

New Hampshire College

Manchester, New Hampshire



77-78

New Hampshire College



FULLY ACCREDITED

New England Association of Schools & Colleges

**The Accrediting Commission of the
Association of Independent Colleges and Schools**

The New Hampshire Postsecondary Education Commission

State Board of Education for Business Teacher Education

MASTER OF BUSINESS ADMINISTRATION DEGREE

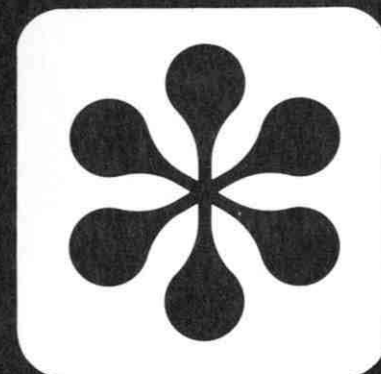
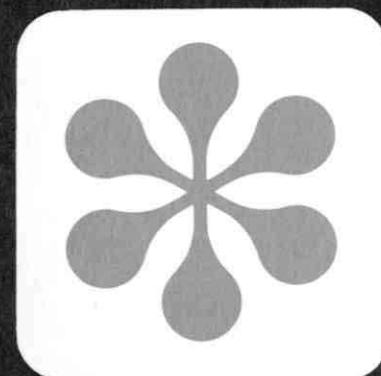
BACHELOR OF SCIENCE DEGREE

ASSOCIATE IN SCIENCE DEGREE

for additional information

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

CALL: 1-800-258-3530
(In N.H. call collect: 668-2211)



The College of Business

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GENERAL INFORMATION

Philosophy and Objectives

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

To blend courses in the humanities and social sciences with specialization in business and business-related areas, giving the student an

awareness of the social, economic and political forces at work in our world;

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

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

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

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

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

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History of the College

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

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

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

The College now has a day school enrollment of approximately 1000, a graduate school enrollment of about 200, and a continuing education enrollment in excess of 2000 students.

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

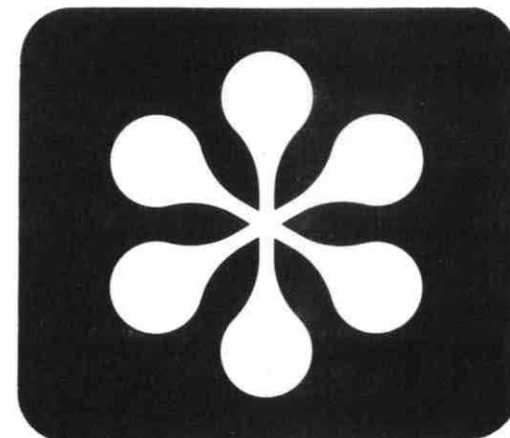
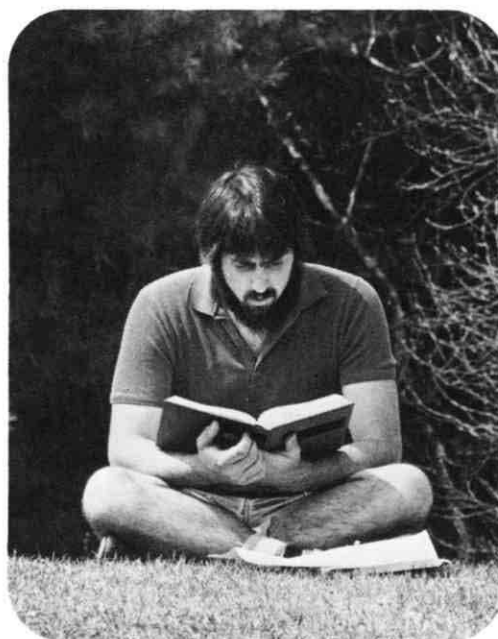
Location and Facilities

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

The campus is located in a suburban setting three miles north of downtown Manchester on approximately 130 acres. Seventeen major buildings stand on the River Road campus. Facilities include two suite-type dormitories housing 91 students each; four 2 and 3-bedroom apartment buildings for 308 students; three 2-bedroom townhouse apartment buildings accommodating 96 students; an administration classroom building containing a computer center; a health center; a library resource center housing a TV studio, radio station, 150 seat theater and meeting rooms; classroom building; gymnasium and athletic fields; a student union with meeting rooms, bookstore,

dining commons, post office, snack bar, recreation rooms and Student Personnel Offices; and a maintenance building and additional shower/locker room facilities for students using athletic fields.

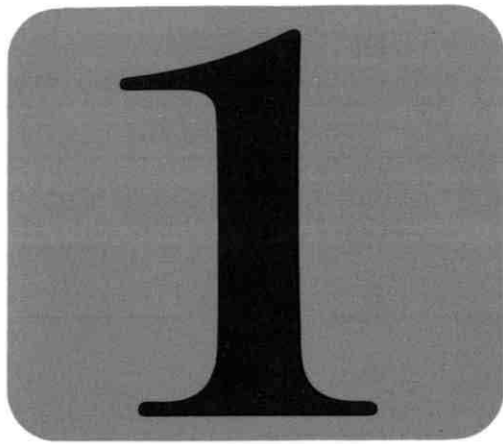
In addition, Franklin Hall, a part of our former downtown campus, is leased to provide student housing and classroom facilities for special programs.



Accreditation

New Hampshire College is fully accredited by the following organizations:

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



Degrees

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

Master of Business Administration

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

- Accounting
- Business Management
- Educational Administration
- Business Education

Bachelor of Science

The Bachelor Science degree is granted to students in:

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

Associate in Science

The Associate in Science degree is granted to students in:

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

New Hampshire College and University Council

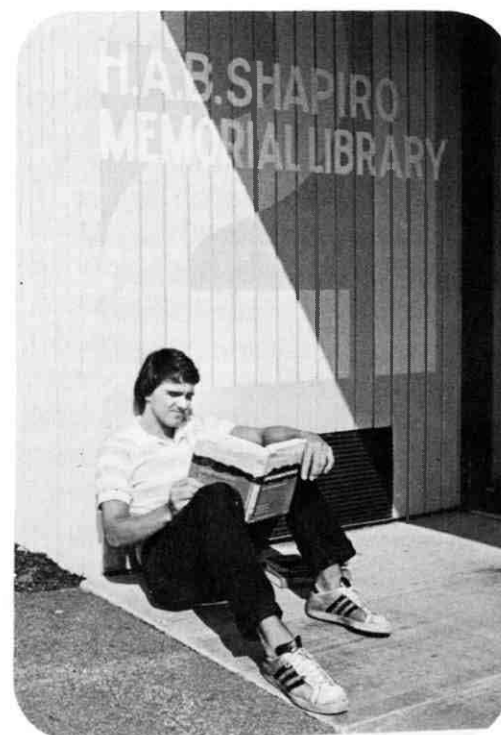
New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges in New Hampshire. As a member of the consortium, New Hampshire College participates in the student exchange program. This program permits students at any member college to enroll for one or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

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

Army ROTC Program

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

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





STUDENT SERVICES

Philosophy

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

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

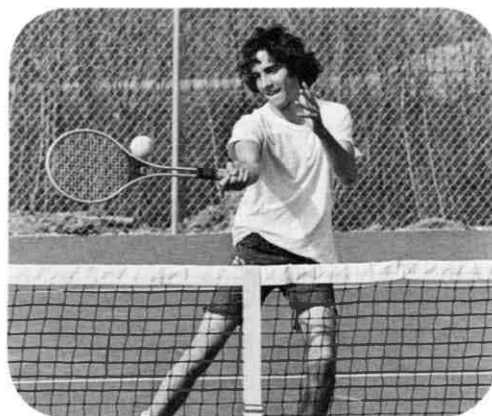
The Student Services Department includes academic advising, athletic facilities management, career planning and placement, counseling, health services, housing, intercollegiate athletics (including

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

Orientation

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

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



Academic Advising Program

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

For incoming freshmen, there is a program of study skills development staffed by upperclass students. These student academic advisors conduct workshops at orientation, small group and individual study skills sessions. They are trained by and work closely

with the Student Services staff. All freshmen are encouraged to participate in this program for the fullest possible development of their academic potential.

Athletics

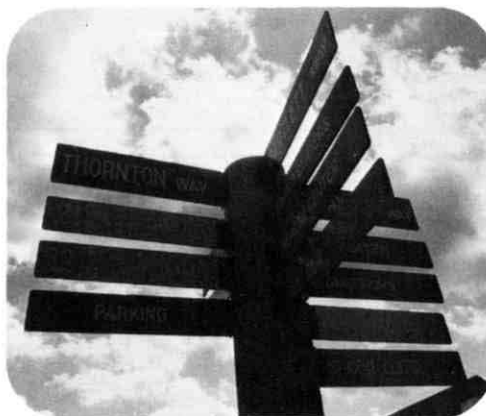
New Hampshire College supports an active athletic program as an integral part of the education process. Intercollegiate competition is provided in basketball, baseball, lacrosse, soccer, skiing, golf, trap and skeet, tennis and hockey. The Director of Athletics is responsible for the coordination of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

Athletic Facilities

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

Career Planning and Placement

The Office of Career Planning and Placement has three objectives: to assist 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 fulltime employment.

