & Special Needs (Psych. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	15
Area (Business) Electives	15
Free Electives (see Note 2, below)	0-3
	129-130

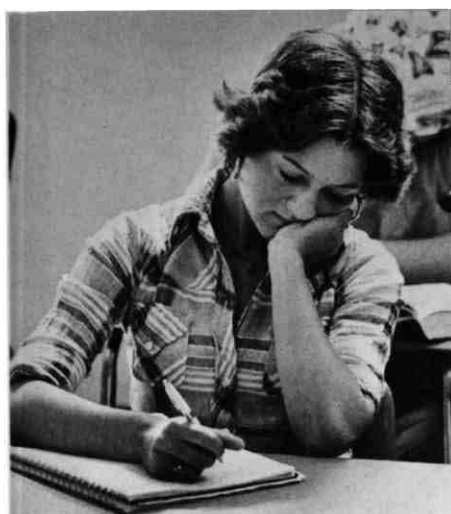
**NOTE 1:** Two methods courses, Bookkeeping and General Business (ED 13) and Distributive Education (ED 17) are three credit courses; three methods courses, Cooperative Education (ED 15), Typing and Office Practice (ED 12), Shorthand and Word Processing (ED 16) are two-credit courses. Four methods courses are required of all majors.

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

### **OFFICE ADMINISTRATION**

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





## OFFICE ADMINISTRATION CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Word Processing (SS 22)	3
Office Administration (SS 23)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (MKT. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Shorthand Elective	3
Liberal Arts Electives	27
Free Electives	18
	129

**NOTE:** Secretarial Science Internship (6 credits) may be taken in place of two free electives.

## DEPARTMENT OF MANAGEMENT ARTS/ECONOMIC SCIENCES

### GENERAL MANAGEMENT

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

## GENERAL MANAGEMENT CURRICULUM

Course Title	Credits
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Management Decision Making (MA 20)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Elementary Accounting (Acct. 1 & 2)	6
Management Accounting (Acct. 14)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Managerial Economics (Fin. 12)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20 or Fin. 35)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Business Electives	24
Free Elective	3
	129

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

### ECONOMICS/FINANCE

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

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



# 40

## ECONOMICS/FINANCE CURRICULUM

Course Title	Credits
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Labor Economics (Eco. 14)	3
Personal Finance (Fin. 1)	3
Introduction to Investments (Fin. 2)	3
Managerial Economics (Fin. 12)	3
Money and Banking (Fin. 16)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20 or Fin. 35)	3
Business Cycles and Forecasting (Fin. 34)	3
Elementary Accounting (Acct. 1 & 2)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	30
Business Electives	24
Economics/Finance Electives	12
	129

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

## HOTEL/RESORT/TOURISM ADMINISTRATION

The hospitality field is one of the fastest growing industries in the world. New Hampshire College, located near the heart of the New England hotel resort industry, offers a major in this field that combines the practical course work necessary to succeed in the hotel industry with a broad education encompassing liberal arts electives and business subjects. A required internship provides the student a choice of summer or academic semester work experience. Opportunities in the hospitality industry are excellent for those persons with academic training and education. Salaries, while modest in beginning jobs, are excellent in

middle and upper management. Young age is generally no barrier to advancement in this field. Many hard working management personnel are in their early 20's. It should be noted that hours and days of work do not necessarily follow the normal 9:00 to 5:00 or Monday to Friday schedule. The hotel industry provides majors an opportunity to work and travel throughout the United States and abroad.

## HOTEL/RESORT/TOURISM CURRICULUM

Course Title	Credits
Food Purchasing (HR 9)	3
Quantity Food Production 1 (HR 10)	3
Quantity Food Production 2 (HR 11)	3
Introduction to Hotel/Resort Operations (HR 12)	3
Food, Beverage and Labor Control (HR 13)	3
Promotional Activities (HR 14)	3
Hotel Office Management (HR 15)	3
Law of the Hospitality Industry (HR 16)	3
Hotel/Resort/Tourism Seminar (HR 18)	3
Restaurant Management (HR 19)	3
Hotel Accounting (HR 20)	3
Hotel Facilities Management (HR 21)	3
Tourism (HR 22)	3
Internship (HR 50 or 51)	6 or 12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance (Fin. 20)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Risk and Insurance (MA 12)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	30
Free Elective	3
	129

**\*NOTE:** Students will normally be required to take HR 50, Internship, for 6 credits. However, students may, with the permission of the department, take in its place HR 51, Internship, for 12 credits. HR 50 involves work experience over one summer and HR 51 involves work experience over an academic semester. Those students taking HR 51 would not be required to take HR 18 and the free elective.

## RETAILING

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

### RETAILING CURRICULUM

Course Title	Credits
Fashion Merchandising (FM 1)	3
Retail Sales Promotion or Principles of Advertising (FM3 or Mkt. 29)	3
Product Analysis and Design (FM 4)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 27)	3
Marketing Research (Mkt. 37)	3
Retail Management (Mkt. 42)	3
Consumer Behavior (Mkt. 45)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6

Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	27
Business Electives	12
Free Elective	3
	129

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

## MARKETING

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

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

### MARKETING CURRICULUM

Course Title	Credits
Introduction to Marketing (Mkt. 13)	3
Sales and Sales Management (Mkt. 20)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 27)	3
Principles of Advertising (Mkt. 29)	3
Marketing Research (Mkt. 37)	3
Consumer Behavior (Mkt. 45)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20 or Fin. 35)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Central Management and Policy Making (MA 21)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6

Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Marketing Electives	6
Liberal Arts Electives	27
Business Electives	6
Free Electives	6
	<hr/> 129

**NOTE:** Management Internship (12 credits) and Independent Study (3 credits) may be taken in place of MA 21, two business electives, one free elective, and one of the following: MA 26 or MA 42.

TECHNI-BUSINESS

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

The objective of this program is to provide individuals who have earned an Associate Degree in a specialized skill other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing the technical skills.

TECHNI-BUSINESS CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	33
Business Electives	15
Free Electives	48
	<hr/> 129



FRED  
HUMAN SERVICES PROGRAM  
PHILOSOPHY AND OBJECTIVES

New Hampshire College's External Degree Program in Human Services (FRED) is designed to enable people working in the areas of human services and institutional renewal to obtain a fully-accredited Bachelor of Science Degree in Human Services without interrupting their current employment or otherwise endangering their sources of income. The Program is organized around a set of principles that stress:

- The provision of quality education within a framework of study that integrates theory and practice;
- The relevance of social action as a unifying concept in the process of individual and institutional change; and
- The importance of collective analysis and learning as a vehicle for individual and group development.

ADMISSION

The FRED Program was developed to meet the specific educational and credentialing



needs of people with significant experience in the field of human services. Consequently, no one is admitted into the Program unless they can be awarded a minimum of two (2) years of Advanced Standing on the basis of their human service and/or prior academic experiences.

The Program is open to all people currently involved, on any level, in agencies, institutions, and programs whose goals are institutional, social and/or individual change. Thus, for example, people doing street work, community organizing, program planning, counseling, research, administration, or providing supportive services to clients are all eligible for admission. The FRED Program operates on a year-round trimester system, so that students may enter in July, November and March.

## PROGRAM AND COURSES

The Program is comprised of four (4) components:

1. Core Curriculum
2. Elective Courses
3. Research Projects
4. Practicum/Pro-Seminar in Institutional Analysis

Throughout the entire Program we emphasize the further development of reading and writing abilities.

1. In the Core Curriculum the student's interest in human services is used as the basis for a general education in the history, politics, economics, sociology, and psychology of human services. In the Core Curriculum, which is taken by all FRED students, we raise questions about whether current problems, forms of service, and solutions in the various fields of human service — from the ministry to social work, from counselling to criminal justice, from education to health care — have common historical roots and common historical developments. We study whether similar institutional and organizational forms and problems develop in different parts of human services, whether there are different

forms of training, education, and credentialing, similar concepts of human problems and their sources, similar conceptions of the nature of needed services and the ways they should be provided, and similar notions of the terms on which they should be provided. We ask whether the relationship of funding to the program is the same across all human services and whether the political processes are similar for obtaining, maintaining, and increasing support and recognition. The Core Curriculum surveys the pre-industrial social order, the development and transformation of industrial society and the nation/state, the evaluation and application of liberal, conservative, mercantile, and radical political philosophies and the particular position of human service agencies as they have developed within the course of these massive social changes. The Core Curriculum has a different theme each term. Recent terms have focused on the relationship of human services and the world of work, human service institutions and social class, women's problems, struggles and services.

2. Each term the student selects one elective course from among those being offered that particular term. We offer courses in such areas as counselling, developmental psychology, community organization, law, administration, criminal justice, culture, education, literature and writing. An effort is made to consult with students each term to determine what courses would be most helpful in future terms. We now, for example, offer courses in the area of community health care at the request of a specific group of students. Elective courses allow the student to place special emphasis on one particular area of knowledge or skill by concentrating their elective choices in a specific area. Such a specialization is not a requirement, however, and we encourage students to take courses in several different areas.

3. The Core Curriculum and many of the Elective Courses deal with research skills, methodologies, and the intelligent use of research products. FRED students are expected to submit a thesis project as a requirement for graduation. The thesis topic is developed by the student together with his or her advisor and is normally based on the student's present and future interests. Students are encouraged to work in groups on research projects and to work on these projects month by month so that the thesis does not become a frightening hurdle to overcome in the last term.
4. The Practicum/Pro-Seminar in Institutional Analysis is one of the several ways within the Program through which students can share and evaluate work experiences and strategies with other practitioners. In connection with the Practicum/Pro-Seminar students keep a daily journal of their human service experiences and monitor and analyze human service activities, programs and organizations other than their own.

The Project in Community Development and Change enables students to explore the meaning and possibilities of collective effort within a framework of progressive action and social change within their own communities. The Project is a group effort and can be as broad or as narrow in its goals as the students determine. It can be a project of direct action, research, technical assistance, advocacy, evaluation or actual program development. The faculty serve as resource people, provide support to the group, and offer their help and advice as determined by the group. The Project, when finished (and deemed acceptable by the membership of the group itself), constitutes completion of this phase of the student's work. Normally, the Project in Community Development and Change must be completed within one (1) year of the group's formation. The Project itself involves three (3) parts:

First, a **CONTRACT** (drawn up by the students) specifying the goals of the Project, how responsibilities and functions will be divided among the group's members, and how the group will evaluate the individual and collective performance of its members;

Second, the **PROJECT** must be fully described and summarized and, where appropriate, its data must be presented in a form that is understandable to people not directly involved in the Project's development, implementation and evaluation;

Third, each person in the group must submit an **INDIVIDUAL PAPER** reviewing, exploring or summarizing a specific area or problem in the field of human services that is of unique interest to the particular student.

## A FINAL NOTE

The FRED Program is not for everyone. It was created for responsible, dedicated and mature students. It is not an easy program. It is intense and demands an enormous commitment from both its students and faculty.

The FRED Program's academic integrity, professional credibility and social responsibility are non-negotiable and will always remain so. There are no compromises where the legitimate needs and aspirations of communities are ultimately involved. And that's the name of that tune.

Tuition is \$1800 for the year. All inquiries should be directed to:

The FRED Program  
New Hampshire College  
A9  
2500 North River Road  
Manchester, New Hampshire 03104  
Telephone: (603) 668-2211 Ext. 296

## THE ASSOCIATE IN SCIENCE DEGREE

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

## ACCOUNTING CURRICULUM

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	6

**GENERAL MANAGEMENT CURRICULUM**

Course Title	Credits
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	12
Business Elective	3
	<hr/> 63

**ELECTRONIC DATA PROCESSING**

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

**ELECTRONIC DATA PROCESSING CURRICULUM**

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
COBOL Programming (MIS 22)	3
FORTRAN IV (MIS 24)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Elective	3
Business Elective	3
Free Electives	6
	<hr/> 63

**FASHION MERCHANDISING**

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

**FASHION MERCHANDISING CURRICULUM**

Course Title	Credits
Fashion Merchandising (FM 1)	3
Fashion Merchandising Internship (FM 2)	3
Retail Sales Promotion (FM 3)	3
Product Analysis & Design (FM 4)	3
Microeconomics (Eco. 1)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Public Speaking (Eng. 12)	3
Business Communication (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Merchandising Math or Modern Math (Math 9 or Math 10)	3
Liberal Arts Electives	9
Free Elective	3
	<hr/> 63



**ADMINISTRATIVE ASSISTANT/  
WORD PROCESSING SPECIALIST**

The Administrative Assistant program is designed to prepare specialists in the operation of Word Processing Equipment - Magnetic Card Typewriter, Memory Typewriter, CRT Text-Editor, Dictaphone - and the principles of administrative management for jobs in the modern office.

**ADMINISTRATIVE ASSISTANT/  
WORD PROCESSING SPECIALIST  
CURRICULUM**

Course Title	Credits
Shorthand (SS 3, 4)	6
Shorthand or Word Processing (SS 5 or SS 22)	3
Typing (SS 11, 13)	6
Office Administration (SS 23)	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Internship (SS 30)	6
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	6
Free Elective	3
	<hr/> 63

**EXECUTIVE SECRETARIAL**

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

**EXECUTIVE SECRETARIAL CURRICULUM**

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	9
Business Elective	3
	<hr/> 63

**NOTE:** Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing 1 and/or Shorthand 1.





## LEGAL SECRETARIAL

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

### LEGAL SECRETARIAL CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Legal Shorthand (SS 6)	3
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Liberal Arts Electives	<u>9</u>
	63

**NOTE:** Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing 1 and/or Shorthand 1.

## MEDICAL SECRETARIAL

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

standing secretarial skills.