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

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



Counseling

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

Health Center

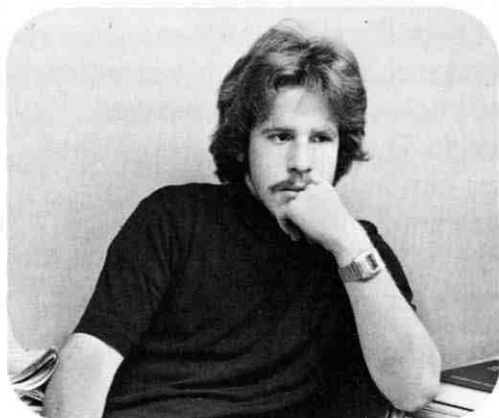
The Health Center is open daily from 8:00 a.m. to 5:00 p.m. Monday through Friday during the academic year. Nurses are on duty to assist students and provide care for in-patients as well as out-patients. Nurses are on call during the weekend.

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



Veterans Affairs

An Office of Veterans Affairs has been established on campus to be the principle service center for veterans. Tutorial assistance, guidance and many other services are available to all veterans. The College urges all veterans to acquaint themselves with this office in order to become aware of the educational benefits available to them under the G.I. Bill.



Housing

All students, with the exception of those who live with their parents or immediate relatives, are required to reside in college housing as long as accommodations are available. All freshmen, as well as upperclassmen who reside in the dormitories, are required to take meals in the campus dining hall. (Exceptions to the above policy are made only under unusual circumstances.)

Housing facilities include dormitories, apartments and townhouse accommodations. If accommodations are not available and students are granted permission to live off campus, this permission is only temporary, as students may be recalled to campus the following semester if space is available. Recalls will be based upon relative senior standing on a lottery basis in the following order: (1) freshmen, (2) sophomores, (3) juniors, (4) seniors. Because of this recall system, students are

warned not to make long-term commitments for off campus accommodations.

Upperclass students are eligible to reside in campus apartments and townhouses. Freshmen will not usually be allowed to reside in these apartments or townhouses. If freshmen are assigned to the apartments or townhouses, they will be required to take meals in the campus dining hall.

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

Student Activities

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



STUDENT ORGANIZATIONS

Student Government Association

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

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

Student Publications

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

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

Cheerleaders

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

Fraternities and Sororities

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

I.F.C.

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

Newman Student Community

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

Future Secretaries Association

The objectives of the FSA are to stimulate 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.

Marketing Club

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

Humanities Committee

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



Drama Club

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

Ski Club

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

Black Alliance

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

Veterans Club

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

Shooting Development Club

The Shooting Development Club was formed to educate students in the use of firearms but it has expanded to include other interest 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.

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.

WCAC Radio Station

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

ACADEMIC SUPPORT SERVICES



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

H.A.B. Shapiro Memorial Library

New Hampshire College is served by the H.A.B. Shapiro Memorial Library, a modern and spacious building located near the center of the campus. The constantly expanding collection contains approximately 45,000 volumes, 2,000 reels of microfilm, and 10,000 microfiche. The Library subscribes to 650 periodicals and numerous business and financial services. Tables and carrels are provided for individual study, and several conference rooms are available for group work. Professional librarians provide research assistance and instruction in the use of library resources.

A separate wing of the library building contains the campus radio station, a 150 seat studio

theater, and the audio-visual section. The latter houses recordings, video tapes, cassettes, films, and a listening room with individual carrels. It provides a wide range of portable A-V equipment for class, instructor, and student use. Original video films are produced. The studio is also the broadcast point for channel 13, the college's closed-circuit television system.

Reading and Communications Center

The College maintains a Reading and Communications Center staffed by two full-time faculty members. Programs are available to all students desiring to improve reading and study skills such as comprehension and retention, critical reading, speed reading, vocabulary building and note taking. Students who experience difficulties with texts or other books are encouraged to obtain



individual aid. Help with written language is also available on an individual basis. Students for whom English is a second language are offered intensive instruction.

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

Computer Center

The New Hampshire College Computer Center is an academically oriented, primarily student-operated area. It is presently equipped with an IBM System 3, Model 15 and has a 3340 disk system with multi programming and directly attached 3741 (floppy disk). This is a 96 K machine with a CRT and teleprocessing capabilities. Portable terminal capability allows access to two other major areas within the state.

Internship

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

Domestic Internship

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive 3 to 15 credits for an internship. Participants must be in good academic standing, and receive approval from the Department Chairman and the Director of Cooperative Education. All candidates must also be interviewed, screened and selected by the company granting the internship. The College maintains a working relationship with current and potential employers for this program, both within the Manchester area, and throughout the northeast. Students are also encouraged to develop business contacts that will assist them and the College in developing new opportunities.



Foreign Internships

Students pursuing marketing, retailing or fashion merchandising programs of study have the opportunity to participate in a 6-week, 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 Copenhagen, Denmark; Antwerp, Belgium; Paris (and provinces), France; Hong Kong; Nassau, The Bahamas; and Melbourne, Australia.

Cooperative Education

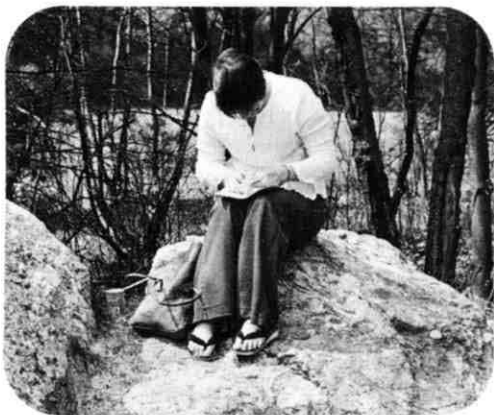
With the 1975-76 academic year, the College began a 4-year cooperative education program, designed for accounting, management information systems or management advisory services majors. The program coordinates professional work experience with classroom training. Participants are admitted only in September,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

Participation in this program is through invitation only. The Admissions Department selects candidates from its applicant group. The usual minimum criteria for selection is a 3.00 high school cumulative average and a combined SAT score of 1000.

The candidates must meet approval of the Department Chairman, the Director of Cooperative Education, and the office of the Academic Dean.

New Hampshire College in England

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



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

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

Special Programs

Through Special Programs the College tries to be responsive to the needs of the community and people within it. Ranging from one-day special programs, to grouped seminars, to long term projects, the College attempts to provide that which is needed by the particular audience.

Examples of special programs are:

Upstart

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

Project Ahead

Project Ahead is a cooperative plan designed to help active duty U. S. Army personnel work toward a college degree. The College will counsel Project Ahead student-soldiers prior to active duty and maintain an academic file on the participant. The

individual applicant must qualify for Army service and meet the College's entrance requirements for the program of his/her choice. The College then evaluates for future credit any college level courses the student-soldier takes while in the service. After Army discharge, the veteran returns to the College to continue degree work, or may have his/her transcript sent to any other college.

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

Small Business Management Course

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

Continuing Education

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

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

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

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

Continuing Education Centers

Majors

NHC - Portsmouth Center
Portsmouth Senior High School
Alumni Drive
Portsmouth, NH
436-2831 or 436-2840

General Management -
AS and BS
Accounting - AS and BS
Techna-Business - BS
Marketing - BS

NHC - Salem Center
1515 Main Street
Salem, NH 03079
893-3598 or 893-9600

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

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

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

NHC - Laconia Center
345 Union Ave.
Laconia, NH 03246

General Management -
AS and BS

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

General Management - Post
Associate Degree Only - BS



ACADEMIC STANDARDS AND REGULATIONS

Attendance

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

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

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

Withdrawal from Class

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

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



Withdrawal from New Hampshire College

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

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

Activity cards must be returned when withdrawing from the College.

Grading System and Records

College policy protects the confidentiality of the student's records by requiring the consent of the student for release of information. Parents will be sent a copy of a student transcript without charge upon the student's written request.

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

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

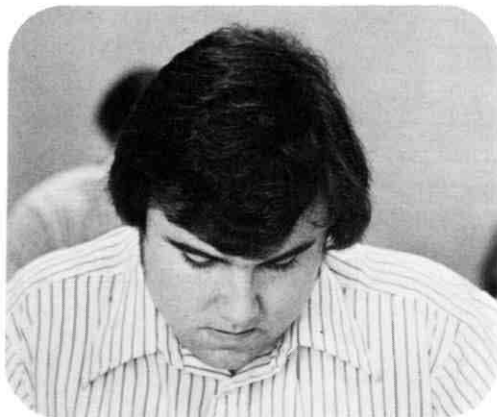
These letters have the following numerical equivalents in calculating grade point averages:
 A = 4 points; B = 3 points;
 C = 2 points; D = 1 point;
 F = 0 points.