### MEDICAL SECRETARIAL CURRICULUM

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Medical Shorthand (SS 7)	3
Typing (SS 8, 10, 11, 13)	12
Medical Terminology (SS 17)	3
Medical Laboratory Procedures (SS 18)	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Data Processing (MIS 20)	3
Composition (Eng. 10 & 11)	6
Introduction to Anatomy & Physiology (Sci. 17)	3
Liberal Arts Electives	<u>6</u>
	63

## GENERAL STUDIES

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

### GENERAL STUDIES CURRICULUM

Course Title	Credits
Composition (Eng. 10 & 11)	6
Introduction to Psychology (Psych. 8)	3
Introduction to Sociology (Soc. 12)	3
Modern Math (Math 10 & 11)	6
History or Government Electives	6
Liberal Arts Electives	21
Free Electives	<u>18</u>
	63

## DESCRIPTION OF COURSES

---

## ACCOUNTING

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

Elementary Accounting is a two semester course designed to:

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

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

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

This course covers an intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions along with problem solving.

**Prerequisite:**

Acct. 2.

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

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

**Prerequisite:**

Acct. 4.

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

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

**Prerequisite:**

Acct. 2.

### **Acct. 11 • Auditing Principles • 3 credits**

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

**Prerequisite:**

Acct. 6.

### **Acct. 12 • Advanced Auditing • 3 credits**

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

**Prerequisite:**

Acct. 11.

### **Acct. 14 • Management Accounting • 3 credits**

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

**Prerequisite:**

Acct. 2.

### **Acct. 15 • Federal Taxation I • 3 credits**

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals.

**Prerequisite:**

Acct. 2.

### **Acct. 16 • Federal Taxation II • 3 credits**

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for corporations, partnerships, estates and trusts.

**Prerequisite:**

Acct. 2.

### **Acct. 22 • Institutional Accounting • 3 credits**

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

**Prerequisite:**

Acct. 8.

### **Acct. 30 • Internship • 3 credits**

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

**Prerequisite:**

Consent of the Director of Cooperative Education.

## BUSINESS EDUCATION

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

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

**Prerequisite:**

Math 11 and junior standing.

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

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

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

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

**Prerequisite:**

SS 10.

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

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

**Prerequisite:**

Junior standing.

### **Ed. 14 • Educational Psychology • 3 credits**

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

**Prerequisite:**

Psych. 8.

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

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

**Prerequisite:**

Junior standing.

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

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

**Prerequisite:**

SS 2.

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

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

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

A study in the field of business education: its curriculum, levels, facilities, materials, research and issues. Emphasis will be on current practices in Business Education.

### **Ed. 20 • Internship • 3 credits**

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

### **Ed. 30 • Student Teaching • 15 credits**

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

**Prerequisite:**

Senior standing.

## **ECONOMICS**

### **Eco 1 • Microeconomics • 3 credits**

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

### **Eco. 2 • Macroeconomics • 3 credits**

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

**Prerequisite:**

Eco. 1.

### **Eco 7 • Economic Development • 3 credits**

The course examines the process and problems of economic development. Emphasis is on "Third World" less developed nations, their problems and relationships with the United States.

**Prerequisite:**

Eco. 1 and 2.

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

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

### **Eco. 14 • Labor Economics • 3 credits**

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

**Prerequisite:**

Eco. 1 and 2.

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

This course examines alternative economic systems ranging from planned systems to non-planned and mixed systems. The systems of the major developed and developing countries are examined. In addition the elements and problems that go into "putting an economic system together" are explored.

**Prerequisite:**

Eco. 1 and 2.

### **Eco. 22 • International Economics • 3 credits**

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

**Prerequisite:**

Eco. 1 and 2.

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

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

**Prerequisite:**

Eco. 1 and 2.

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

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

**Prerequisite:**

Eco. 1 and 2.

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

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

#### **Prerequisite:**

Eco. 14 or MA 11.

### **Eco. 30 • Principles and Concepts of the World Economic System • 3 credits**

This is a broad study of the major forms of international trade; export and import trade, overseas investment, production and marketing operations, international policies. Theoretical principles, government policies and business practices are covered.

#### **Prerequisite:**

Eco. 2; and Junior standing or permission of the instructor.

### **Eco. 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.

## **FINANCE**

### **Fin. 1 • Personal Finance • 3 credits**

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

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

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

### **Fin. 12 • Managerial Economics • 3 credits**

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

#### **Prerequisites:**

Eco. 1 and 2; Acct. 1 and 2.

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

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

#### **Prerequisites:**

Eco. 1 and 2.

### **Fin. 20 • Introduction to Business Finance • 3 credits**

This course is designed to survey the Finance discipline, to develop skills necessary for financial decision-making and to acquaint the student with financial markets and institutions.

#### **Prerequisites:**

Acct. 1 and 2; Math 10 and 11.

### **Fin. 24 • Security Analysis • 3 credits**

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

#### **Prerequisite:**

Fin. 2, Eco. 1 and 2.

### **Fin. 30 • Public Finance • 3 credits**

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

#### **Prerequisite:**

Eco. 1 and 2.

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

The course examines business cycle history, theory, and the use of lagging, leading and coincident economic indicators in business forecasting.

#### **Prerequisites:**

Eco. 1 and 2; Fin. 16.

### **Fin. 35 • Financial Policy and Decision-Making • 3 credits**

This course is designed to pursue financial decision-making under real world considerations of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within the firm and managing the capital structure.

#### **Prerequisites:**

Either Fin. 20 or Acct. 6; Math 10 and 11.

### **Fin. 36 • Multinational Corporate Finance • 3 credits**

Aspects of financial planning for corporations with overseas operations. Analysis of sources and uses of corporate funds abroad, including criteria for choice among alternative foreign investments. Includes the effects on international corporate financial planning of such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices.

#### **Prerequisite:**

Either Fin. 20 or 35; Eco. 30; and Junior/Senior standing or permission of the instructor.

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

### **HR 9 • Food Purchasing • 3 credits**

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

### **HR 10 • Quantity Food Production I • 3 credits**

#### **4 Laboratory Hours 1 Lecture Hour**

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

### **HR 11 • Quantity Food Production II • 3 credits**

#### **4 Laboratory Hours 1 Lecture Hour**

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

#### **Prerequisite:**

HR 10.

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

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

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

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

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

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

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

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

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

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

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

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

### **HR 19 • Restaurant Management • 3 credits** **2 Laboratory Hours    2 Lecture Hours**

The various types of dining room service (French, Russian, English, and American) are studied and applied to on-campus college service. Students will operate a college restaurant. Additional topics discussed include menu theory and preparation, wine appreciation and service, and bar management. Open to hotel majors only.

### **HR 20 • Hotel Accounting • 3 credits**

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

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

### **HR 21 • Hotel Facilities Management • 3 credits**

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

### **HR 22 • Tourism • 3 credits**

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

### **HR 50 • Internship • 6 credits**

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

#### **Prerequisite:**

Consent of the Director of Cooperative Education.

### **HR 51 • Internship • 12 credits**

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

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

#### **Prerequisite:**

Consent of the Director of Cooperative Education.

## **FASHION MERCHANDISING**

### **FM 1 • Fashion Merchandising • 3 credits**

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

### **FM 2 • Fashion Merchandising Internship • 3 credits**

The student shall have the option of (1) working as an intern anywhere in the United States during the summer between the first and second years, OR if this is not possible (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required. MA 53 may be substituted for this course.

#### **Prerequisite:**

Consent of the Director of Cooperative Education.

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

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

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

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

## MARKETING

### **MKT 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.

### **MKT 20 • Sales and Sales Management • 3 credits**

An analysis of the sales function in modern business including the techniques necessary to the successful selling of both tangibles and intangibles, this course also consists of a study of the management of field sales force with special emphasis on structural planning as well as an operational control over recruiting, retention, supervision, motivation, compensation of sales personnel.

### **MKT 22 • Principles of Retailing • 3 credits**

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

### **MKT 27 • Marketing Geography • 3 credits**

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

### **MKT 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.

### **MKT 31 • Industrial Marketing and Channel Functions • 3 credits**

This course concentrates on the concepts and policies affecting the characteristics of major industrial markets: sales strategy, marketing budgets, purchasing, short term financial assessments, price and product management, distribution of goods, channel functions, integration of channels, problems of vertical and horizontal integration, and the results of government participation in the market.

#### **Prerequisites:**

MKT 13; MKT 20; and Fin. 20 or 35.

### **MKT 33 • Multinational Marketing • 3 credits**

Analysis of the development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution and production activities. International similarities and differences in marketing functions, processes, structures, and agents, as related to the cultural, economic, political, social and physical dimensions of the environment are examined. The changes underway in marketing systems as well as the adaptation of marketing philosophies and practices to fit conditions in different countries are considered.

#### **Prerequisites:**

Eco. 30; MKT 13; Eco. 2; and Junior/Senior standing or permission of the instructor.

### **MKT 37 • Marketing Research • 3 credits**

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

#### **Prerequisites:**

Math 18 and MKT 13.

### **MKT 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.

### **MKT 42 • Retail Management • 3 credits**

An advanced level course beyond the scope of MKT 22, MKT 42 is geared to the retailing major, general marketing and consumer behavior/research marketing majors. Extensive use of the case study method and computer simulations in such areas as quantitative decision making, inventory planning and control, operational budgeting, foreign markets, interpreting consumer demand and overall coordination of merchandising policies within a retail framework.

#### **Prerequisites:**

MKT 13, 22; and Math 18.

### **MKT 45 • Consumer Behavior • 3 credits**

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

#### **Prerequisites:**

MKT 13 and MA 25.

## MANAGEMENT ARTS

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

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

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

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

#### **Prerequisites:**

Acct. 1 and 2, MA 6.

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

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

### **MA 11 • Personnel Management • 3 credits**

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

### **MA 12 • Risk and Insurance • 3 credits**

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

### **MA 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.

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

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

#### **Prerequisites:**

Fin. 20 or 35, MA 10, Acct. 1 and 2.

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

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

**Prerequisites:**

Acct. 2, MKT 13, Fin. 20 or 35, and Senior Standing; or permission of instructor.

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

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

**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 affect business decision-making. The social responsibility of the manager in formulating operational policies is stressed.

**MA 30 • Production Management and Control • 3 credits**

This course introduces the student to the production management environment. Elements such as the evolution of the modern production function; production processes in different industrial operations; production control as it encompasses the planning and control of the total production environment; and materials management are delved into here.

**Prerequisites:**

MA 10, Eco. 1, Acct. 1 and 2.

**MA 33 • Real Estate • 3 credits**

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

**MA 35 • Production Management Techniques • 3 credits**

This course presents techniques utilized for the management of production. Here working conditions and layouts are discussed as are elements of material handling, tools of production, time and motion study and quality control. In addition, inventory control and scheduling techniques such as PERT, CPM and Line of Balance are covered.

**Prerequisites:**

MA 10, Eco. 1, Acct. 1 and 2.

**MA 38 • The Multinational Corporation • 3 credits**

This is a study of the management of foreign operations; planning international objectives and strategies; multinational corporate structures; corporate skills for international operations; managerial communications and control of multinational organizations; and administrative practices and operating policies of the multinational corporation.

**Prerequisites:**

Eco. 30; and Junior/Senior standing or permission of the instructor.

**MA 40 • Independent Study • 3 credits**

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

**MA 42 • Organizational Behavior • 3 credits**

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

**Prerequisites:**

MA 11, MA 25 and MKT 13.

**MA 45 • Small Business Institute Cases • 3 credits**

Selected students evaluate and counsel small businesses that request management assistance. The course is conducted in conjunction with the U.S. Small Business Administration. The term of the course is one academic year for 3 credits.

**Prerequisites:**

Junior or Senior standing, and permission of Instructor.

**MA 50 • Management Internship • 12 credits**

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

**Prerequisite:**

Consent of the Director of Cooperative Education.

**MA 53 • International Internship • 3 credits**

This exciting work-study experience allows a student to spend six weeks overseas working for one of the leading distribution firms in such places as Denmark, England, Belgium, Germany, France and Hong Kong. A dual cultural/business preparation for the world of international business.

**Prerequisite:**

Consent of the Director of Cooperative Education.

**MANAGEMENT INFORMATION SYSTEMS**

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

An introductory survey of the principles of electronic data processing and computer programming and its interface with the major functions of an organization. Laboratory fee \$25.

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

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

**Prerequisites:**

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

**MIS 22 • COBOL Programming • 3 credits**

Designed to familiarize and provide the student with a working knowledge of the logical and procedural mechanics necessary to write efficient and effective programs, pertinent to contemporary business organizations. Laboratory fee \$25.

**Prerequisites:**

MIS 20 and Acct. 1.

**MIS 24 • FORTRAN IV • 3 credits**

A problem solving language which provides the student with the knowledge to meet management's need of supplying quantifiable information in the management science area. Laboratory fee \$25.

**Prerequisite:**

MIS 20.

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

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

**Prerequisites:**

MIS 22, 24, 30.

**MIS 26 • RPG II • 3 credits**

The student will be given the opportunity to acquire proficiency in use and applications of RPG



**II. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor. Laboratory fee \$25.**

**Prerequisites:**

MIS 20; and MIS 22 or MIS 24.

**MIS 28 • File Concepts • 3 credits**

The techniques of designing and building efficient computer-based files. The course also includes data base design and management. Laboratory fee \$25.

**Prerequisites:**

MIS students: MIS 22, 24, 26 (one may be taken concurrently).

MAS students: MIS 22, 24.

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

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

**Prerequisite:**

MIS 28. May be taken concurrently.

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

This course introduces the student to computer architecture and the interfaces with the system software. The hardware and software technology of mini and micro computers is also studied. Data communications, on-line real time processing and PACKET broadcasting are included in this course along with data management systems, languages and their translators. Laboratory fee \$25.

**Prerequisites:**

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

**MIS 35 • Internship • 6 credits**

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

**Prerequisite:**

Consent of the Director of Cooperative Education.

## **SECRETARIAL SCIENCE**

**SS 1 • Shorthand I Theory and Dictation to 60 Words Per Minute • 3 credits**

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

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

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

**Prerequisite:**

SS 1 or permission of department chairman.

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

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription practice with emphasis on mailable copy.

**Prerequisite:**

SS 2 or permission of department chairman.

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

The material used for dictation includes longer

and more difficult business letters from technical fields, editorials, and reports. Transcription drills are continued to increase speed and accuracy.

**Prerequisite:**

SS 3 or permission of department chairman.

**SS 5 • Technical Shorthand • 3 credits**

Stress is placed on constructing fluent technical outlines used in the fields of life sciences, aerospace, electronics, nucleonics, hydrocarbons, petrochemicals, and synthetics. Technical transcription will also include mathematical equations and Greek letter symbols.

**Prerequisite:**

SS 4 or permission of department chairman.

**SS 6 • Legal Shorthand • 3 credits**

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

**Prerequisite:** SS 3.

**SS 7 • Medical Shorthand • 3 credits**

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

**Prerequisite:** SS 3 and 17.

**SS 8 • Typewriting I Theory and Speed up to 35 Words a Minute • 3 credits**

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

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

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

**Prerequisite:**

SS 8 or permission of department chairman.

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

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

**Prerequisite:**

SS 10 or permission of department chairman.

**SS 13 • Typewriting IV Executive • 3 credits**

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

**Prerequisite:**

SS 11 or permission of department chairman.

**SS 17 • Medical Terminology • 3 credits**

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

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

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

**Prerequisite:**

SS 17 (May be taken concurrently).

**SS 20 • Office Procedures • 3 credits**

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

**SS 21 • Office Simulation • 3 credits**

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

**Prerequisites:**

SS 3, 10, 20 or permission of department chairman.

**SS 22 • Word Processing • 3 credits**

Application of Word Processing Systems and transcription skills in today's offices. Students learn transcription machine, magnetic typewriters, memory typewriters and the IBM System 6.

**SS 23 • Office Administration • 3 credits**

Students solve practical problems of managing an office by applying general management principles, office designs, modern equipment and techniques.

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

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience.

**Prerequisite:**

Consent of the Director of Cooperative Education.

**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 knowledge outside restrictions of major field.

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

**THE HUMANITIES****FINE ARTS****FA 21 • Experiences in Art • 3 credits**

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

**FA 22 • Chorus • 1 credit (per year)**

Auditions will be held each fall for a mixed choral group. The group will perform throughout the year. To receive credit (1 per year), a student must participate both semesters. A maximum of three credits can be earned.

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

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

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

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

**FA 26 • Mass Media • 3 credits**

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

**FA 36 • Women in Art • 3 credits**

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

**FA 38 • Drama • 1 credit (per year)**

Auditions will be held each fall for a drama club. The group will perform throughout the year. To receive credit (1 per year), a student must participate both semesters. A maximum of three credits can be earned.

**FA 76 • American Music • 3 credits**

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

**ENGLISH****Comm 10 • Communications • 3 credits**

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

**Prerequisite:**

Permission of Instructor or as assigned by Department.

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

Grammar and language skills review. Required of all students testing below an established minimum of language usage. For these students a pre-requisite for English 10.

**Eng. 10 • Composition I • 3 credits**

An expository writing and revision course stressing composition skills and rewriting. Some literary styles and figurative language will also be introduced. Required of all Freshmen.

**Eng. 11 • Composition II • 3 credits**

A research and literature course with major emphasis on writing a research paper and developing appreciation for imaginative literature. Required of all Freshmen.

**Prerequisite:**

Eng. 10.

**Eng. 12 • Public Speaking • 3 credits**

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

### **Eng. 13 • American Literature • 3 credits**

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

### **Eng. 14 • American Literature • 3 credits**

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

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

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

### **Eng. 16 • Contemporary Drama • 3 credits**

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

### **Eng. 19 • Shakespeare • 3 credits**

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

### **Eng. 20 • Business Communications • 3 credits**

Practical study of the preparation of business correspondence, employment applications and resumes, and the formal research report. Emphasis on written communication skills.

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

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

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

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

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

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

### **Eng. 25 • Contemporary American Poetry • 3 credits**

An overview of trends in contemporary poetry begins with a review of traditional techniques, metrics, figurative language, scansion. In addition to works of poets publishing in the United States today, the course examines the critical writings of Ransom, Tate, Trilling, Warren, Feidler and Brooks.

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

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

### **Eng. 30 • Advanced Writing • 3 credits**

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

#### **Prerequisite:**

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

### **Eng. 32 • The Nature Writers • 3 credits**

A course designed to introduce students to prose and poetry by major writers and naturalists who

observe nature vividly and who write about humanity's relationship to the natural environment. The writings of De Crevecoeur, Emerson, Hawthorne, Ruskin, Lawrence, Orwell, Commoner, Krutch, Leopold, and Dickinson will be included, among others.

### **Eng. 33 • Language Awareness • 3 credits**

An introduction to selected topics in English linguistics: dialects, levels of usage, history of English, taboos, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered.

### **Eng. 34 • Modern Authors • 3 credits**

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

### **Eng. 35 • Journalism • 3 credits**

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

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

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

## **PHILOSOPHY**

### **Phil 10 • Introduction to Philosophy • 3 credits**

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

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

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

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

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

#### **Prerequisite:**

Phil. 10 or Psych. 8 or open to upperclassmen with permission of Instructor.

## **THE SOCIAL SCIENCES**

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

## **GEOGRAPHY**

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

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

## **GOVERNMENT**

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

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

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

Policy-making in the American national political system is studied. Emphasis is placed on the interaction of institutions and political factors in them. This emphasis on process encourages the development of a political perspective applicable to social and economic activities as well.

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

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

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

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

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

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

#### **Prerequisite:**

Govt. 9 or 10 or Phil. 10.

### **Govt. 16 • Constitutional Freedom • 3 credits**

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

#### **Prerequisite:**

Govt. 9 or 10.

## **HISTORY**

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

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

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

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

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

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

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

Political, economic, and social development of the United States from the end of the Civil War to the present. Special attention is given to the period since the end of World War II.

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

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

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

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

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

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

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

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

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

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930's which contributed to the outbreak of war.

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

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

## **PSYCHOLOGY**

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

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

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

Concerns physical and psychological development from prenatal through death emphasizing normal, usual patterns of development.

#### **Prerequisite:**

Psych. 8.

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

Dynamics of adjustment to problems of modern living. Includes motivation and learning, individual differences, the self concept, and psychometrics. Research information and self understanding emphasized.

#### **Prerequisite:**

Psych. 8.

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

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

#### **Prerequisite:**

Psych. 8.

### **Psych. 16 • Psychology of Personality • 3 credits**

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation.

#### **Prerequisite:**

Psych. 8.

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

Seminar and/or individual meetings.

**Prerequisite:**

6-9 hours in psychology including Psych. 8 (at least 3 hrs. at NHC) and permission of instructor.

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

This course provides knowledge and understanding of exceptional children and adolescents.

Approach is both theoretical and practical with required visits to schools and institutes.

**Prerequisite:**

Psych. 8.

## **SOCIOLOGY**

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

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

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

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

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

Contemporary human problems in their historical context - crime and delinquency, poverty, prejudice, pollution, alcoholism, etc.

**Prerequisite:**

Psych. 8 or Soc. 12 or permission of instructor.

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

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

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

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

**Soc. 22 • Ethnic Relations • 3 credits**

A comprehensive study of the patterns of inter-group relations found throughout the world. Among the many nations included are Northern Ireland, the Soviet Union, some newly independent countries, and the United States.

**Soc. 84 • Seminar on Soviet Society • 3 credits**

An annual study tour of the USSR under the sponsorship of New Hampshire College and St. Anselm's College incorporates field observations, lectures by Soviet authorities, and meetings with Soviet citizens. An orientation program is conducted prior to the tour.

## **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 semesters of a general mathematics offerings with business applications. For the students who have an adequate algebraic background, as determined by a national standardized test, the requirement is met by taking Math 10 and Math 11. For the students with a weaker background, Math 5 is offered as a means of preparing for the Math 10-11 sequence. Math 5 is particularly helpful to those who have been away from school for several years, allowing them time to readjust to academics. In addition to the basic six hour requirement, Statistics is required in most of the four-year programs.

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

**Math 5 • Fundamentals • 3 credits**

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

**Math 8 • Business Mathematics • 3 credits**

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

**Math 9 • Merchandising Mathematics • 3 credits**

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

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

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

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

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

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

**Prerequisite:**

Math 11.

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

This course develops the use of probability models in management decisions. Topics will be chosen from the following: quality control, Bayesian Decision Theory, Markov Chains, inventory control, queuing theory, replacement theory, and simulation. The course may integrate computer work with classwork (at the discretion of the instructor).

**Prerequisites:**

Math 11 and MIS 20.

### **Math 15 • Modern Mathematics • 3 credits**

Modern Mathematics is a one-semester course that includes material usually covered in two semesters by Math 10 and 11. The course is designed for those students with a strong mathematics background in algebra.

**Prerequisite:**

Permission of the Registrar and Chairman of the Mathematics Department.

**NOTE:** For those students who complete Math 15 and whose mathematics requirements are Math 10, 11 and 18, the additional requirements are Math 18 and either Math 12, 14 or 19. For those students who complete Math 15 and whose requirements are Math 10, 11, the additional requirements are either Math 12 or 14.

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

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

**Prerequisite:**

Math 11 or permission of Instructor.

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

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

**Prerequisite:**

Math 18.

## **SCIENCE**

Three courses are offered at New Hampshire College — one required within the Medical Secretarial program, the others as general non-laboratory electives.

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

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

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

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

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

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

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

**Prerequisite:**

Math 10 or equivalent.

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

**ACADEMIC WORKSHEETS** 

---

BACHELOR OF SCIENCE DEGREES  
ACCOUNTING

First Year

Acc 1 (Elem)	3
Math 10 (Mod)	3
Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
*	3
	15

Acc 2 (Elem)	3
Math 11 (Mod)	3
Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Third Year

Acc 5 (Adv 1)	3
MA 30 (Product Mgt) or	
MA 35 (Prod Mgt Tech)	3
Math 18 (Stats)	3
MIS 22 (COBOL) or	
MIS 24 (FORTRAN) or	
MIS 26 (RPG)	3
*	3
*	3
	18

Acc 6 (Adv 2)	3
Acc 22 (Inst)	3
Fin 16 (Mon & Bank)	3
*	3
*	3
	15

Second Year

Acc 3 (Inter 1)	3
Acct 7 (Cost 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Eng 12 (Pub Speak)	3
	15

Acct 4 (Inter 2)	3
Acc 8 (Cost 2)	3
Eco 2 (Macro)	3
Eng 20 (Bus Comm)	3
Mkt 13 (Market)	3
*	3
	18

Fourth Year

Acc 11 (Audit)	3
Acc 15 (Tax 1)	3
MA 6 (Bus Law 1)	3
*	3
*	3
	15

Acc 30 (Intern) or	
***	3
MA 7 (Bus Law 2)	3
Fin 35 (Fin Pol & Dec Mk)	3
*	3
*	3
*	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

\*Liberal Arts Elective  
\*\*\*Free Elective



## Management Advisory Services

### First Year

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

### Third Year

MIS 30 (Soft/Hard 1)	<u>3</u>
MIS 22 (COBOL)	<u>3</u>
Acc 5 (Adv 1)	<u>3</u>
MA 30 (Prod Mgt)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
	18

MIS 30 (Soft/Hard 2)	<u>3</u>
MIS 28 (Files)	<u>3</u>
Acc 6 (Adv 2)	<u>3</u>
Phil 14 (Logic)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

### Second Year

Acc 3 (Inter 1)	<u>3</u>
Acc 7 (Cost 1)	<u>3</u>
Eco 1 (Micro)	<u>3</u>
MIS 24 (FORTRAN)	<u>3</u>
Math 12 (Adv A)	<u>3</u>
	15

Acc 4 (Inter 2)	<u>3</u>
Acc 8 (Cost 2)	<u>3</u>
Eco 2 (Macro)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
Math 18 (Stats)	<u>3</u>
*	<u>3</u>
	18

### Fourth Year

Acc 11 (Audit)	<u>3</u>
MIS 25 (Sys Prac 1)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

Fin 35 (Fin Policy)	<u>3</u>
MA 7 (Bus Law 2)	<u>3</u>
Fin 16 (Mon & Bank)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
†Acc 15 (Tax) (Optional)	<u>3</u>

15-18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\*Liberal Arts Elective

†Students planning on sitting for CPA exams should take this additional course.

## Management Information Systems

### First Year

Acc 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

Acc 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

### Third year

MIS 30 (Soft/Hard 1)	3
Mkt 13 (Market)	3
MIS 24 (FORTRAN)	3
MA 30 (Prod Mgt)	3
*	3
	3
	18

MIS 30 (Soft/Hard 2)	3
MIS 26 (RPG II)	3
Eng 20 (Bus Comm)	3
MA 35 (Prod Mgt Tech)	3
*	3
	15

### Second Year

Acc 7 (Cost 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Math 12 (Adv A)	3
*	3
	15

Cost 8 (Cost 2)	3
Eco 2 (Macro)	3
MIS 22 (COBOL)	3
Math 18 (Stats)	3
Eng 12 (Pub Speak)	3
*	3
	18

### Fourth Year

†MIS 25 (Sys Prac 1)	3
MIS 28 (Files)	3
MA 6 (Bus Law 1)	3
*	3
*	3
***	3
	18

Fin 20 (Intro Fin) <b>or</b>	
Fin 35 (Fin Policy)	3
MIS 29 (Sys Prac 2)	3
***	3
***	3
***	3
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

\* Liberal Arts Elective  
\*\*\* Free Elective

† An MIS internship may be taken in place of MIS 25 and one liberal arts elective.