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

Accounting	1	3 credits x A (4) = 12 points
English	10	3 credits x B (3) = 9 points
MA	10	3 credits x C (2) = 6 points
Math	10	3 credits x D (1) = 3 points
History	9	3 credits x F (0) = 0 points

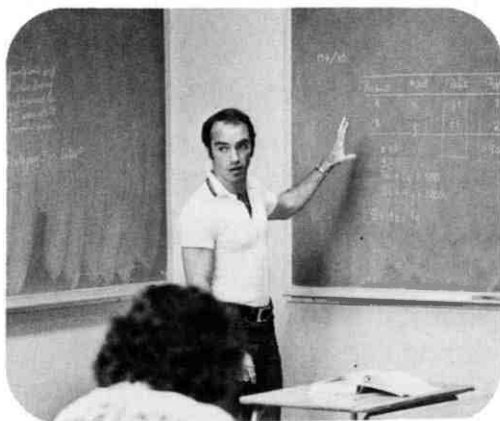
15 credits 30 points

30 divided by 15 = 2
 Grade point average is 2.00



Incompletes

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



Repeating Courses

Any course may be repeated once for credit. The student must accept the second grade. This will be the only grade computed into the accumulative grade point average. This regulation is applicable only to enrolled degree candidates. Permission slips must be obtained and returned to the Registrar's Office. The policy is guaranteed subject to availability of class space. Students taking a course for the first time will be given enrollment priority.

Academic Review

At the end of each year and at any other time at the discretion of the Committee on Scholastic Standing, the records of all students may be reviewed by the Committee. Any student whose accumulative academic average is less than 2.00 is subject to action by the Committee. The 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 offices of the Academic Dean and the Dean of Student Services will be responsible for working with students in academic difficulty at other times.

Any student who earns less than a 2.00 academic average in two consecutive terms may be subject to dismissal even though the accumulative average may be satisfactory.

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



Academic Renewal

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

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

Dismissal

New Hampshire College reserves the right to dismiss any student whose presence is deemed detrimental to the best interest of the College.

Petition for Readmission

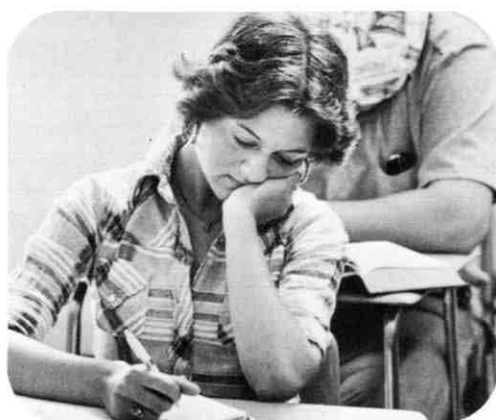
A student who is dismissed from New Hampshire College for academic causes may petition the Committee on Scholastic Standing for permission to be readmitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters.

Transfer Credits

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

Student Exchange Courses

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



into the NHC average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Franconia College, Franklin Pierce College, Keene State College, Mount Saint Mary College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm's College, and the University of New Hampshire.

Awarding of Degrees

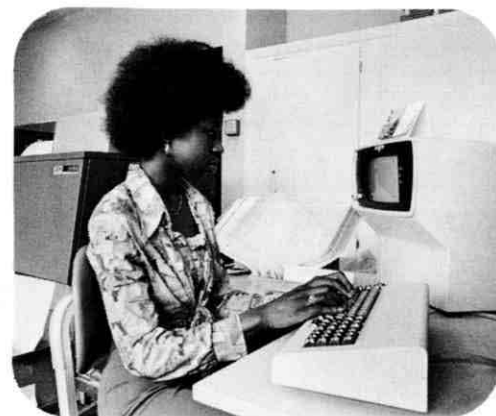
Although a D (1.0) grade is considered passing in a course, a student must have an accumulative grade point average of C (2.0) for all work completed at New Hampshire College and must satisfy the requirements of a specific program of study in order to receive a degree.



Academic Honors

President's List and Dean's List

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



Honor Society

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

Pi Omega Pi

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

Graduation with Distinction

Degree of Bachelor of Science

The degree of Bachelor of Science with certain distinctions will be conferred upon those members of the graduating class who have a minimum two year 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,

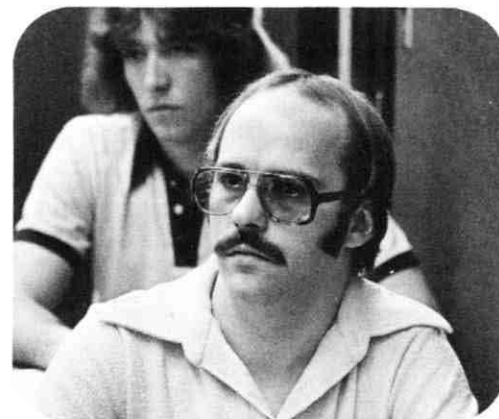
including completion of 33 credit hours, and who have met the following standards:

Students who have earned a minimum grade point average of:

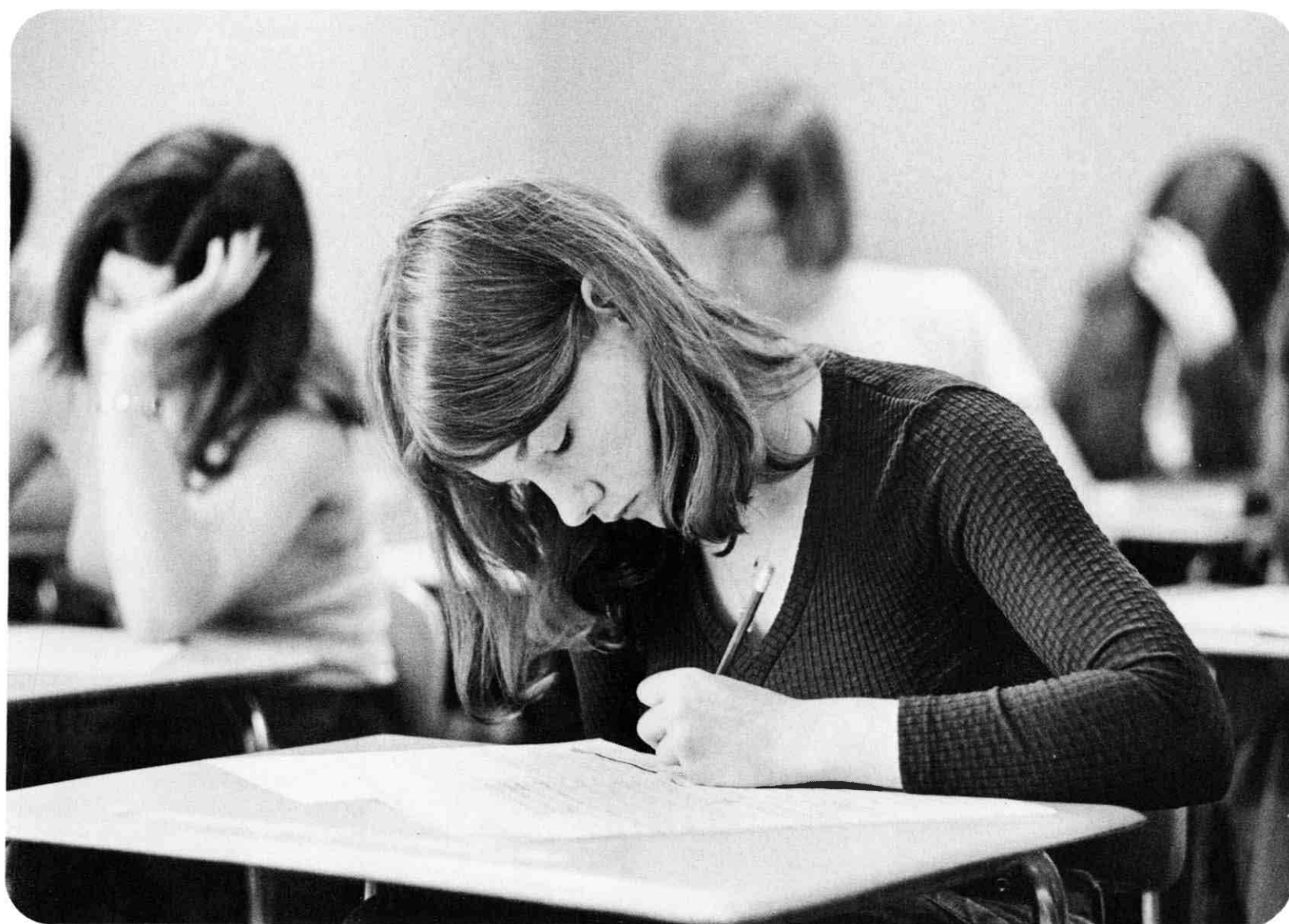
- 3.80 Associate in Science
with highest honors
- 3.50 Associate in Science
with high honors
- 3.00 Associate in Science
with honors

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.