## Teacher Education

### First Year

Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
Acct 1 (Elem)	<u>3</u>
*(Psy 8 recommended)	<u>3</u>
	15

Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
Acc 2 (Elem)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

### Third Year

SS 20 (Off Proc)	<u>3</u>
Ed 18 (Prin Bus Ed)	<u>3</u>
Ed 5 (Tes Meas)	<u>3</u>
**	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

‡Ed (Methods)	<u>      </u>
‡Ed (Methods)	<u>      </u>
Ed 14 (Ed Psy)	<u>3</u>
**	<u>3</u>
*	<u>3</u>
Psy 20 (Indiv Dif)	<u>3</u>

### Second Year

Eco 1 (Micro)	<u>3</u>
Ed 10 (Intro Ed)	<u>3</u>
Psy 11 (Hum Gro & Dev)	<u>3</u>
**	<u>3</u>
†Typing	<u>3</u>
	15

Eco 2 (Macro)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
Ed 20 (Intern)	<u>3</u>
**	<u>3</u>
†Typing	<u>3</u>
	18

### Fourth Year

‡Ed (Methods)	<u>      </u>
‡Ed (Methods)	<u>      </u>
*	<u>3</u>
*	<u>3</u>
**	<u>3</u>
*** (5th methods course recommended)	<u>3</u>

‡Ed (Methods)	<u>      </u>
Ed 30 (Student Teach)	<u>15</u>

†Typing Course (2 required)	<u>      </u>
SS 8 (Type 1)	<u>3</u>
SS 10 (Type 2)	<u>3</u>
SS 11 (Type 3)	<u>3</u>
SS 13 (Type 4)	<u>3</u>

‡Ed Method Courses (4 required)	<u>      </u>
Ed 12 (Type & Off Prac)	<u>2</u>
Ed 13 (Bkkeep & Bus)	<u>3</u>
Ed 15 (Coord Coop Progs)	<u>2</u>
Ed 16 (Short & Word Proces)	<u>2</u>
Ed 17 (Dist Ed)	<u>3</u>

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective  
 \*\* Business Elective  
 \*\*\* Free Elective

**Office Administration****First Year**

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

**Third Year**

SS 3 (Short 3)	<u>3</u>
SS 11 (Type 3)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
MKT 13 (Market)	<u>3</u>
*	<u>3</u>
SS 20 (Off Proced)	<u>3</u>
	18
SS 4 (Short 4)	<u>3</u>
SS 13 (Type 4)	<u>3</u>
SS 21 (Off Simu)	<u>3</u>
*	<u>3</u>
***	<u>3</u>
	15

**Second Year**

Eco 1 (Micro)	<u>3</u>
SS 8 (Type 1)	<u>3</u>
SS 1 (Short 1)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

Eco 2 (Macro)	<u>3</u>
SS 10 (Type 2)	<u>3</u>
SS 2 (Short 2)	<u>3</u>
Math 18 (Stats)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
*	<u>3</u>
	18

**Fourth Year**

SS 22 (Word Processing)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
***	<u>3</u>
***	<u>3</u>
***	<u>3</u>
	18

SS 6 (Legal Short) <b>or</b>	
SS 7 (Med Short) <b>or</b>	
(Other Short Elect)	<u>3</u>
*	<u>3</u>
SS 23 (Office Adm)	<u>3</u>
***	<u>3</u>
***	<u>3</u>
	15

**OR**

SS 6 (Legal Short) <b>or</b>	
SS 7 (Med Short) <b>or</b>	
(Other Short Elect)	<u>3</u>
*	<u>3</u>
SS 23 (Office Adm)	<u>3</u>
SS 30 (Intern)	<u>3</u>
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\*Liberal Arts Elective  
\*\*\*Free Elective

## General Management

### First Year

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

### Third Year

Eng 20 (Bus Comm)	<u>3</u>
MA 26 (Soc Env)	<u>3</u>
MA 42 (Org Beh)	<u>3</u>
**	<u>3</u>
*	<u>3</u>
	15

Fin 12 (Mgt Eco)	<u>3</u>
Math 18 (Stats)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
**	<u>3</u>
***	<u>3</u>
	18

### Second Year

Acc 14 (Mgt)	<u>3</u>
Eco 1 (Micro)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
*	<u>3</u>
**	<u>3</u>
	15

MIS 21 (Intro Sys)	<u>3</u>
Eco 2 (Macro)	<u>3</u>
MA 11 (Personnel)	<u>3</u>
Mkt 13 (Market)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

### Fourth Year

MA 50 (Intern)	<u>12</u>
MA 40 (Indep Study) <b>or</b>	
**	<u>3</u>
	15

### OR

*	<u>3</u>
*	<u>3</u>
**	<u>3</u>
**	<u>3</u>
**	<u>3</u>
	15

Fin 20 (Intro Fin) <b>or</b>	
Fin 35 (Fin Policy)	<u>3</u>
MA 20 (Mgt Dec)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
**	<u>3</u>
**	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective  
 \*\* Business Elective  
 \*\*\* Free Elective

**Economics/Finance****First Year**

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

**Third Year**

Fin 12 (Mangl Eco)	<u>3</u>
Math 18 (Stats)	<u>3</u>
Eco 14 (Labor Eco)	<u>3</u>
*	<u>3</u>
**	<u>3</u>
	15

Fin 20 (Intro Fin) <b>or</b>	
Fin 35 (Fin Policy)	<u>3</u>
Fin 16 (Mon & Bank)	<u>3</u>
****	<u>3</u>
**	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

**Second Year**

Eco 1 (Micro)	<u>3</u>
Fin 1 (Pers Fin)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
*	<u>3</u>
**	<u>3</u>
	15

Eco 2 (Macro)	<u>3</u>
Fin 2 (Invest)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
*	<u>3</u>
**	<u>3</u>
**	<u>3</u>
	18

**Fourth Year**

MA 50 (Intern)	<u>12</u>
MA 51 (Readings) <b>or</b>	
Eco 40 (Indep Study) <b>or</b>	
**	<u>3</u>
	15

**OR**

**	<u>3</u>
**	<u>3</u>
****	<u>3</u>
****	<u>3</u>
*	<u>3</u>
	15

Fin 34 (Bus Cyc)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
**	<u>3</u>
****	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective  
 \*\* Business Elective  
 \*\*\*\* Economics/Finance Elective

**Hotel/Resort/Tourism****First Year**

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

**Summer - †HR 50 (Internship) - 6****Third Year**

HR 13 (Food, Bev, Labor)	<u>3</u>
HR 21 (Hotel Facil)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

HR 20 (Hotel Acct)	<u>3</u>
HR 19 (Rest Mgt)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

**Second Year**

Eco 1 (Micro)	<u>3</u>
MA 11 (Personnel)	<u>3</u>
HR 9 (Food Purch)	<u>3</u>
HR 10 (Food Product 1)	<u>3</u>
HR 12 (Intro H/R/T)	<u>3</u>
*	<u>3</u>
	18

Eco 2 (Macro)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
HR 11 (Food Product 2)	<u>3</u>
HR 15 (Hotel Off Mgt)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
	15

**Fourth Year**

HR 14 (Prom Act)	<u>3</u>
HR 16 (Law)	<u>3</u>
MA 12 (Risk & Insur)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

HR 22 (Tour)	<u>3</u>
Fin 20 (Intro Fin)	<u>3</u>
*	<u>3</u>
†***	<u>3</u>
†HR 18 (Seminar)	<u>3</u>
	15

**OR**

HR 22 (Tour)	<u>3</u>
Fin 20 (Intro Fin)	<u>3</u>
*	<u>3</u>
†HR 51 (Intern)	<u>12</u>
	21

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective

\*\* \* Free Elective

† Student to take HR 50 (Summer Internship) **or** HR 51 (Fall or Spring Internship).

‡ HR 18 and the free elective will be waived if student successfully completes HR 51. HR 51 to be offered in Fall & Spring terms.

# 70

## Retailing

### First Year

Acc 1 (Elem)	3
Eng 10 (Comp)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Comp)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
*	3
	15

### Third Year

Mkt 22 (Retail)	3
Math 18 (Stats)	3
Mkt 29 (Adv) <b>or</b>	
FM 3 (Ret Sales)	3
FM 1 (Fash Merch)	3
**	3
	15

Eng 12 (Pub Speak)	3
Mkt 37 (Mkt Res)	3
Mkt 27 (Mkt Geo)	3
*	3
*	3
***	3
	18

### Second Year

MA 11 (Personnel)	3
MA 6 (Bus Law 1)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
*	3
	15

Mkt 13 (Market)	3
Eng 20 (Bus Comm)	3
Eco 2 (Macro)	3
Psych 8 (Intro)	3
*	3
*	3
	18

### Fourth Year

MA 50 (Intern)	12
MA 40 (Indep Study) <b>or</b>	
**	3
<b>OR</b>	15

*	3
*	3
**	3
**	3
**	3
	15

Mkt 42 (Retail Mgt)	3
FM 4 (Prod Anal)	3
MA 26 (Soc Env Bus)	3
Mkt 45 (Cons Behav)	3
MA 42 (Org Beh)	3
*	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

\*Liberal Arts Elective  
 \*\*Business Elective  
 \*\*\*Free Elective



## Marketing

### First Year

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

### Third Year

Mkt 20 (Sales/Sales Mgt)	<u>3</u>
Mkt 29 (Adv)	<u>3</u>
Mkt 22 (Retail)	<u>3</u>
Math 18 (Stats)	<u>3</u>
Mkt 27 (Mkt Geog)	<u>3</u>
***	<u>3</u>
	18

Fin 20 (Intro Fin) <b>or</b>	
Fin 35 (Fin Policy)	<u>3</u>
Mkt 37 (Mkt Res)	<u>3</u>
****	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	15

### Second Year

Eco 1 (Micro)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
*	<u>3</u>
	15

Eco 2 (Macro)	<u>3</u>
Mkt 13 (Market)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
Psych 8 (Intro)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

### Fourth Year

MA 50 (Intern)	<u>12</u>
MA 40 (Indep Study) <b>or</b>	
**	<u>3</u>
<b>OR</b>	15

MA 21 (Cent Mgt/Pol Mk)	<u>3</u>
MA 42 (Org Beh) <b>or</b>	
MA 26 (Soc Env Bus)	<u>3</u>
**	<u>3</u>
**	<u>3</u>
***	<u>3</u>
	15

MA 26 (Soc Env Bus) <b>or</b>	
MA 42 (Org Beh)	<u>3</u>
****	<u>3</u>
Mkt 45 (Cons Beh)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\*Liberal Arts Elective  
 \*\*Business Elective  
 \*\*\*Free Elective  
 \*\*\*\*Marketing Elective

**Techni-Business**

Eng 10 (Comp)	3
Eng 11 (Comp)	3
Math 10 (Mod)	3
Math 11 (Mod)	3
Eco 1 (Micro)	3
Eco 2 (Macro)	3

**Liberal Arts Electives**

1.	3
2.	3
3.	3
4.	3
5.	3
6.	3
7.	3
8.	3
9.	3
10.	3
11.	3

Acc 1 (Elem)	3
Acc 2 (Elem)	3
MIS 20 (Bus DP)	3
MA 6 (Bus Law 1)	3
MA 10 (Intro Bus)	3

**Business Electives**

1.	3
2.	3
3.	3
4.	3
5.	3

**Free Electives**

1.	3
2.	3
3.	3
4.	3
5.	3
6.	3
7.	3
8.	3
9.	3
10.	3
11.	3
12.	3
13.	3
14.	3
15.	3
16.	3

## ASSOCIATE IN SCIENCE DEGREES

### Accounting

#### First Year

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

#### Second Year

Acc 3 (Inter 1)	<u>3</u>
Acc 7 (Cost 1)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
Eco 1 (Micro)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
	15

Acc 4 (Inter 2)	<u>3</u>
Acc 8 (Cost 2)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
Eco 2 (Macro)	<u>3</u>
*	<u>3</u>
Mkt 13 (Market)	<u>3</u>
	18

### General Management

#### First Year

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
	15

Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
*	<u>3</u>
	15

#### Second Year

Eco 1 (Micro)	<u>3</u>
MA 11 (Personnel)	<u>3</u>
Mkt 13 (Market)	<u>3</u>
*	<u>3</u>
**	<u>3</u>
	15

Eco 2 (Macro)	<u>3</u>
MA 26 (Soc Env Bus)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
*	<u>3</u>
*	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective  
\*\* Business Elective

**Electronic Data Processing****First Year**

Acc 1 (Elem)	<u>3</u>
Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
	15
Acc 2 (Elem)	<u>3</u>
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
MIS 21 (Intro Sys)	<u>3</u>
MIS 22 (COBOL)	<u>3</u>
	15

**Second Year**

Acc 7 (Cost 1)	<u>3</u>
Mkt 13 (Market)	<u>3</u>
MIS 24 (FORTRAN)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
**	<u>3</u>
	15
MIS 26 (RPG)	<u>3</u>
Eng 20 (Bus Comm)	<u>3</u>
MIS 28 (File Concpt)	<u>3</u>
*	<u>3</u>
***	<u>3</u>
***	<u>3</u>
	18

**Fashion Merchandising****First Year**

Eng 10 (Comp)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
*	<u>3</u>
Math 9 (Merch) or	
Math 10 (Mod)	<u>3</u>
	15
Eng 11 (Comp)	<u>3</u>
Mkt 22 (Retail)	<u>3</u>
Mkt 13 (Market)	<u>3</u>
Psych 8 (Intro)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
	15

**Second Year**

Eco 1 (Micro)	<u>3</u>
FM 1 (Fash Merch)	<u>3</u>
†FM 2 (Intern)	<u>3</u>
MA 11 (Personnel)	<u>3</u>
*	<u>3</u>
	15
Eng 20 (Bus Comm)	<u>3</u>
Eng 12 (Pub Speak)	<u>3</u>
FM 3 (Retail Sales)	<u>3</u>
FM 4 (Prod Anal & Des)	<u>3</u>
*	<u>3</u>
***	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

- \* Liberal Arts Elective
- \*\* Business Elective
- \*\*\* Free Elective

†FM 2 (Intern) may be taken during the summer between the first and second year or during the first semester of the second year.

## ADMINISTRATIVE ASSISTANT/ WORD PROCESSING SPECIALIST

### First Year

Eng 10 (Comp)	<u>3</u>
SS 3 (Short 3)	<u>3</u>
SS 11 (Type 3)	<u>3</u>
SS 20 (Off Procd)	<u>3</u>
Acc 1 (Elem)	<u>3</u>
	15
Eng 11 (Comp)	<u>3</u>
SS 4 (Short 4) <b>or</b>	
SS 22 (Word Proc)	<u>3</u>
SS 13 (Type 4)	<u>3</u>
SS 21 (Off Simulation)	<u>3</u>
Acc 2 (Elem) <b>or</b>	
Math 8 (Bus Math) <b>or</b>	
Math 10 (Mod)	<u>3</u>
MA 10 (Intro Bus)	<u>3</u>
	18

### Second Year

MIS 20 (Bus DP)	<u>3</u>
MA 25 (Hum Rel Adm)	<u>3</u>
MA 6 (Bus Law 1)	<u>3</u>
SS 5 (Tech Short) <b>or</b>	
SS 22 (Word Proc)	<u>3</u>
*	<u>3</u>
	15
SS 23 (Off Adm)	<u>3</u>
SS 30 (Intern)	<u>6</u>
*	<u>3</u>
***	<u>3</u>
	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective  
\*\*\* Free Elective

**Executive Secretarial****First Year**

Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
†SS 1 (Short 1)	3
†SS 8 (Type 1)	3
Acc 1 (Elem)	3
	15
Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
†SS 2 (Short 2)	3
†SS 10 (Type 2)	3
Acc 2 (Elem) <b>or</b>	
Math 8 (Bus Math) <b>or</b>	
Math 10 (Mod)	3
	15

**Second Year**

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Procd))	3
*	3
	3
	18
†SS 4 (Short 4)	3
†SS 13 (Type 4)	3
**	3
	3
SS 21 (Off Simulation)	3
*	3
	15
<b>OR</b>	
†SS 4 (Short 4)	3
†SS 13 (Type 4)	3
*	3
	6
SS 30 (Intern)	15

**Legal Secretarial****First Year**

Eng 10 (Comp)	3
MIS 20 (Bus DP)	3
†SS 8 (Type 1)	3
†SS 1 (Short 1)	3
Acc 1 (Elem)	3
	15
Eng 11 (Comp)	3
MA 10 (Intro Bus)	3
†SS 10 (Type 2)	3
†SS 2 (Short 2)	3
Acc 2 (Elem) <b>or</b>	
Math 8 (Bus Math) <b>or</b>	
Math 10 (Mod)	3
	15

**Second Year**

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Procd))	3
SS 6 (Legal Short)	3
*	3
	18
†SS 4 (Short 4)	3
†SS 13 (Type 4)	3
*	3
	3
	3
SS 21 (Off Simulation)	3
<b>OR</b>	
†SS 4 (Short 4)	3
†SS 13 (Type 4)	3
*	3
	3
SS 30 (Intern)	15

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

\*Liberal Arts Elective

\*\*Business Elective

†Any required typing or shorthand course waived by the Department Chairman will need to be substituted by a free elective.

‡May be waived if career goals indicate other needs - Department Chairman approval required.

**Medical Secretarial****First Year**

Eng 10 (Comp)	<u>3</u>
MIS 20 (Bus DP)	<u>3</u>
†SS 1 (Short 1)	<u>3</u>
†SS 8 (Type 1)	<u>3</u>
Acc 1 (Elem)	<u>3</u>
	15
Eng 11 (Comp)	<u>3</u>
*	<u>3</u>
†SS 2 (Short 2)	<u>3</u>
†SS 10 (Type 2)	<u>3</u>
Sci 17 (Anat & Phys)	<u>3</u>
Acc 2 (Elem) <b>or</b>	<u>3</u>
Math 8 (Bus Math) <b>or</b>	
Math 10 (Mod)	<u>3</u>
	15

**Second Year**

SS 3 (Short 3)	<u>3</u>
SS 11 (Type 3)	<u>3</u>
SS 18 (Lab Proc)	<u>3</u>
SS 17 Med Term)	<u>3</u>
SS 20 (Off Procecd))	<u>3</u>
	15
†SS 4 (Short 4)	<u>3</u>
†SS 13 (Type 4)	<u>3</u>
SS 7 (Med Short)	<u>3</u>
SS 21 (Off Simulation)	<u>3</u>
*	<u>3</u>
	15
<b>OR</b>	
†SS 4 (Short 4)	<u>3</u>
†SS 13 (Type 4)	<u>3</u>
SS 7 (Med Short)	<u>3</u>
†SS 30 (Intern)	<u>6</u>
	15

**General Studies****First Year**

Eng 10 (Comp)	<u>3</u>
Math 10 (Mod)	<u>3</u>
Psych 8 (Intro)	<u>3</u>
Hist or Govt Elective)	<u>3</u>
***	<u>3</u>
	15
Eng 11 (Comp)	<u>3</u>
Math 11 (Mod)	<u>3</u>
Soc 12 (Intro)	<u>3</u>
Hist or Govt Elective)	<u>3</u>
***	<u>3</u>
	15

**Second Year**

*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
***	<u>3</u>
	15
*	<u>3</u>
*	<u>3</u>
*	<u>3</u>
***	<u>3</u>
***	<u>3</u>
***	<u>3</u>
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	<u>3</u>
Math 5 (Fund)	<u>3</u>

\* Liberal Arts Elective

\*\*\* Free Elective

† Any required typing or shorthand course waived by the Department Chairman will need to be substituted by a free elective.

‡ May be waived if career goals indicate other needs - Department Chairman approval required

## ADMINISTRATION AND FACULTY ---



## TRUSTEES OF THE COLLEGE

**Raymond Truncellito, C.L.U.**  
Chairman of the Board of Trustees  
Mutual Benefit Life Insurance  
Company  
Manchester, N.H.

**Kim on S. Zachos**  
Secretary of the Board of Trustees  
Attorney at Law  
Sheehan, Phinney, Bass & Green  
Manchester, N.H.

**Frances Abbott**  
Retired Educator  
Manchester, N.H.

**Joan Corcoran**  
Retired Businessperson  
Waterville Valley, N.H.

**Henry J. Everett**  
Financial Consultant  
Brooklyn, N.Y.

**Ralph W. Farmer**  
President (Ret.)  
Merchants Savings Bank  
Manchester, N.H.

**Timothy Fletcher**  
President  
Martel Fletcher Associates, Inc.  
Manchester, N.H.

**William S. Green**  
Attorney at Law  
Sheehan, Phinney, Bass & Green  
Manchester, N.H.

**Dr. Harold E. Hyde**  
Retired Educator  
Former President, Plymouth State  
College  
Plymouth, N.H.

**David D. Myler**  
Personnel Director  
McGraw-Edison Company  
Elgin, IL

**Charles G. Palm CPA**  
Partner, Peat, Marwick, Mitchell  
& Co.  
Boston, Mass.

**Christos Papoutsy**  
President  
Hollis Engineering, Inc.  
Nashua, N.H.

**Samuel J. Phillips**  
President  
Chairman of the Board  
Acton Corporation  
Acton, Mass.

**Kenneth J. Rowley**  
Senior Counselor  
David L. Babson Co., Inc.  
Boston, Mass.

**Edward M. Shapiro**  
President  
New Hampshire College  
Manchester, N.H.

**James A. Tibbetts**  
Assistant Vice-President  
Littleton National Bank  
Littleton, N.H.

## TRUSTEES EMERITUS

**Dr. Everett B. Sackett**  
Retired Educator  
Former Dean, College of Liberal Arts  
University of New Hampshire  
Lee, N.H.

**Dr. Gertrude C. Shapiro**  
President Emeritus  
New Hampshire College

## ADMINISTRATIVE OFFICERS

**Edward M. Shapiro**  
President  
B.S., University of New Hampshire

**Gertrude C. Shapiro**  
President Emeritus

**Lillian G. Crockett**  
Treasurer



## OFFICE OF THE PRESIDENT

**Frank J. Barnes**  
Director of Computer Center  
B.S.E.E., Arizona State University  
M.B.A., University of New  
Hampshire

**Benjamin N. Donatelli**  
Assistant to the President  
A.B., St. Anselm's College

## ACADEMIC

**James L. Grace, Jr.**  
Academic Dean  
B.S., St. Joseph's College  
Ed.M., Temple University  
Ed.D., University of Pennsylvania

**Jacqueline F. Mara**  
Associate Academic Dean  
B.S., Mount Saint Mary College  
Ed.M., Ed.D., Boston University

**C. Richard Erskine**  
Administrative Assistant to the  
Academic Dean  
B.A., M.A.T., University of New  
Hampshire

**Ernest M. Greenberg**  
Director of Continuing Education  
B.A., University of New Hampshire

**Dwight S. Wilder**  
Assistant Director of  
Continuing Education  
B.A., Johns Hopkins University

**Doris M. Buckley**  
Administrative Assistant to the  
Director of Continuing Education

**Carlos A. Barradas**  
Associate Director of Continuing  
Education  
B.A., M.A.E., Inter-American  
University

**Reynaldo Figueroa**  
Associate Director of Continuing  
Education  
B.A., University of Puerto Rico  
M.B.A., Inter-American University  
of Puerto Rico

**Cletus Kohake**  
Associate Director of Continuing  
Education  
B.A., St. Benedict's College  
M.A., Ph.D., Cornell University

**Vincent A. Mulligan**  
Associate Director of Continuing  
Education  
B.A., M.A. Seton Hall University

**George T. Perraudin**  
Associate Director of Continuing  
Education  
B.S., Siena College  
M.A., University of Arizona

**David Halberstadt**  
Director of Education/Training  
Resource Center  
B.A., Brandeis University  
M.B.A., Columbia University

**Diane I. Lutz**  
Librarian  
B.A., State University of New York  
at Albany  
M.L.S., Simmons College

**Carol B.A. Nelson**  
Technical Services Librarian  
B.A., University of New Hampshire  
M.L.S., Simmons College

**Richard Pantano**  
Reference Librarian  
B.A., St. Anselm's College  
M.L.S., University of Rhode Island

**Theresa S. Toy**  
Reference Librarian  
B.A., University of New Hampshire  
M.L.S., Columbia University

**Karin L. Caruso**  
Director of Audio-Visual Center  
B.A., Syracuse University  
M.S., State University of New York  
at Albany

**Richard W. France**  
Registrar  
A.B., M.S., Indiana University

**Dorothy S. Rogers**  
Director of Cooperative Education  
B.S., Simmons College

**Kathleen Moran**  
Director of Upstart Program  
B.S., Plymouth State College

**Francis G. Doucette**  
Director of Personalized Academic  
Services for Students (PASS)  
Program  
B.A., Holy Apostles Seminary  
M.Ed., Northeastern University

**John E. Mattson**  
Counselor for Personalized  
Academic Services of Students  
(PASS) Program  
B.A., Boston University  
M.Ed., Tufts University

## DEPARTMENT OF ACCOUNTING

### George Telolan, Chairman

Professor of Accounting  
B.S., Boston University  
M.B.A., Northeastern University  
C.P.A.

### Robert L. Corallino

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

### Boleslaw D. Kalinski

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

### James H. Karr

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

### Wallace Kartsen

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

### Patricia T. Khani

Assistant Professor  
B.S., Suffolk University  
M.A., Northeastern University  
C.P.A.

### Louis B. Lanzillotti

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

### William J.F. Murphy

Assistant Professor of Accounting  
B.S., Merrimack College  
M.A., University of Rhode Island  
C.P.A.

## DEPARTMENT OF BUSINESS EDUCATION/OFFICE ADMINISTRATION

### Burton S. Kaliski, Chairman

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

### Mary J. Dionne

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

### Jean F. Silver

Associate Professor of Secretarial  
Science  
B.S., M.ED., University of N.H.