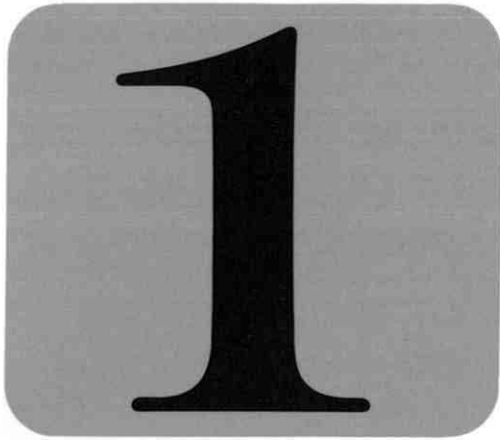


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Programs of Study

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MASTER OF BUSINESS ADMINISTRATION PROGRAM

Objective

New Hampshire College's master of business administration prepares individuals with a bachelor's degree with advanced academic work in the field of business. The program is designed to prepare individuals with the general concepts of business administration and allow for specialization in the areas of accounting, business management, educational administration and business education.

Admission to the Program

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

1. Possession of a baccalaureate or higher degree from an accredited institution.
2. Admission in good standing is based upon an overall undergraduate grade point average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work, and an acceptable score on the Admission Test for Graduate Study in Business.

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

Residency Requirement

A minimum of 27 semester hours of graduate credit must be earned in residence at New Hampshire College.

Transfer Credits

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

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

Background Preparation

It is assumed that individuals will have the following course preparation or equivalent either at the graduate or undergraduate level or will complete it *in addition* to the 33 credits required for the MBA degree:

	Credits
Accounting	6
Economics	6

Business Law	3
Computer Based Information Processing	3
Mathmatics	6
Business Organization	3
Marketing	3
Finance	3
Statistics	3

Degree Requirements

General requirements for the completion of the MBA include a minimum of 33 graduate credits with a thesis option. Specific requirements are as follows:

CORE COURSES

Required of all students

GR 200	Managerial & Financial Accounting
GR 202	Research Methods in Business
GR 220	Organizational Behavior & Development
GR 228	Business Policy
GR 240	Management Information & Control
GR 221	Quantitative Analysis in Business (Management & Accounting Specialization)

or	
GR 222	Educational Statistics (Business Education & Educational Administration Specialization)

ACCOUNTING SPECIALIZATION**Required**

Financial Reporting 1
Commercial Budgeting & Decision Analysis
Financial Reporting 11

Elect two

Auditing
Advanced Tax Procedures
Graduate business electives (2)

BUSINESS EDUCATION SPECIALIZATION**Required**

Curriculum Development
Current Literature in Business Education

Elect three

Principles of Business Education
Methods of Business Education
Educational Psychology
Individualized Instruction
Graduate educational administration courses
Graduate management courses
Graduate accounting courses

MANAGEMENT SPECIALIZATION**Required**

Marketing Strategies
Business, Gov't & Environment
Graduate business electives (2)

Elect one

Institutional Economics
Managerial Marketing
New Organizational Structures
& Process Consultation
Production Management

**EDUCATIONAL ADMINISTRATION
SPECIALIZATION****Required**

Administration and Supervision
School Law

Elect three

Educational Finance
School and Society
Student Services
Graduate business education courses
Graduate management courses
Graduate accounting courses



Graduation Requirements

1. Completion of all required MBA courses (minimum of 33 semester hours). Undergraduate courses taken to make up deficiencies may not be counted toward the number of graduate credits required for the degree.
2. Minimum overall grade point average of 3.0 (4.0 basis) with no more than two C grades.
3. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Committee on Graduate Studies and will have to be based on good cause.

For further information call or write:

Director of Graduate Studies
New Hampshire College
2500 River Road
Manchester, NH 03104
1-800-258-3530

THE BACHELOR OF SCIENCE DEGREE

DEPARTMENT OF ACCOUNTING

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

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

ACCOUNTING CURRICULUM

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

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

MANAGEMENT ADVISORY SERVICES

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

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

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

MANAGEMENT ADVISORY SERVICES CURRICULUM

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

Business Law (MA 6 & 7)	6
Principles of Management (MA 10)	3
Corporate Finance (FIN 15)	3
Money and Banking (MA 16)	3
Human Relations in Administration (MA 25)	3
Production Management (MA 27)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Logic Language and Argumentation (Phil 14)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
	<hr/> 129

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
EDP Hardware (MIS 23)	3
FORTTRAN IV (MIS 24)	3
RPG II (MIS 26)	3
EDP Software Systems (MIS 27)	3
File Concepts (MIS 28)	3
Systems Practicum (MIS 25 & 29)	6

Elementary Accounting (Acct 1 & 2)	6
Cost Accounting (Acct 7 & 8)	6
Financial Statement Analysis (Acct 21)	1½
Institutional Accounting (Acct 22)	1½
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Introduction to Marketing (MA 13)	3
Human Relations in Administration (MA 25)	3
Production Management (MA 27)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
Free Electives	15
	<hr/> 129

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

DEPARTMENT OF BUSINESS EDUCATION / OFFICE ADMINISTRATION

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

Admission to the Business Education Program

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

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



Requirements for Major in Business Education

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

1. SHORTHAND and TRANSCRIPTION (two of the following are required)
Shorthand I (SS 1)
Shorthand II (SS 2)
Shorthand III (SS 3)
2. BOOKKEEPING and ACCOUNTING (two of the following are required)
Intermediate Accounting (ACC 3)
Intermediate Accounting (ACC 4)
Cost or Tax Accounting (ACC 7 or ACC 9)
3. GENERAL BUSINESS/CONSUMER EDUCATION (three of the following or other comparable courses accepted by the department chairperson are required)
Risk and Insurance (MA 12)
Money and Banking (FIN 16)
Introduction to Marketing (MA 13)

4. **MANAGEMENT INFORMATION SYSTEMS** (two of the following are required)
 Introduction to Systems (MIS 21)
 COBOL Programming (MIS 22)
 FORTRAN Programming (MIS 24)
5. **MARKETING and DISTRIBUTION** (three of the following are required)
 Introduction to Marketing (MA 13)
 Principles of Retailing (MA 2)
 Coordination of Cooperative Programs (ED 15)
 Methods of Distributive Education (ED 17)

BUSINESS TEACHER EDUCATION CURRICULUM

Course	Credits
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Human Relations in Administration (MA 25)	3
Elementary Accounting (Acct 1 & 2)	6
Business Data Processing (MIS 20)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Typing	6
Office Procedures (SS 20)	3
Introduction to Psychology (Psy 8)	3

Composition (Eng 10 & 11)	6
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Evaluation, Measurement and Testing (Ed 5)	3
Introduction to Education (Ed 10)	3
Human Growth and Development (Psy 11)	3
Methods of Teaching Typing (Ed 12)	2
Methods of Teaching Bookkeeping and Basic Business (Ed 13)	2
Educational Psychology (Ed 14)	3
Methods of Teaching Shorthand and Transcription (Ed 16)	2
Internship (Ed 20)	3
Student Teaching (Ed 30)	15
Liberal Arts Electives	18
Area Electives	18
Free Electives	6
	<hr/> 129

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

DEPARTMENT OF MANAGEMENT ARTS / ECONOMIC SCIENCES**GENERAL MANAGEMENT**

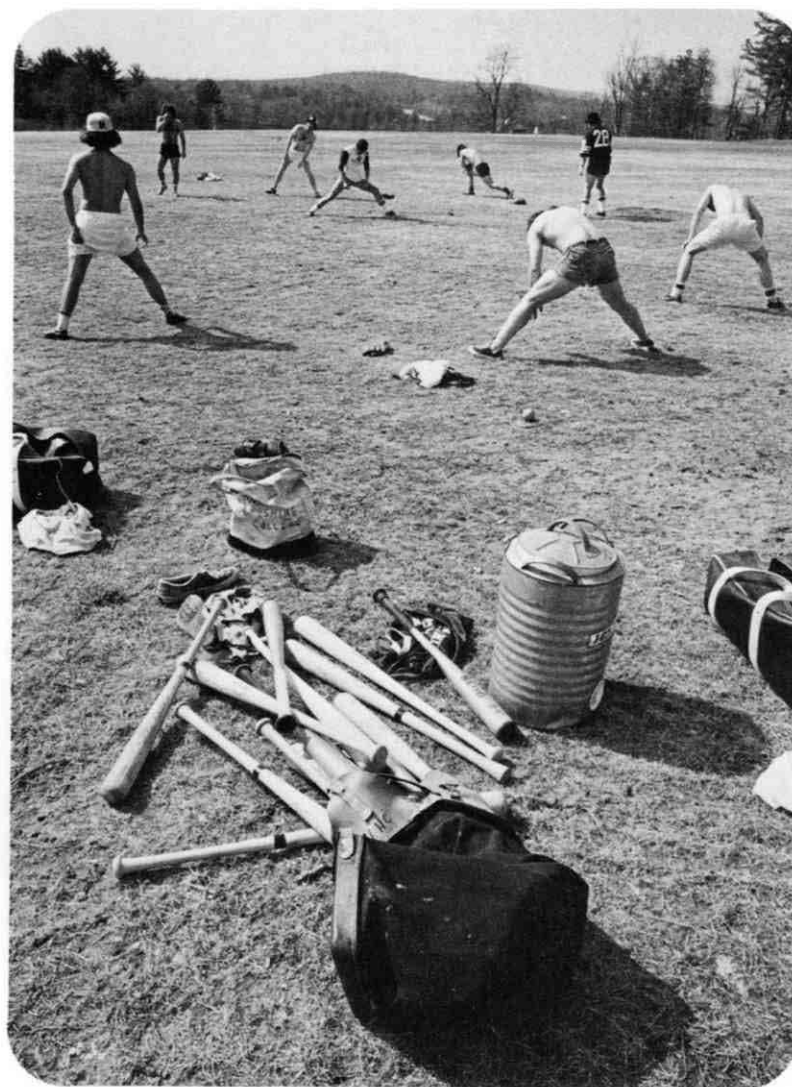
The Department of Management Arts/Economic Sciences is concentrating upon developing "decision-makers." Classes center around utilization of management tools for implementing decisions. The general management curriculum provides an inter-relationship of disciplines for the student's choice. In addition,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

GENERAL MANAGEMENT CURRICULUM

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

Elementary Accounting (Acct 1 & 2)	6
Management Accounting (Acct 14)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Business Electives	24
Free Elective	3
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NOTE: Management Internship [12 credits] and Readings in Management [3 credits] may be taken in place of 9 business elective credits and 6 liberal arts elective credits.