## DEPARTMENT OF HUMANITIES

### Robert R. Craven, Chairman

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

### Robert J. Begiebing

Assistant Professor of English  
B.A., Norwich University  
M.A., Boston College  
Ph.D., University of New Hampshire

### David R. Bradt

Assistant Professor of English  
B.A., State University of New York  
at Binghamton  
M.S., Iona College  
Ph.D., Washington State University

### Mary P. Brown

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

### George E. Commenor

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

### George W. Coutrls

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

### Robert H. Fleeson

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

### Ernest H.S. Holm

Assistant Professor of Government  
A.B., Dartmouth College  
M.A., Boston University  
M.A.T., University of New Hampshire  
Ph.D., Tufts University

### Seymour Kellerman

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

### Ausra M. Kubilius

Associate Professor of Reading and  
English  
B.A., Boston University  
M.A., California State University  
Ed.D., Boston University

### Jeanette Ritzenthaler

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

### Charles L. Wilbert

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

### Walter L. Zimmermann

Assistant Professor of Psychology  
and Management  
B.S., M.Ed., Springfield College

## HUMAN SERVICES

### I. Ira Goldenberg

Dean of Human Services Programs  
B.A., City College of New York  
M.A., Ph.D., University of Connecticut

### Nancy Avila

Program Assistant

### Stephen Berger

Director of Human Services  
Graduate Program (pending)  
B.S., M.S., Ph.D., Harvard University

### John Clarke

B.A., Friends World College  
Ed.M., Harvard University

### Wesley T. Forbes

Director of Human Services  
Undergraduate Program,  
Connecticut Center  
B.A., Franconia College  
Ed.M., Harvard University  
M.S.W., University of Connecticut

### David Osher

Director of Human Services  
Undergraduate Program, New  
Hampshire College Center  
B.A., M.A., Columbia University

### Sondra Stein

B.A., University of Michigan  
M.A., Ph.D., Washington University

### Phyllis White

Program Assistant

## DEPARTMENT OF MANAGEMENT ARTS/ ECONOMIC SCIENCES

### Paul R. Dittmer, Chairman

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

### Edward P. Doherty

Assistant Professor of Hotel/  
Resort/Tourism  
B.S., M.B.A., University of  
Massachusetts

### Lynda R. Gamans

Lecturer in Fashion Merchandising  
B.A., University of New Hampshire  
M.Ed., Notre Dame College

### John J. Harrington

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

### R. Larry Johnson

Assistant Professor of Business  
Management  
B.S.M.E., Northeastern University  
M.S., D.B.A., George Washington  
University

### Anthony J. Laza

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

### Norman R. Lister

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

### Allan S. McCausland

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

### C. Erik Nieuwejaar

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

### John F. Pfaff

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

### Charles J. Quigley

Assistant Professor of Marketing  
B.S., University of Vermont  
M.B.A., Ph.D., Pennsylvania State  
University

### Irving E. Rothman

Professor of Business Management  
B.S., Boston College

### Paul Schneiderman

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

### Herbert F. Walter

Assistant Professor of Hotel/  
Resort/Tourism  
B.S., Empire State College  
M.S., State University of New York  
at Albany

### Charles V.A. White

Assistant Professor of Economics  
B.A., M.S., University of Connecticut  
Ph.D., Ohio State University



## DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

**Richard Chandler, Chairman**  
Instructor in Management  
Information Systems

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

**Eleanor H. Barnes**  
Associate Professor of Management  
Information Systems  
B.S.I.E., Northeastern University  
M.B.A., University of New Hampshire

**Frank J. Barnes**  
Assistant Professor of Management  
Information Systems  
B.S.E.E., Arizona State University  
M.B.A., University of New Hampshire

**John F. Hinckley**  
Assistant Professor of Management  
Information Systems  
B.S., M.Ed., Worcester State College

**William A. Hunzeker**  
Associate Professor of Management  
Information Systems  
B.S., University of Arizona  
M.S., University of Southern  
California

## DEPARTMENT OF MATHEMATICS

**Beverly J. Van Cor, Chairman**  
Associate Professor of Mathematics  
B.Ed., Plymouth State College  
M.S.T., University of New Hampshire

**Stefan Ehrlich**  
Assistant Professor of Mathematics  
B.S., City College of New York  
M.S., California State University  
M.S., Ph.D., University of Southern  
California

**Alec Ingraham**  
Instructor in Mathematics  
B.A., M.A., University of  
Massachusetts

**Norton R. Phelps, Jr.**  
Assistant Professor of Mathematics  
B.S., Springfield College  
M.S., University of Utah

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

**Christopher J. Toy**  
Associate Professor of Mathematics  
B.A., M.A., San Francisco State  
University

## COLLEGE RELATIONS

**James M. Reynolds**  
Dean of College Relations  
A.B., St. Anselm's College

**Roger V. Michaud**  
Director of Financial Aid  
A.B., St. Anselm's College  
M.A., University of Arizona

**Clinton A. Hanson**  
Assistant Director of Financial Aid  
A.B., Assumption College  
M.Ed., Worcester State College

**Dennis Byrns**  
Director of Alumni  
B.S., New Hampshire College

**John F. Clayton**  
Director of Public Relations  
B.A., Northeastern University

**Jo-Ann G. Alessandrini**  
Assistant Director of Public Relations

**Dianne V. Louis**  
Director of Admissions  
B.Ed., Keene State College

**Stephen J. McGrath**  
Director of Transfer Admissions  
B.A., University of New Hampshire

**Patricia M. Ball**  
Associate Director of Admissions  
B.A., Notre Dame College

**Michael L. DeBlasi**  
Associate Director of Admissions  
B.B.S., New Hampshire College  
M.A., Rider College

**John F. McGrath**  
Associate Director of Admissions/  
Field Supervisor  
B.S., Norwich University  
M.Ed., Boston University

**Charles Oak**  
Associate Director of Admissions  
(Ret.)  
B.B.A., M.B.A., Boston University

**Catherine A. Burnham**  
Assistant Director of Admissions  
A.S., B.S., New Hampshire College

**Joseph A. Rolka**  
Assistant Director of Admissions  
B.S., New Hampshire College

## ADMINISTRATIVE SERVICES

**William E. Beane**  
Dean of Administration  
B.Ed., Keene State College  
M.A., Middlebury College

**Ora T. Beane**  
Associate Director of Dining  
Services

**Ronald Denver**  
Director of Maintenance

**Peter Dietz**  
Manager, Campus Store  
B.A., Hofstra University

**Lawrence Franco**  
Director of Copy Center and Post  
Office  
B.S., New Hampshire College

**Harold Hoernig**  
Director of Safety Services

**Peter Perich**  
Superintendent of Buildings and  
Grounds

**John Sylvester**  
Director of Food Services  
B.S., University of Massachusetts

## STUDENT AFFAIRS

**George J. Larkin, Jr.**  
Dean of Student Affairs  
B.S., M.Ed., Boston College

**Edith V. Antunes**  
Director of Career Planning &  
Placement  
B.S., Simmons College  
M.A., Siena College

**Michael H. Banchik**  
Director of Student Activities  
B.S., State University of New York  
at Oneonta  
M.A., Columbia University  
**George E. Commenor**  
Director of Academic Advising  
A.B., Rockhurst College  
Ph.D., Boston College

**Robert Grabill**  
Head Soccer Coach  
Head Hockey Coach  
B.A., Oberlin College

**Susan M. Murray**  
Coordinator of Women's Athletics  
B.S., Keene State College

**Charles J. Mitchell**  
Director of Counseling Services  
B.Ed., Keene State College  
M.A., University of Connecticut

**Joseph R. Polak**  
Assistant Director of Athletics  
Assistant Basketball Coach  
B.A., Fordham University

**Peter Romein**  
Director of Veterans' Affairs

**Robert P. Schiavoni**  
Director of Housing  
B.S., New Hampshire College  
M.Ed., Springfield College

**Pauline Y. St. Hilaire**  
Assistant Director of  
Housing/Activities  
B.S., New Hampshire College

**Thomas R. Sullivan**  
Director of Athletics  
Head Basketball Coach  
B.S., Fordham University

## HEALTH SERVICES

**Annette Larochelle, R.N.**  
Nurse  
Catholic Medical Center West

**Nancy White**  
Nurse/Secretary  
L.P.N., Moore General Hospital  
School of Practical Nursing

**Pauline Larkin, R.N.**  
Nurse  
Catherine Laboure School of Nursing

**ADMISSIONS**

---



## ADMISSIONS

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

### THERE IS NO APPLICATION FEE

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

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

Applicants who have designated New Hampshire College as their first choice institution and for whom financial assistance is a consideration may apply under the College's Early Financial Aid Option described on page 98.

## FRESHMAN APPLICATION PROCEDURE

### Formal Application for Admission

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

### High School Transcript, Test Results and Recommendations

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

### SAT Scores

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

### Personal Interview

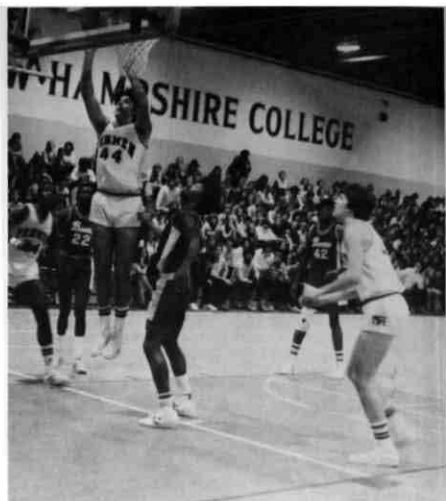
New Hampshire College strongly recommends a personal interview. Call us at **1-603/668-2211** in order to make an appointment.

## TRANSFER ADMISSIONS

Transfer students are accepted at New Hampshire College for both the semesters starting September and January in the day college, and for any of the six 8-week sessions in the Continuing Education night school division.

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

Transfer applicants with an associate degree from an accredited institution will



## 84

usually be granted upper division status.

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

Credits transfer; grade point averages do not.

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

### TRANSFER APPLICATION PROCEDURE

#### Formal Application

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

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

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

#### SAT Scores

Transfer applicants need not present SAT Scores. The admission decision will be based on the quality of the work completed in college.

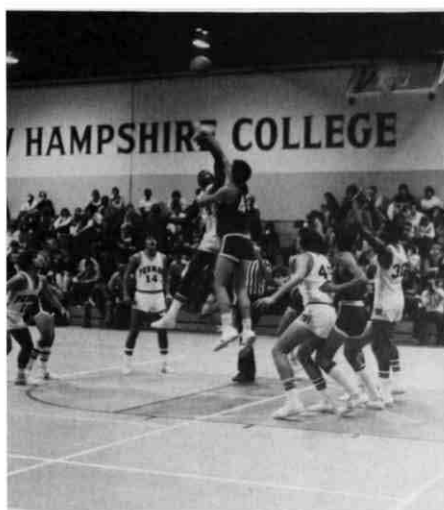
#### College Transcript

Official transcripts of all previous college work must be presented. You should request your college(s) to forward your transcript(s) directly to: The Director of Transfer Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H. 03104.



### ADVANCED PLACEMENT

Acceptable test results of the Advanced Placement Program (APP), the College-Level Examination Program (CLEP), DANDES, institutional examinations, the Proficiency Examination Program (ACT), and through education programs taken in non-collegiate organizations (ACE), as well as applicable military schooling will be accepted by New Hampshire College for advanced credit for those applicants who because of age, experience or prior education warrant advanced credit.



## ACCELERATED ADMISSION

The accelerated admission plan is designed for those students who are socially and academically ready to enter college at the end of the junior year of high school whether or not they have completed requirements for their high school diploma.

Students admitted to New Hampshire College under the accelerated admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year; and the regular admission procedures should be followed. In addition, the applicants must submit specific recommendations for admission from their principal or guidance counselor.

## DEFERRED ADMISSION

New Hampshire College acknowledges deferred admission status for up to one year. The applicant should submit the required application, transcript and recommendations for a regular admission and note on the application the semester and year of desired enrollment. The application will be processed and remain active until that time. This policy allows students the opportunity to work or travel for a year with the knowledge that a place is being held for them at New Hampshire College.

## INTERNATIONAL STUDENTS

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

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

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

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

# **SCHOLARSHIP AND STUDENT ASSISTANCE**



The financial aid program at New Hampshire College is designed to assist deserving, needy students who without such assistance would be unable to pursue a program of study at the College. In selecting aid recipients the College places primary emphasis on demonstrated financial need. Consideration is also given to academic performance.

The comprehensive, fully coordinated scholarship and assistance programs include three basic types of aid: gift assistance, loan assistance and work assistance. The types of assistance may be awarded singly; but it is usually the College's policy to award them in various combinations called financial aid packages.

The student aid programs administered by the college include federal, institutional and state funds as well as private dollars and it is the responsibility of the aid administrators to relate all resources to the needs of the College's students.

New Hampshire College participates in or is an eligible institution under the following programs:

- Basic Educational Opportunity Grant Program (BEOG)
- Supplemental Educational Opportunity Grant Program (SEOG)
- New Hampshire Incentive Program (NHIP)
- National Direct Student Loan Program (NDSL)
- Guaranteed and/or Federally Insured Student Loan Program (GSL/FISL)
- College Work-Study Program (CWS)

No person at New Hampshire College shall, on the ground of age, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance, or be so treated on the basis of sex under most education programs or activities receiving Federal assistance.



All scholarship and assistance programs are subject to prevailing federal and state laws, as well as regulations of the college. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.

### **DEMONSTRATED NEED AND SELECTION CRITERIA**

New Hampshire College makes its admissions decision without reference to the economic status of its applicants but considers the primary financial responsibility for the education of a student as resting with the student and the family. The College will make every effort to address the needs of an accepted and enrolled student, but views its efforts as supplemental only to the efforts of the student, the student's family and other agencies.

In addition to making application for scholarship and assistance through the College, New Hampshire College students are expected to vigorously pursue avenues of support from outside agencies.

New Hampshire College is a member of the College Scholarship Service Assembly (CSSA) of the College Board, and utilizes the CSS Method of Need Analysis to determine student and parental support levels. The CSS system and all other major need analysis systems use rationales and tables which are generally referred to as the Uniform Methodology. All produce similar estimated family contributions.



The Uniform Methodology estimates the parents' contribution towards education on the basis of the amount of the parents' income and assets as well as a consideration of taxes, medical expenses, and other liabilities of the family. The student applicant's income, generally from summer employment prior to the academic year for which he/she is seeking assistance, and assets are also considered in estimating the total family resources which may be utilized to meet the student's cost of education.

The difference between a student's cost of education and the estimated family contribution as well as support received from sources outside the College, is the student's demonstrated financial need. It is generally the College's policy to award scholarships and other student aid within the limits of a student's demonstrated financial need.