ECONOMICS/FINANCE

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

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

ECONOMICS/FINANCE CURRICULUM

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

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

HOTEL/RESORT/TOURISM ADMINISTRATION

Hotel/Resort/Tourism Administration is one of the fastest growing industries in the United States. New Hampshire College, which is now offering a major in this field, is located near the heart of the resort/hotel industry of New Hampshire. The academic programs allow a student to interrelate practical work with theoretical managerial knowledge by incorporating an internship experience.

HOTEL/RESORT/TOURISM CURRICULUM

Course Title	Credits
Operation of Facilities (HR 12)	3
Food and Beverage Control (HR 13)	3
Promotional Activities (HR 14)	3
Hotel Office Management (HR 15)	3
Hotel/Resort and Tourism Seminar (HR 18)	3
Hotel/Resort/Tourism elective	3
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Personnel Management (MA 11)	3
Risk and Insurance (MA 12)	3
Introduction to Marketing (MA 13)	3
Corporate Finance (FIN 15)	3
Central Management and Policy Making (MA 21)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Elementary Accounting (Acct 1 & 2)	6
Management Accounting (Acct 14)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3

Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	36
Business Electives	9
Free Elective	3
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NOTE Management Internship [12 credits] and Readings in Management [3 credits] may be taken in place of 9 business elective credits and 6 liberal arts elective credits.

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 (FM 3)	3
Product Analysis and Design (FM 4)	3
Principles of Retailing (MA 2)	3
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Consumer Behavior (MA 14)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Principles of Advertising (MA 29)	3
Marketing Research (MA 37)	3
Organizational Behavior (MA 42)	3
Marketing Geography (Geog. 27)	3
Elementary Accounting (ACC 1 & 2)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3

Introduction to Psychology (Psy 8)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Public Speaking (Eng 12)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	27
Business Electives	12
Free Elective	3
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NOTE: Management Internship [12 credits] and Readings in Management [3 credits] may be taken in place of 9 business elective credits and 6 liberal arts elective credits.



MARKETING

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

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

MARKETING CURRICULUM

Course	Credits
Principles of Retailing (MA 2)	3
Sales (MA 3)	3
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Personnel Management (MA 11)	3
Introduction to Marketing (MA 13)	3
Consumer Behavior (MA 14)	3
Corporate Finance (FIN 15)	3
Management Decision-Making (MA 20)	3
Central Management and Policy Making (MA 21)	3
Managerial Economics (FIN 12)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Principles of Advertising (MA 29)	3
Marketing Research (MA 37)	3

Organizational Behavior (MA 42)	3
Marketing Geography (Geog. 27)	3
Elementary Accounting (ACC 1 & 2)	6
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Microeconomics (Eco 1)	3
Macroeconomics (Eco 2)	3
Composition (Eng 10 & 11)	6
Written Communication (Eng 20)	3
Modern Math (Math 10 & 11)	6
Satistics (Math 18)	3
Liberal Arts Electives	24
Free Electives	18
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NOTE: Management Internship [12 credits] and Readings in Management [3 credits] may be taken in place of Central Management and Policy Making and 12 free elective credits.

TECHNA-BUSINESS

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

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

TECHNA-BUSINESS CURRICULUM

Core Requirements

Course Title	Credits
Elementary Accounting (ACC 1 & 2)	6
Business Law (MA 6)	3
Principles of Management (MA 10)	3
Business Data Processing (MIS 20)	3

Business Electives

Based on the student's background and career plans, an individual may select a minimum of 5 courses from the following:

Small Business Management (MA 17)
 Management Accounting (ACC 14)
 Sales (MA 3)
 Principles of Retailing (MA 2)
 Personnel Management (MA 11)

Human Relations in Administration (MA 25)
 Risk and Insurance (MA 12)
 Cost Accounting (ACC 7 & 8)
 Federal Income Tax Procedures (ACC 9)
 Principles of Advertising (MA 29)

Public Finance (FIN 30)
 Organizational Behavior (MA 42)
 Social Environment of Business (MA 26)
 Introduction to Systems (MIS 21)

Liberal Arts Requirements

It is assumed that all individuals transferring in with an associate degree will have a minimum of 12 semester credits in liberal arts. Each student will be required to complete at least 51 credits in liberal arts according to the current college policy, including at least 6 credits in each of the following: English mathematics and economics.



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

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

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

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

ELECTRONIC DATA PROCESSING CURRICULUM

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

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

FASHION MERCHANDISING CURRICULUM

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

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

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

EXECUTIVE SECRETARIAL CURRICULUM

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

LEGAL SECRETARIAL

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

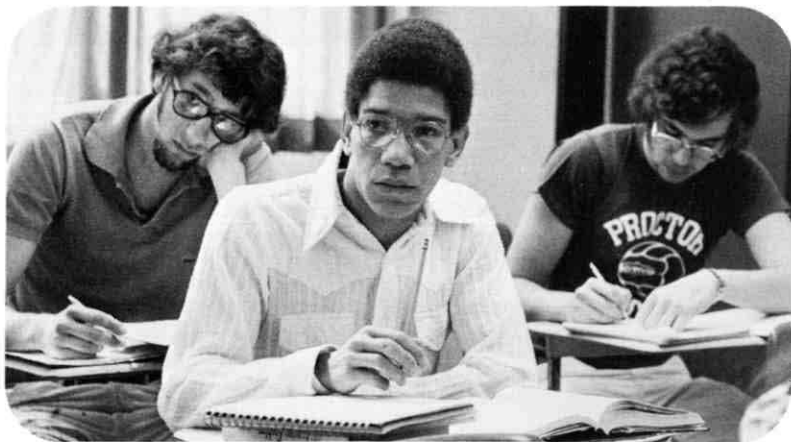
LEGAL SECRETARIAL CURRICULUM

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

MEDICAL SECRETARIAL/ASSISTANT

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



MEDICAL SECRETARIAL CURRICULUM

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

GENERAL STUDIES

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

GENERAL STUDIES CURRICULUM

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

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ACCOUNTING

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

Elementary Accounting is a two semester course designed to:

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

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

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

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

Acct. 2

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

Included in Advanced Accounting is a comprehensive examination and analysis of the accounting principles and procedures applicable to special areas of business. The topics covered are partnerships, consignments, business combinations, consolidations, bankruptcy, and estates and trusts. Particular emphasis is placed on problem solving. *Prerequisite:* Acct. 4

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

This course includes a comprehensive coverage of the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs, and their use to management in the planning and control process. Budgeting, standard costs, job order and process cost systems are examined along with special problems in cost accounting. *Prerequisite:* Acct. 2

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

A detailed presentation is made of the theory and practice applicable in the preparations of federal income tax returns for individuals. Partnership and corporation income taxes are also covered. *Prerequisite:* Acct. 2

Acct. 11 **Auditing Principles** 3 credits

An in-depth examination of audit programs and procedures that are required during the course of a regular audit engagement is included in this course. The importance of reviewing internal controls is stressed. *Prerequisite:* Acct. 4

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. *Prerequisite: Acct. 11*

Acct. 14 Management Accounting 3 credits

This course emphasises the analysis, reporting and use of accounting data as a management tool in the planning and control process. *Prerequisite: Acct. 2*

Acct. 21 Financial Statement Analysis 1½ credits

This course involves an extensive analysis of financial statements as an aid to decision making and planning investments. *Prerequisite: Acct. 8*

Acct. 22 Institutional Accounting 1½ credits

This course surveys the accounting principles and procedures applicable to governmental and not-for-profit institutions. *Prerequisite: Acct. 8*

Acct. 30 Internship 3 credits

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. *Prerequisite: Acct. 6 or CONSENT OF THE CHAIRMAN OF THE DEPARTMENT.*

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

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

Ed. 10 Introduction to Education 3 credits

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

Ed. 12 Methods of Teaching Typing 2 credits

A study of the methods of instruction, skill building techniques, selection and preparation of instructional materials, standard of achievement, and evaluation and measurement of pupil progress in the skill oriented courses. *Prerequisite: SS 10*

Ed. 13 Methods of Teaching Bookkeeping, Basic Business 2 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
3 credits

A study of the philosophy and objectives of cooperative vocational education, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on 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 Transcription 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 Distributive Education
2 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. 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. 21 Instructional Media in Education 3 credits

An in-depth study of all audio-visual equipment that can be used in the classroom as well as the practical use of such facilities as the television studio and a media center.