New Hampshire College ranks scholarship and assistance applications according to academic performance and considers each applicant in order of his/her grade-point-average, descending from the highest to the lowest. Incoming freshmen students are ranked according to their high school grade-point-averages; enrolled and transfer students according to their college grade-point averages.

Priorities and entitlements under federal and state programs are recognized and honored as are institutional programs which carry commitments to specifically identified students.

Students not entitled to special consideration compete for available funds on an academic basis within the limits of their demonstrated financial need. Where a student ranks within the applicant group may well have a bearing on the student's selection for participation, the percentage of need met and the make-up of his/her financial aid package; that is the balance between gift assistance and self-help (work assistance and loan assistance). It therefore behooves each student to recognize and diligently pursue his/her academic responsibilities.

## THE APPLICATION PROCESS

Students who wish to apply for scholarship and student aid consideration should submit (1) a formal SCHOLARSHIP AND ASSISTANCE application form and (2) an acceptable financial statement, the College Scholarship Service's FINANCIAL AID FORM (FAF). New Hampshire College usually makes its determinations on an annual basis; in the springtime for the following academic year which includes terms starting on or after the next July 1st.

Freshmen students applying under the College's EARLY FINANCIAL AID OPTION have a deadline of December 15th.

Other first time applicants, freshmen, transfer students and returning upperclassmen not currently having scholarships and assistance, have a deadline of March 15th.

Renewal applicants, NHC students having scholarships and assistance during the current academic year, must reapply by April 15th. IT IS IMPORTANT to remember that student aid awards are not automatically renewed. YOU MUST APPLY EACH YEAR.

The SCHOLARSHIP AND ASSISTANCE APPLICATION FORM may be obtained from either the Admissions Office or the Financial Aid Office, New Hampshire College, 2500 River Rd., Manchester, NH 03104.

The form should be completed in its entirety and returned directly to the attention of the Director of Financial Aid, New Hampshire College, 2500 River Rd., Manchester, NH 03104. Of particular importance are the IRS WAIVERS on the final page of the application. (Be sure all appropriate signatures have been affixed.)

The FINANCIAL AID FORM (FAF) may be obtained from either the Admissions or Financial Aid Offices at the College, from your high school or college guidance office or from CSS by writing the College Scholarship Service, Box 2700, Princeton, NJ 08540.

It is in your best interest that the FAF be completed carefully and accurately. A properly completed form must be submitted through the College Scholarship Service. You should indicate that you want a copy of your FAF and need analysis report forwarded to New Hampshire College, code #3649.

Normal processing time for your FAF at CSS is about four (4) weeks. You should keep this time frame in mind in relationship to the DEADLINES indicated. New Hampshire College will expect both your application form and the FAF no later than those DEADLINES.

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

## STUDENT ASSISTANCE PROGRAMS

There are many, many programs designed to assist students with their postsecondary training/educational expenses. The solution to dealing with rapidly rising educational expenses often revolves around your ability to discover just who administers each program and exactly how and when you should apply.

Students contemplating training and/or education beyond the secondary level are advised to take the following steps as early as possible during their years in high school.

- Talk with your parents concerning your plans and finances.
- Make an appointment with your guidance counselor for both you and your parents to discuss your aspirations.
- Visit the admissions and financial aid offices at the college or colleges of your choice. We suggest that you do this early in your senior year and perhaps as early as your junior year.
- Research the subject of scholarships and student assistance. We suggest you read "Meeting College Costs", a publication of the College Scholarship Service. You should be able to obtain a copy free of charge, from your high school guidance office. We also recommend "A Student's Guide to Five Federal Financial Aid Programs", HEW publication No. OE 78-17914. You should be able to obtain a copy through your guidance office or you may request a copy from New Hampshire College.

New Hampshire College operates its own scholarship and work program and acts as administrator for the National Direct Student Loan Program (NDSL), Supplemental Educational Opportunity Grant Program (SEOG), and the federal College Work-Study Program (CWS). You will be given consideration for all these programs when you submit your SCHOLARSHIP AND ASSISTANCE application form, and financial statement (FAF) as described in the section entitled The Application Process.



#### H.A.B. SHAPIRO MEMORIAL SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of the late founder of New Hampshire College. All high school seniors entering the College from secondary schools in the State of New Hampshire are eligible for consideration. Awards are made on the basis of demonstrated need and academic excellence or promise. Applicants may request consideration for a H.A.B. Shapiro Scholarship by attaching a note to their Scholarship and Assistance Application forms.



#### ROBERT E. PLOURDE SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contributions to the College. These scholarships, awarded on the bases of demonstrated need, academic excellence or promise, are available to high school graduates of the Suncook, New Hampshire area. You may request consideration for one of these scholarships by attaching a note to your Scholarship and Assistance Application form.

#### NEW HAMPSHIRE COLLEGE ALUMNI SCHOLARSHIPS

A limited number of partial tuition scholarships are awarded each year, for a single year, to New Hampshire College students. Awards are made on the basis of demonstrated need and academic excellence or promise. Special attention may be given to sons and daughters of New Hampshire College alumni. Applicants may request consideration for an alumni scholarship by attaching a note to their Scholarship and Assistance Application forms.



## INSTITUTIONAL SCHOLARSHIPS

New Hampshire College scholarships, for the most part, are awarded on the basis of academic achievement, usually within the limits of demonstrated financial need. You will be automatically considered for scholarship assistance, including the special designated scholarships previously indicated, upon receipt of your Scholarship and Assistance Application form and your FAF.

Students seeking consideration for athletic scholarships should also contact the Athletic Department in addition to the Financial Aid Office.

During the 1978-79 college year, New Hampshire College awarded more than \$200,000 in scholarships to over 375 students. The awards ranged from \$100 to several thousand dollars and averaged about \$600.

## PART TIME ON-CAMPUS EMPLOYMENT

There are always a large number of tasks which must be performed every day within a college community and it is not always possible to fill positions with students eligible under the federal College Work-Study Program. The College, therefore maintains a relatively large part time employment program where your willingness and availability play larger roles than your demonstrated financial need in determining your employment prospects. Most such jobs are in the maintenance and food service areas and students interested in such opportunities should contact directly the Dean of Administration, Dean William Beane. The Financial Aid Office can and will provide counsel concerning the areas in which such employment may be available at any given time. Preference for all on-campus employment is given to students eligible under the College Work-Study Program and those who have demonstrated financial need.

## NATIONAL DIRECT STUDENT LOAN PROGRAM - (NDSL)

You may borrow, subject to available funds and your demonstrated need, up to \$2500 if you have completed less than two (2) years of a program leading to a bachelor's degree, and up to \$5000 if you have completed two or more years of a four year program. Additional funds, up to a cumulative total of \$10,000 are available for graduate study. You will be considered for an NDSL loan when you submit your Scholarship and Assistance Application form and FAF to New Hampshire College.

Funds for National Direct Student Loans come from the federal government, the College and from previous borrowers. While there is no interest on such loans while you are in College, the loans must be repaid when you leave college. Repayment begins nine (9) months after you graduate or leave college for other reasons. You may be allowed up to ten (10) years to repay your loan; but New Hampshire College repayment schedules usually require repayment at the minimum rate of \$30.00 per month or \$90.00 per quarter, principal and interest. During the repayment period you will be charged 3% interest per year on the unpaid balance of the loan.

You may defer repayments on your loan during periods when you are enrolled full-time for further education, and for up to three years while you serve in the Armed Forces, Peace Corps or Vista.

Cancellation or forgiveness of the loan, at the rate of fifteen percent (15%) per year, is available if you teach the handicapped or teach in a school designated by the U.S. Commissioner of Education as eligible for



such consideration.

Last year New Hampshire College loaned more than four hundred (400) students nearly \$400,000 in National Direct Student Loans; an average of more than

\$900 per student. The loans ranged from \$200 to \$2000.

A typical repayment schedule for a \$1,000 NDSL loan, on a quarterly basis follows:

Annual Rate = 3%		Payment = \$90.00		Loan = \$1,000.00		Term = 3 years	
PAYMENT		PAYMENT ON		TOTAL		BALANCE	
NUMBER	INTEREST	PRINCIPAL		PAYMENT		OF LOAN	
1	\$7.50	\$90.00		\$97.50		\$910.00	
2	6.83	90.00		96.83		820.00	
3	6.15	90.00		96.15		730.00	
4	5.48	90.00		95.48		640.00	
5	4.80	90.00		94.80		550.00	
6	4.13	90.00		94.13		460.00	
7	3.45	90.00		93.45		370.00	
8	2.78	90.00		92.78		280.00	
9	2.10	90.00		92.10		190.00	
10	1.43	90.00		91.43		100.00	
11	.75	90.00		90.75		10.00	
12	.08	10.00		10.08*		00.00	

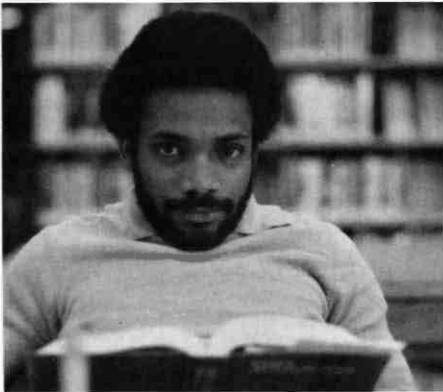
\*Final payment is usually somewhat different from the regular payment, and is shown starred on the last line.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT - (SEOG)**

The Supplemental Educational Opportunity Grant program is for students of exceptional financial need who without the grant would be unable to pursue their programs of study. To be eligible for consideration your expected family contribution cannot exceed one half your cost of education. At New Hampshire College, you will receive consideration for an SEOG award when you submit your scholarship and assistance application form and FAF.

SEOG's range from \$200 to \$1500 in gift assistance funds; that means the awards need not be repaid. There is a \$4,000 limit on SEOG's in a four-year program of study. During the 1978-79 college year, New Hampshire College awarded more than 200 students approximately \$100,000; an average of nearly \$500.

If you are selected for an SEOG award, New Hampshire College will provide you



with additional financial assistance at least equal to the amount of your grant.

### **FEDERAL COLLEGE WORK-STUDY PROGRAM - (CWS)**

Federal and College money fund the College Work-Study (CWS) Program which is designed to create part time employment opportunities for students in need of the earnings from such employment in order to begin or continue their programs of study. Your eligibility for the program will be determined when you submit your Scholarship and Assistance Application form and FAF.

In arranging employment under the CWS program the College's financial aid officers will take into consideration your demonstrated financial need, class schedule, health and academic progress.

Employment under the college Work-Study program may be on-campus or off-campus with a public or private non-profit agency. At New Hampshire College the majority of such opportunities are on the campus. Pay rates range from the minimum up and are related to the type of work you do and the proficiency required of you.

During the 1978-79 college year, New Hampshire College provided CWS employment to more than 300 students, amounting to more than \$300,000. Earnings ranged from \$200 to more than \$2,000; averaged nearly \$900.

### **BASIC EDUCATIONAL OPPORTUNITY GRANTS - (BEOG)**

Basic Grants for the 1979-80 academic year are expected to range between \$50 and \$1600 based on your cost of education and your eligibility index. You may apply for a Basic Grant by using the Financial Aid Form (FAF) being sure to complete item #83. The form will be available from your guidance office or from the financial aid office at the college of your choice.

Students who have recent dramatic changes in the family financial circumstances may wish to apply for Basic Grant consideration by utilizing an Application for Determination of Basic Grant Eligibility AND a Supplemental Form; both of which should be available from the financial aid office at the Colleges you are considering.

The BEOG Program is considerably different from the other financial aid programs operated under the United States Office of Education in that it has an entitlement feature which means that all students who are eligible will be funded. New Hampshire College acts as a disbursing agent for this program.

Under the Basic Grant Program demonstrated financial need is determined by a formula approved annually by the Congress of the United States. The formula is applied to the information submitted on your application to produce an eligibility index which is forwarded to you via a Student Eligibility Report (SER).



## 94

You may make photostatic copies of the first page of your SER and send it to as many colleges as you desire to see what your grant would be at each institution. Your eligibility index in relationship to your cost of education and enrollment status determines the amount of your grant.

New Hampshire College advises and expects all of its Scholarship and Assistance applicants to file for a Basic Grant and suggests that you file as early as possible in the calendar year in which you wish assistance; ie: January or February 1980 for the 1980-81 college year which extends from July 1, 1980 to June 30, 1981.



## **GUARANTEED STUDENT LOAN PROGRAM - (GSL)**

The Guaranteed Student Loan Program enables you to borrow directly from a bank, credit union, savings and loan association or other participating lender such as a fraternal benefit society which is willing to make the loan. The loan is guaranteed by a State or private, non-profit agency or insured by the Federal Government.

Students who desire a guaranteed student loan should contact the lender directly. This contact should be made in person and in the company of your parents if you are dependent upon them. You will find it most helpful if the lender you contact has had a prior business relationship with you and/or your family.

In the State of New Hampshire, the Guaranteed Student Loan Program is called the HELP Program (Higher Education Loan Program) and such loans are insured or guaranteed by the New Hampshire Higher Education Assistance Foundation (NHHEAF).

The maximum a student may borrow as an undergraduate is \$2,500 per year to a cumulative total of \$7,500. You may borrow up to \$5,000 per year for graduate study to a cumulative total of \$15,000 which includes the loans made at the undergraduate level.

Recent legislative changes in the program provide greatly increased access for most students to guaranteed student loans. The interest rates on GSL's are 7% per year; but many students will qualify for Federal Interest subsidies until they start to repay their loans and during authorized periods of deferments.

If your adjusted gross family income is under \$25,000 in the calendar year preceding the academic year for which you seek a guaranteed student loan, your loan will automatically qualify for federal interest benefits.