Ed. 30 Student Teaching 15 credits

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

ECONOMICS

Eco. 1 Microeconomics 3 credits

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

Eco. 2 Macroeconomics 3 credits

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

Prerequisite: Econ. 1

Eco. 7 Economic Development 3 credits

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

Eco. 8 U. S. Economic History 3 credits

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

Eco. 14 Labor Economics 3 credits

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

Prerequisite: Econ. 1 and 2.

Eco. 22 International Economics 3 credits

The course exams the basis of international trade and the mechanisms involved in international finance. The implications for United States industries, as well as the national economy, are also examined. *Prerequisite: Eco 1 and 2.*

Eco 23 Urban and Regional Economics 3 credits

This course examines the diversity of regional economics

in the United States economy. Questions and problems of regional autonomy and policies are examined. *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."

Eco. 29 Labor Relations and Arbitration 3 credits

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

Eco. 14

FINANCE

Fin 1 Personal Finance 3 credits

The 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 1 is recommended prior to this course.*

Fin 12 Managerial Economics 3 credits

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making. *Prerequisites: Eco 1 and 2, Acct. 1 and 2.*

Fin 15 Corporate Finance 3 credits

Study of all phases of corporation finance, tools necessary for decision-making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers, investment of corporate funds, recapitalization and retained earnings. Case studies are emphasized. *Prerequisites: Acct. 1 and 2.*

Fin 16 Money and Banking 3 credits

This course covers two broad areas. The first is the banking industry, as it operates internally and is regulated. The second area is the banking industry in the national economy, this includes monetary policy and its macroeconomic effects on prices, employment, growth and the international balance of payments. *Prerequisites: Eco 1 and 2.*

Fin 24 Security Analysis 3 credits

The student becomes actively involved in fundamental industry and company analysis. Supply and demand factors are examined, as they effect individual firms and industries, so as to make a cogent investment decision. Acct. 21 (Financial Statement Analysis) is recommended prior to this course. *Prerequisites: 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 macroeconomics variables of prices, employment, growth, and the international balance of payments. *Prerequisites: Eco 1 and 2.*

Fin 34 Business Cycles and Forecasting 3 credits

The course examines business cycle history, theory, and the use of lagging, leading and coincident economic indicators in business forecasting. *Prerequisites: Eco 1 and 2, Fin 16*

**HOTEL/RESORT/TOURISM
ADMINISTRATION****HR 12 Operation of Facilities 3 credits**

An introduction to the design, layout, and development of areas and facilities including care, maintenance, and operation of physical plants concerned with the recreation and hospitality industries.

HR 13 Food and Beverage Control 3 credits

Practices and procedures governing quality and production control of foods and beverages, including the assessment of quality-quantity indices, portion control, nature of brands, cost accounting, and speciality promotions. Students will develop a fundamental and working knowledge of the role the beverage trade plays in the hospitality industry.

Laboratory fee - \$25.00

HR 14 Promotional Activities 3 Credits

Concerned with hospitality trade advertising, promotion, and community affairs. A concern for and study of the media and its use relating to budgetary costs and anticipated returns. Emphasis on multi-use of facilities and areas in terms of cost ratios.

HR 15 Hotel Office Management 3 credits

Fundamentals of the control of accounts, billing, and hotel record keeping. Emphasis on the understanding of the transcript and reservations techniques, and personnel relations. Course also includes the methodology and techniques within the travel industry including charter tours, flight and rail docketing.

HR 16 Law of Commercial Places 3 credits

An in-depth analysis of regulatory and service laws governing commercial places, emphasizing governmental and proprietary functions, within public, private, and commercial leisure industries. Review of statutory and common laws with specific cases in torts and contracts.

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

A review of current practices and procedures, involving current problem areas, associated with the hospitality industry. An in-depth analysis through independent assessment of a current topic selected by the student in conjunction with the instructor.

FASHION MERCHANDISING**FM 1 Fashion Merchandising 3 credits**

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

FM 2 Fashion Merchandising Internship (formerly called Field Work) 3 credits

The student shall have the option of (1) working as an intern anywhere in the United States or overseas 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.

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.

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 also explored.

MANAGEMENT ARTS

MA 2 Principles of Retailing 3 credits

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

MA 3 Sales 3 credits

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

MA 6 Business Law I 3 credits

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

MA 7 Business Law II 3 credits

For accounting students. Continuation of Business Law 1 with special emphasis upon law and accounting. *Prerequisites: Acct. 1 and 2, MA 6*

MA 9 Sales Management 3 credits

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

MA 10 Principles of Management 3 credits

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

case study method is an integral part of the course.

MA 11 Personnel Management 3 credits

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

MA 12 Risk and Insurance 3 credits

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

MA 13 Introduction to Marketing 3 credits

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

MA 14 Consumer Behavior 3 credits

This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm. *Prerequisites: MA 13, MA 25*

MA 17 Small Business Management 3 credits

Study of problems involved in starting and operating a successful small-business, selecting the location, determining how to borrow money, budgeting, credit, controlling inventory and turnover, purchasing. *Prerequisite: MA 10, upper class standing.*

MA 20 Management Decision-Making 3 credits

A quantitative approach to business decision-making. Topics covered include linear programming, queueing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems. *Prerequisites: FIN 15, MA 10, Acct. 1 and 2.*

MA 21 Central Management and Policy Making 3 credits

An interdisciplinary approach to decision-making and running a business from the position of top management. Text and case studies. *Prerequisites: Acct. 2, MA 15, MA 13, plus Senior Standing or permission of instructor.*

MA 25 Human Relations in Administration 3 credits

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

MA 26 Social Environment of Business 3 credits

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

MA 27 Production Management 3 credits

This course is designed to familiarize the student with the nature of production, both job order and continuous process, and to introduce him to the problems and some of

the quantitative approaches to their solution in production planning and scheduling. *Prerequisites: MA 10, Eco 1 and 2.*

MA 29 Principles of Advertising 3 credits

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

MA 33 Real Estate 3 credits

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

MA 37 Marketing Research 3 credits

Introduces the student to application of statistics and model research building for marketing decision-makers. *Prerequisite: Math 18, MA 13*

MA 40 Independent Study 3 credits

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

MA 42 Organizational Behavior 3 credits

The focus is on the class as a real organization with direct attention given to roles, norms, rewards, leadership styles and power authority relationships. *Prerequisites: MA 11, MA 25 and MA 13*

MA 50 Management Internship 12 credits

Guided internship work experience for integrating study and experience.

MA 51 Readings in Management 3 credits

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

MA 53 International Internship 3 credits

This exciting work-study experience allows a student to spend three months overseas working for one of the leading distribution firms in places such as France, Denmark, Hong Kong, and Belgium.

MANAGEMENT INFORMATION SYSTEMS

MIS 20 Business Data Processing 3 credits

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

MIS 21 Introduction to Systems 3 credits

A basic understanding of the systems theory and pragmatic approaches to systems analysis techniques. Feasibility studies and application studies are also covered. *Prerequisites: MIS 20, MA 10, Acct. 2 [may be taken concurrently].*

MIS 22 COBOL Programming 3 credits

Designed to familiarize and provide the student with a working knowledge of the logical and procedural mechanics necessary to write efficient and effective programs, pertinent to contemporary business organizations. *Prerequisites: MIS 20 and Acct. 1*

MIS 23 EDP Hardware 3 credits

This course is an introductory course in computer hardware and organization. The theme of the course is computer structure. On-line and real-time processing are also included. *Prerequisites: MIS 21, MIS 22, MIS 24 and junior standing.*

MIS 24 FORTRAN IV 3 credits

A problem solving language which provides the student with the knowledge to meet management's need of supplying quantifiable information in the management science area. *Prerequisite: MIS 20.*

MIS 25 Systems Practicum 1 3 credits

The students are assigned an internal systems project which they must design, implement and document. Readings in the area of management, finance and accounting that utilize computer based systems. *Prerequisites: MIS 22, 23, 24, and 27*

MIS 26 RPG II 3 credits

The student will be given the opportunity to acquire proficiency in use and applications of RPG 11. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor. *Prerequisite: MIS 20.*

MIS 27 EDP Software Systems 3 credits

This course covers the principles underlying the construction and operation of operating systems, data-management systems and languages and their translators. Also included in this course is data base management. *Prerequisites: MIS 21 and 2 programming courses.*

MIS 28 File Concepts 3 credits

The techniques of designing and building efficient computer-based files. The course also includes data base design and management. *Prerequisites: MIS 22, 24, and 26. One may be taken concurrently.*

MIS 29 Systems Practicum II 3 credits

This course is designed to place the student in a real-world environment. The student will be assigned the task of the completion of an independent systems study, in an organizational environment. *Prerequisite: MIS 28. May be taken concurrently.*

MIS 35 Internship 6 credits

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

SECRETARIAL SCIENCE**SS 1 Shorthand 1 Theory and Dictation to 60 Words per Minute 3 credits**

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

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 Legal Shorthand 3 credits

The dictation of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts and sales. *Prerequisite: SS 3*

SS 7 Medical Shorthand 3 credits

Application of shorthand principles to writing of medical

words. Shortcuts and use of prefixes and suffixes applying to medical terms are stressed. Dictation includes case studies and articles from medical reports and medical journals. *Prerequisite: SS 3 and 17.*

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

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

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

Arrangements of business letters and envelopes, carbon copies, corrections, and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. *Prerequisite: SS 8 or permission of department chairman.*

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

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. *Prerequisite: SS 10 or permission of department chairman.*

SS 13 Typewriting IV Executive 3 credits

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

office conditions, and to be able to produce professional work. *Prerequisite: SS 11 or permission of department chairman.*

SS 17 Medical Terminology 3 credits

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

SS 18 Medical Laboratory Procedures 3 credits

Theory and practice in medical procedures include medical ethics, transmission of disease, physical examinations and treatments, principle of medications, first aid rules, and routine laboratory techniques. *Prerequisites: SS 17 - may be taken concurrently.*

SS 20 Office Procedures 3 credits

Fundamental skills and knowledge in (1) filing, (2) dictating and transcribing machines, (3) preparation of masters and stencils, and (4) operation of liquid and stencil duplication machines, (5) operation of basic types of office calculating machines.

SS 21 Executive Office Administration 3 credits

Thorough training in letter writing, comprehensive secretarial duties, human relations and problem solving. *Prerequisites: SS 3, 10.*

SS 30 Secretarial Science Internship 6 credits

Supervised internship work experience for integrating study and experience.

LIBERAL ARTS

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

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

THE HUMANITIES

FINE ARTS

FA 21 Experiences in Art 3 credits

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

FA 22 Chorus 1 credit

Auditions will be held each fall for a mixed choral group. The group will perform throughout the year. To receive credit (1 per semester), a student must participate both semesters. A maximum of 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 their characteristics and comparison to the unique age of music called Romantic.

FA 36 Women in Art 3 credits

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

FA 38 Drama 1 credit

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

ENGLISH

Communications 10 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.

Eng. 9 Fundamentals of English 3 credits

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

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

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

Eng. 12 Public Speaking 3 credits

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

Eng. 13 American Literature 3 credits

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

Eng. 14 American Literature 3 credits

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

Eng. 15 Survey of the Theatre 3 credits

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

Eng. 16 Contemporary Drama 3 credits

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

Eng. 19 Shakespeare 3 credits

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

Eng. 20 Written Communication 3 credits

Practical study of the preparation, organization, and production of all types of business communications with major emphasis placed on the formal business research report. Knowledge of basic writing skills is assumed. *Prerequisite: Eng. 11*

Eng. 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. 29 Introduction to the Humanities 3 credits

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

Eng. 30 Advanced Writing 3 credits

Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced. *Prerequisite: B grade in Eng. 10 and 11 or permission of department chairman.*

Eng. 34 Modern Authors 3 credits

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

Eng. 35 Journalism 3 credits

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

Eng. 36 Thoreau and His Contemporaries 3 credits

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

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

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

Phil. 14 Logic Language and Argumentation 3 credits

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

Phil. 20 Man's Place in Nature 3 credits

An examination of contemporary and traditional views of man's place in the universe in order to deepen awareness of human nature and psychology. *Prerequisite: Phil 10 or Psych 8 or open to upperclassmen with permission of instructor.*

THE SOCIAL SCIENCES**ECONOMICS**

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

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

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

Geog. 28 Cultural Geography 3 credits

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

GOVERNMENT

Govt. 9 Introduction to Politics 3 credits

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

Govt. 10 American Politics 3 credits

Policy-making in the American national political system is studied. Emphasis is placed on the interaction of institutions and political actors 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 histori-

cal evolution of fundamental concepts of freedom and justice in the modern state.

Prerequisite: Govt. 9 or 10 or Phil 10.

Govt. 16 Constitutional Freedoms 3 credits

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

Prerequisite: Govt. 9 or 10.

HISTORY

Hist. 9 Ancient and Medieval 3 credits

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

Hist. 10 Modern European History 3 credits

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

Hist. 13 American History 1 3 credits

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

Hist. 14 American History 2 3 credits

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

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

Hist. 30 Civil War 3 credits

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

Hist. 76 The American Revolution 3 credits

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

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

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

Psych 11 Human Growth and Development 3 credits

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

Psych 13 Psychology of Individual Adjustment 3 credits

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

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

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

Psych 16 Psychology of Personality 3 credits

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

Prerequisite: Psych 8

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

Seminar and/or individual meetings. *Prerequisite: 6-9 hours in psychology [at least 3 hours at NHC] and permission of instructor.*

SOCIOLOGY

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

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

Soc. 12 Introduction to Sociology 3 credits

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

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

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

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

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

Soc. 21 Population and Environment 3 credits

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

Soc. 22 Ethnic Relations 3 credits

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

MATHEMATICS

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

With this philosophy in mind, all students, other than secretarial and fashion merchandising majors, are required to take six semester hours of a general mathematics offerings with business applications. For the students who have an adequate algebraic background, as determined by a college-constructed entrance exam, 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

This course in business mathematics is designed for a student preparing for a career in fashion merchandising. It offers elementary mathematics techniques to enable the student to understand thoroughly basic topics in business.

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 12 Advanced Mathematics A 3 credits

This course will examine business functions which are non-linearly related. The fundamentals of differential and integral calculus are developed and applied. *Prerequisite: Math 11.*

Math 14 Advanced Mathematics C 3 credits

This course is designed to help students in developing probability models of business situations, a key to business problem solving with computers. The course will integrate computer work with class work. *Prerequisites: Math 11 and MIS 20.*

Math 18 Statistics 3 credits

A fundamental course in the application of statistics including descriptive statistics, probability distributions, and hypothesis testing. *Prerequisite: Math 11 or permission of instructor.*

Math 19 Selected Topics in Statistics 3 credits

Topics will vary from semester to semester but may include regression analysis, index numbers, analysis of variance, and others. *Prerequisite: Math 18.*

SCIENCE

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

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

Sci. 17 Introduction to Anatomy and Physiology 3 credits

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

Sci. 19 Man and His Environment 3 credits

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

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.

Administration and Faculty

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Assistant Professor of English and Reading
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M.Ed., Springfield College
M.B.A., University of Louisville
Ph.D., Northwestern University

Norman R. Lister

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

Allan S. McCausland

Associate 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

Russ M. Page

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

Alan D. Rogers

Lecturer in Business Management
B.A., University of New Hampshire

Dorothy S. Rogers

Director of Cooperative Education
Assistant Professor of Business Management
B.S., Simmons College

***Irving E. Rothman**

Professor of Business Management
B.S., Boston College

**Teaching at Arundel Campus [England] of New
England College for 1976-77 under
NHC/NEC agreement.*

Paul Schneiderman

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

Walter L. Zimmermann

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

DEPARTMENT OF MATHEMATICS**Christopher J. Toy, Chairman**

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

Nancy Clark

Instructor in Mathematics
B.S., Lowell Technological Institute

Norton R. Phelps, Jr.

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

Vernon T. Tetley

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

Beverly H. Van Cor

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

**DEPARTMENT OF MANAGEMENT
INFORMATION SYSTEMS****Eleanor H. Barnes, Chairman**

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

Frank J. Barnes

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

Mark Fritz

Instructor in Management Information Systems
B.S., Worcester Polytechnic Institute

William A. Hunzeker

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

Admissions / Financial Aid

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ADMISSIONS

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

There is no application fee

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

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

Applicants who have designated New Hampshire College as their first choice institution and for whom financial assistance is a consideration may apply under the College's Early Financial Aid Option described on page 77.

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 **1-800-258-3530**

High School Transcript, Test Results and Recommendations

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

SAT Scores

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

Personal Interview

New Hampshire College strongly recommends a personal interview. Call us at **1-800-258-3530** in order to make an appointment.



TRANSFER ADMISSIONS

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

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

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

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

Credits transfer; grade point averages do not.

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

TRANSFER APPLICATION PROCEDURE

Formal Application

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

High School Transcript, Test Results and Recommendations

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

SAT Scores

Transfer applicants need not present SAT Scores. The admission decision will be based on the quality of the work completed in college.

College Transcript

Official transcripts of all previous college work must be presented. You should request your college(s) to forward your transcript(s) directly to: New Hampshire College, 2500 River Rd., Manchester, N.H. 03104 Attn: Director of Transfer Admissions.



Supplemental Transfer Form

This New Hampshire College form will be forwarded to you upon receipt of an application for admission. You should list all courses in progress or which you will complete prior to entering New Hampshire College, not listed on your transcript(s) and forward it to: New Hampshire College, 2500 River Rd., Manchester, N.H. 03104. Attn: Director of Transfer Admissions.