If your adjusted gross family income is \$25,000 or more and you wish to apply for federal interest subsidy, you must submit to the lender a recommendation from your college, based on an analysis of your need. In most cases, this recommendation is prepared by the financial aid officer at your college.

Students who are not eligible for federal interest benefits may still apply for guaranteed student loans; but will have to pay their own interest over the entire life of the loan.

An insurance premium of up to one percent (1%) each year of the loan may be collected in advance under a State or private guarantee agency program. Usually this premium is collected, for your in-school and grace periods of time, by the lender at the time of loan disbursement.

Repayment of such loans normally begin between 9 and 12 months after you graduate or leave school, and you may be allowed to take up to ten years to repay the loan. The amount of your payments depends upon the size of your debt and your ability to pay; but in most cases you must pay at least \$360 per year unless the lender agrees to a lesser amount. At the time your repayment schedule is set, the lender will collect a 1% insurance premium, per year on the unpaid balance, based on your schedule of repayments.

You do not have to make repayments for up to three years while you serve in the Armed Forces, Peace Corps, or in full-time volunteer programs conducted by ACTION. In addition, deferments are available any time you return to full-time study and for a period of not more than one year for students who are unable to find full-time employment.

New Hampshire College urges all its Scholarship and Assistance applicants to seek aid from the Guaranteed Student Loan Program operating in their home states.



### **NEW HAMPSHIRE INCENTIVE PROGRAM - (NHIP)**

The New Hampshire Incentive Program (NHIP) is designed to provide increased, equal access and choice for deserving, needy New Hampshire residents seeking the benefits of postsecondary education/training within the State.

NHIP awards provide gift assistance ranging from \$100 to \$1500 based on your need, academic qualifications, the tuition charges at the institution you select within the State, and your willingness to help yourself.

To be eligible incoming freshmen students must have graduated in the upper 3/5th's of their high school graduating class or have had a high school grade-point-average of 2.40 on a 4.00 scale. If a non graduate, you may qualify academically if you have a G.E.D. Certificate and scored on the average in the 50th percentile or higher based on national averages. Upperclassmen and renewal applicants are judged on the basis of their postsecondary work.

Demonstrated need is determined on the basis of your eligibility index which is a product of your application for a Basic Grant. You DO NOT NEED to be eligible for a Basic Grant in order to qualify for a NHIP Grant; but you must apply for a Basic Grant. The NHIP picks up where the Basic Grant Program leaves off.



The schedule of awards under NHIP is approved annually by the administering agency, the New Hampshire Postsecondary Education Commission, on the bases of appropriated federal and state funds, the qualifications and needs of the applicant group, and the institutional choices of the successful applicants. During the 1978-79 academic year freshmen awards ranged as high as \$100, \$500, and \$1,000 at low, medium and high tuition cost institutions. Upperclass awards, made on the basis of the same factors, reached \$100, \$300, and \$700.

NHIP grant recipients must also be willing to help themselves by providing \$800.00 of their educational expenses. The self-help may be from summer earnings, term time earnings or from loans. Compliance with this regulation is handled by The Commission in a mechanical manner, by a formula which measures a student's basic resources and cost of education. The \$800 is subtracted from the difference between an applicant's resources and cost of education and if the scheduled grant is within the student's need, the award is made.

The application process for a grant under the New Hampshire Incentive Program is simple. Those students desiring consideration complete a New Hampshire Incentive Grant Application, attach a photostatic copy of their Student Eligibility Report (SER), which is a product of their application for a Basic Grant, and send both to the N.H. Postsecondary Education Commission, 66 South Street, Concord, N.H. 03301.

The application forms are usually available in February at your high school, postsecondary institutions within the State or directly from the Commission at the address indicated above. Both the application form and the copy of your SER must be received by the indicated deadline which is set annually by the Commission. For the 1979-80 academic year, the deadline was May 1, 1979.

Awards under the New Hampshire Incentive Program are not automatically renewed. It is important to remember that you must apply annually.

The State of new Hampshire also provides incentive bonuses to lenders under the New Hampshire Higher Education Assistance Foundation's Higher Education Loan Program in an effort to provide New Hampshire residents increased access to guaranteed student loans.

## **STATE GRANT/SCHOLARSHIP PROGRAMS**

Most if not all of the 50 states have scholarship and/or grant programs of the benefit of their students. Many of these programs have portable features, that is students may take their awards out of state. New Hampshire College expects all scholarship and assistance applicants to vigorously pursue all reasonable avenues of support and suggests that you check with your guidance counselor concerning the application deadlines and procedures in your local area.

## **OFF CAMPUS EMPLOYMENT**

Manchester is New Hampshire's Queen City and population center of the State. Part time employment opportunities do exist in the local area and although not part of the college's aid program, earnings from such sources can contribute significantly towards meeting college costs. The College's Placement Director, who works under the Dean of Student Affairs, coordinates information concerning these opportunities and acts as liaison with local employers.

## OUTSIDE ASSISTANCE

New Hampshire College does urge its students to seek assistance from every source outside the college in addition to making application through the financial aid office. You should consider local programs such as Dollars For Scholars, Service Clubs and Trust Programs which may be known to the Trust Officer at your local bank. Your Director of Guidance should be able to provide you with information concerning available reference material. You are required to report awards of \$100 or more to the Director of Financial Aid.

Your success in obtaining support from sources outside the College does not automatically reduce assistance approved for you through the Financial Aid Office. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve you and all its students by having the most accurate and up to date information available concerning your situation.

## PAYMENT OF COLLEGE BILLS

All bills are due and payable upon presentation. It is usually the College's policy to bill in advance of a term and to insist on payment in full prior to the first day of class. Exceptions require the expressed prior approval of the Business Office.

### INSTALLMENT PAYMENT PROGRAMS

Educational loans are probably available through your local lenders and other organizations such as The Tuition Plan, Inc., or National Shawmut Bank of Boston. The College will be pleased to see that information is forwarded to you concerning such options.

### VETERANS PAYMENT PLAN

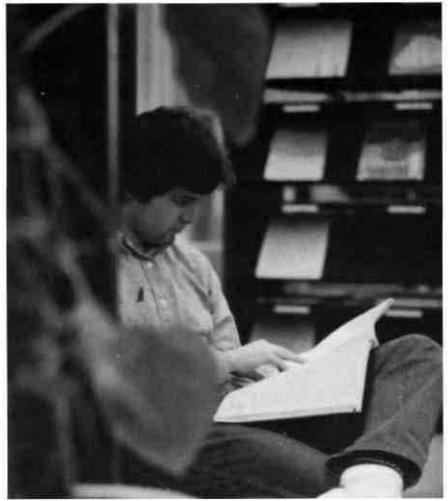
The College has available a special installment payment plan for students receiving education assistance from the Veterans Administration. Inquiries regarding the Veterans Payment Plan should be directed to the Business Office. New Hampshire College does have veterans specialists on its staff and a VA representative on campus.

### DEPOSIT POLICIES

**New Students:** Upon receipt of acceptance by the College, a new student is required to submit a tuition deposit of \$100 and, if applicable, a room reservation deposit of \$100. These deposits are billed by the Admissions Office, are payable to the Business Office, will be credited to the student's account and are subject to the Refund/Withdrawal Policy explained in this booklet.

**Returning Students:** In the Spring students scheduled to return to the College in the Fall are billed a tuition deposit of \$100 and, if applicable, a room deposit of \$100. These payments are credited to the student's account and are subject to the indicated Refund/Withdrawal policy.

**Early Decision Candidates:** Incoming freshmen applicants who select New Hampshire College's relatively unique Early Financial Aid Option are required to pay



\$200 deposits upon acceptance of their financial aid awards whether they plan to reside on campus or commute. The same Refund/Withdrawal Policy applies to their deposits.

#### **THE EARLY FINANCIAL AID OPTION**

Incoming freshmen students for the term starting in September ONLY may obtain PRIORITY CONSIDERATION for both admissions and student aid if they select NHC'S EARLY FINANCIAL AID OPTION indicative that New Hampshire College is their FIRST CHOICE institution and that scholarship and financial aid is a primary consideration. To be eligible for consideration for this program, applicants must have a high school grade-point-average of at least 2.75 on a 4.00 scale. BOTH the admissions and scholarship/assistance application processes must be completed prior to the December 15th DEADLINE.

#### **REFUND/WITHDRAWAL POLICY**

An accepted student, not yet enrolled in the College, may withdraw, after payment of deposit(s), by written notification to the Director of Admissions. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the Director of Admissions.

An enrolled student who withdraws from the College must notify the Dean of Student Affairs in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The official date of withdrawal, and the date from which refunds will be determined, will be the date on which written notice of withdrawal is received by the Dean of Student Affairs.

Students who withdraw will be entitled to a refund of tuition on the following semester basis:

- If withdrawn prior to the first scheduled day of class: 100% minus \$100
- If withdrawn within two weeks of the first day of class: 80%
- If withdrawn within four weeks of the first day of class: 60%
- If withdrawn within six weeks of the first day of class: 40%
- If withdrawn within eight weeks of the first day of class: 20%
- If withdrawn after eight weeks of the first day of class: No Refund

Students on the board program will receive refunds in direct proportion to the number of chits utilized to the day of withdrawal. See current catalogue for explanation of the 'Chit System' which is designed to provide maximum flexibility for all students on the board program.

There will be no refund of room charges for the term during which a student withdraws.



# COST AND EXPENSES

## TUITION AND FEES — 1979-80 ACADEMIC YEAR

Tuition (includes student activity fee and athletic fee)	\$3692.00 per year
More than 19 credits per semester	\$ 125.00 per credit
Less than 12 credits or 4 courses per semester	\$ 125.00 per credit
Health Insurance (payable with first semester charges)	\$ 50.00 per academic year
Computer Laboratory Fees	\$ 20.00 - \$40.00 per course
Hotel/Resort Laboratory Fees	\$ 25.00 per course
Late Registration Fee	\$ 5.00
Auto Registration Fee	\$ 5.00 per year
Transcript Fee	\$ 1.00 each
Make-up Final Examination Fee	\$ 5.00
Graduation Fee	\$ 30.00

## TEXTBOOKS AND SUPPLIES

Each student is responsible for the purchase of textbooks and supplies (available in the Campus Store). Estimated costs range between \$125.00 and \$175.00, averaging \$150.00.

## ROOM AND BOARD

	Per year with board	Per year without board
Dormitories		
Double	\$2116.00	Not available
Single (limited number)	\$2318.00	Not available
Apartments	\$2116.00	\$1112.00
Townhouses	\$2318.00	\$1314.00
Franklin Hall	\$1854.00	\$ 850.00
Pine Valley	\$1916.00	\$ 912.00
College off-campus housing	\$2030.00	\$1026.00
College-rented apartments	\$2204.00	\$1200.00



# 100

New Hampshire College has set tuition, which includes the student activity fee and athletic fee, at \$3692.00 for the 1979-80 academic year. Average room and board charges for the year are \$2116.00. One half the amount is billed, and is due and payable at the start of each semester.

Prices are subject to change from time to time; but it has been the practice of the

College in recent years to keep annual increases related to the rise in the consumer price index.

Students and their families should take a comprehensive view of total costs when planning for College expenses. The Financial Aid Office has established the following budget models for the 1979-80 College year:

## RESIDENT STUDENT

\$3692.00  
50.00  
175.00  
2116.00  
1016.00  
variable  

---

\$7049.00

## ITEM

Tuition and Inclusive Fees  
Health Insurance  
Books & Supplies  
Room and Board  
Misc. Personal Expenses  
Transportation  
Total Average Expenses

## COMMUTING STUDENT

\$3692.00  
50.00  
175.00  
}  
2697.00  

---

\$6614.00

## FEES

Computer laboratory fees range between \$20.00 and \$40.00 per course. Hotel/Resort/Tourism courses with laboratory programs are priced at \$25.00. Late registration and automobile registration fees are both \$5.00.

Room charges vary with facilities selected. Students not on the board program, who reside in apartments or townhouses, will experience costs in relation to their appetites and tastes.

A \$100.00 damage deposit is required of all students residing in college housing. The deposit is refunded, less any charges for damage or breakage, when the student no longer resides on campus.

---

## ACADEMIC CALENDAR

### 1979-1980

Staff Development  
Classes Begin  
Mid Term Holiday  
Thanksgiving Recess  
Classes Resume  
Last Class Day  
Exam Reading Day  
Exam Period

September 4  
September 5  
October 8  
November 22 and 23  
November 26  
December 13  
December 14  
December 15-21

Staff Development  
Classes Begin  
Mid Term Recess  
Classes Resume  
Last Class Day  
Exam Reading Days  
Exam Period  
Graduation

January 7  
January 8  
February 25-29  
March 3  
April 25  
April 26 and 27  
April 28-May 6  
May 10

### 1980-81

Staff Development  
Classes Begin  
Mid Term Holiday  
Thanksgiving Recess  
Classes Resume  
Last Class Day  
Exam Reading Day  
Exam Period

September 2  
September 3  
October 6  
November 20 and 21  
November 24  
December 15  
December 16  
December 17-23

Staff Development  
Classes Begin  
Mid Term Recess  
Classes Resume  
Last Class Day  
Exam Reading Days  
Exam Period  
Graduation

January 12  
January 13  
March 2-6  
March 7  
May 1  
May 2 and 3  
May 4-11  
May 16

### Notice Regarding Changes

Information contained in this catalogue is correct as of the date of publication. All information including but not limited to costs, rules and regulations, program requirements, course content and staff, is subject to change at any time.

New Hampshire College does not discriminate on the basis of handicap, race, color, creed, sex, age or national origin in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

Address correction requested  
Return or forwarding postage guaranteed

Non-Profit Org.  
U.S. Postage  
**PAID**  
Manchester, N.H.  
Permit No. 6025



2500 River Road  
Manchester, New Hampshire 03104