Confidential Transfer Report

Upon receipt of a formal application for admission, we will forward this form directly to you. You should have it completed by the Dean of Students or other appropriate official at the college of most recent attendance and the form should be forwarded to: Dean of Student Services, New Hampshire College, 2500 River Rd., Manchester, N.H. 03104.

ADVANCED PLACEMENT BY EXAMINATION

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

ACCELERATED ADMISSION

The accelerated admission plan is designed for those students who are socially and academically ready to enter college at the end of the junior year of high school whether or not they have completed requirements for their high school diploma.

Student's admitted to New Hampshire College under the accelerated

admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year; and the regular admission procedures should be followed. In addition, the applicants must submit specific recommendations for admission from their principal or guidance counselor.

DEFERRED ADMISSION

New Hampshire College acknowledges deferred admission status for up to one year. The applicant should submit the required application, transcript and recommendations for a regular admission and note on the application the semester and year of desired enrollment. The application will be processed and remain active until that time. This policy allows students the opportunity to work or travel for a year with the knowledge that a place is being held for them at New Hampshire College.



INTERNATIONAL STUDENTS

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

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

In addition to these procedures each student coming to the United States must satisfy the College and immigration officials that sufficient fi-

nances to pay for round trip passage, tuition and living expenses are available.

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

SCHOLARSHIPS AND FINANCIAL AID

Student Financial Assistance

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

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

Therefore, in determining the amount of aid that a student may receive, it is assumed that the family and the student will make a maximum effort in this direction. Financial assistance from the College and other sources can be viewed only as supplementary to the efforts of the family.

FINANCIAL AID

Approximately 47% of New Hampshire College's full-time day college undergraduates receive financial assistance ranging from \$200 to total cost. Average financial aid package, including gift, loan and employment assistance exceeds \$1500. The College participates in the Federal College Work-Study



Program, National Direct Student Loan Program and the Supplemental Education Opportunity Grant Program and is an eligible institution under the Federally Insured Student Loan Program and the Basic Educational Opportunity Grant Program.

Application for Financial Aid

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

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

Upperclassmen must reapply annually for financial aid by submitting a Parents' Confidential Statement and a formal application for assistance by April 15.

*Early Financial Aid Option -
[Deadline - December 15]*

This option indicates that New Hampshire College is the FIRST CHOICE of the applicant.

In addition to completing an application for admission, formal application for scholarship and financial assistance, an acceptable Parents' Confidential Statement must be submitted by DECEMBER 15th. This financial aid application will be

processed on a PRIORITY BASIS and a firm commitment of funds will be made by January 30th. The applicant will be expected to make a firm commitment to attend New Hampshire College by immediate payment of a \$200 deposit once the financial aid offer is made, or to withdraw as a candidate for admission and financial aid.

SCHOLARSHIPS

In addition to scholarships from the general fund, awarded as indicated above, there are special scholarships for which the individual may apply.

H.A.B. Shapiro Memorial Scholarships:

Partial tuition scholarships awarded for a single academic year in honor of the late founder of New Hampshire College. All high school seniors entering the College from any secondary school in the State of New Hampshire are eligible to apply. Simply indicate desire for consideration on the regular form.



Robert E. Plourde Scholar-

ships: Partial tuition scholarships for a single academic year awarded in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contributions to the College. This scholarship is open to any high school graduate of the Suncook, New Hampshire area. Simply indicate desire for consideration on the regular form.

The Robert S. Williams Memorial Scholarship:

Tuition, room and board, for a full academic year, in honor of Robert S. Williams, former basketball coach and Admissions Counselor at New Hampshire College. This scholarship is open to any basketball player entering the College as a freshman. Application should be made through the Director of Financial Aid.

COST AND EXPENSES

TUITION AND FEES - 1976-77 ACADEMIC YEAR

Tuition (includes activity fee, student identification fee, health service fee, and athletic fee)	\$1350.00 per semester
More than 19 credits per semester	\$ 100.00 per credit
Less than 12 credits or 4 courses per semester	\$ 100.00 per credit
Health Insurance -	\$ 35.00 per academic year
Computer Laboratory Fees	\$ 15.00 - \$35.00 per course
Late Registration Fee	\$ 5.00
Auto Registration Fee	\$ 5.00
Transcript Fee	\$ 1.00 each
Make-up Final Examination Fee	\$ 5.00
Graduation Fee	\$ 25.00

TEXTBOOKS AND SUPPLIES

Each student is responsible for the purchase of textbooks and supplies (available in the Campus Store.) The estimated cost of all textbooks and supplies for the academic year 1976-77 is \$150.



ROOM AND BOARD

	Per Semester With Board	Per Semester Without Board
Dormitories (Winnisquam Hall & Chocura Hall)		
Double	\$808	—
Single	\$893	—
Apartments (Spaulding House, Greeley House, Whittier House & Kearsarge House)	\$808	\$428
Townhouses (Sunapee House, Cranmore House, & Attitash House)	\$893	\$513
Squamscott House	\$808	\$428
Franklin Hall	\$598	\$218

Room and Board

A \$100 damage deposit is required. This will be refunded, less any charges for damage or breakage, when the student no longer resides in college housing.

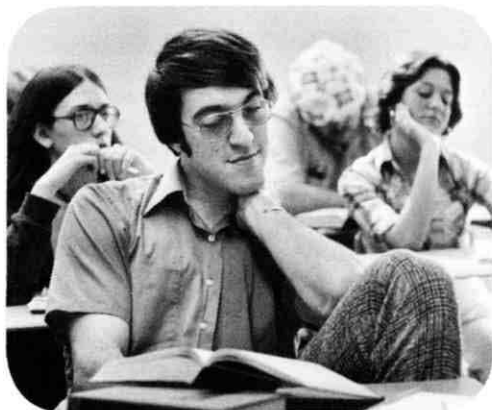
The board program is mandatory for all dormitory residents and all freshmen except those assigned to Franklin Hall.

New Hampshire College utilizes a "chit system" within its food service areas. The chits provided each student represent a retail value of \$760.00 and are adequate for the majority of students. Heavy eaters

may require additional chits and therefore will incur greater costs.

The NHC "chit system" is interchangeable and transferable. Students are permitted to sell and/or purchase chits and may invite guests to eat. This system imposes no penalty for missed meals during the week or on weekends.

Upon payment of their room and board fees each semester, students receive "chits" equal to the monetary value of their board payment. These may be used at any time in either the dining commons or snack bar. Students residing in other on-campus or off-campus housing may also elect this board plan. The dining commons and snack bar are also open to all other members of the college community who wish to purchase individual meals. Students living in housing with cooking facilities may also buy packaged and fresh food at the Campus Store.



PAYMENT OF COLLEGE BILLS

New Students: Upon receipt of acceptance by the college, a new student is required to submit a tuition deposit of \$100 and a room reservation deposit of \$100 (if applicable). These deposits are credited to the student's account. The balance of all college charges is payable by the beginning of the semester.

Returning Students: Prior to the start of the academic year, returning students are billed for a tuition deposit of \$100 and a room reservation deposit of \$100 (if applicable). These deposits are credited to the student's account. The balance of all college charges is payable by the beginning of the semester.

INSTALLMENT PAYMENT PROGRAMS

Educational loans are available through monthly programs such as:

The Tuition Plan, Inc.

National Shawmut Bank of Boston

Inquiries should be directed to the Business Office.

VETERANS PAYMENT PLAN

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

REFUND / WITHDRAWAL POLICY

An enrolled student who withdraws from the College must notify the Registrar in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The official date of withdrawal, and the date from which refunds will be determined, will be the date on which written notice of withdrawal is received by the Registrar.

An accepted student, not yet enrolled in the College, may withdraw by written notification to the Director of Admissions. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the Director of Admissions.

Students who withdraw will be entitled to a refund of tuition and room and board charges if paid directly to the College, 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

Notice Regarding Changes

The College reserves the right to change any rules governing admissions, regulations affecting students, dates, and course content. Such changes are to take effect whenever the administration deems necessary.

No person, in whatever relationship with New Hampshire College shall be subject to discrimination on the grounds of race, color, creed, sex, or national origin.

Academic Calendar 1976-1977

Classes Begin	September 8
Mid Term Holiday	October 11
Thanksgiving Recess	November 25-26
Last Class Day	December 16
Exam Period	December 17-22
Classes Begin	January 10
Mid Term Recess	February 28-March 4
Classes Resume	March 7
Last Class Day	April 27
Exam Period	April 28-May 3
Graduation	May 7-8

Academic Calendar 1977-1978

Classes Begin	September 7
Mid Term Holiday	October 10
Thanksgiving Recess	November 24-25
Last Class Day	December 16
Exam Period	December 19-23
Classes Begin	January 9
Mid Term Recess	February 27-March 3
Classes Resume	March 6
Last Class Day	April 26
Exam Period	April 27-May 2
Graduation	May 6-7



**new
hampshire
college**

2500 River Road Manchester, New Hampshire 03104