new hampshire college

catalog 1974-75

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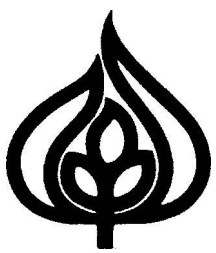
new hampshire college catalog 1974-75



2500 River Road
Manchester, New Hampshire 03104
(603) 668-2211

CALENDARS

Academic Calendar
1973–1974

Classes Begin	September 5
Thanksgiving Recess	November 22 & 23
Last Class Day	December 13
Exam Period	December 15–22
Classes Begin	January 14
Spring Recess	March 11–15
Classes Resume	March 18
Last Class Day	May 2
Exam Period	May 4–11
Graduation	May 18–19

Academic Calendar
1974–1975

Classes Begin	September 4
Thanksgiving Recess	November 28 & 29
Last Class Day	December 13
Exam Period	December 16–20
Classes Begin	January 13
Spring Recess	March 10–14
Classes Resume	March 17
Last Class Day	May 1
Exam Period	May 5–9
Graduation	May 17–18

TABLE OF CONTENTS

Academic Calendar 3
Philosophy and Objectives and
History of the College 4
General Information 4
Admissions 6-9
Expenses 10
Scholarships and Financial Aid 12-13
Academic Standards and Regulations 14-16
Continuing Education 16
Student Facilities 17
Student Personnel Service 17-20
Student Activities 20-22
Military and Veteran Affairs 22
Programs of Study, Bachelor of Science Degree 23-35
Programs of Study, Associate in Science Degree 36-41
Description of Courses 42-58
Board of Trustees 59
Administration & Faculty 59-62
Index 63-64

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 greater social, economic and political forces at work in our world;
- To maintain those compensatory and counseling services necessary for the 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 communal atmosphere which allows as much student participation in decision-making as practicable;
- To allow student autonomy in determining the government and activities of the student body.

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

History

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

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

The college now has an undergraduate enrollment of approximately 1,000 students and 500 others are enrolled in the continuing education division.

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

Degrees and Accreditation

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

The Bachelor of Science degree is granted to students in Accounting, General Management, Marketing, Economics/Finance, Hotel-Resort-Tourism Administration, Management Information Systems, Management Advisory Services, Office Administration and Business Education.

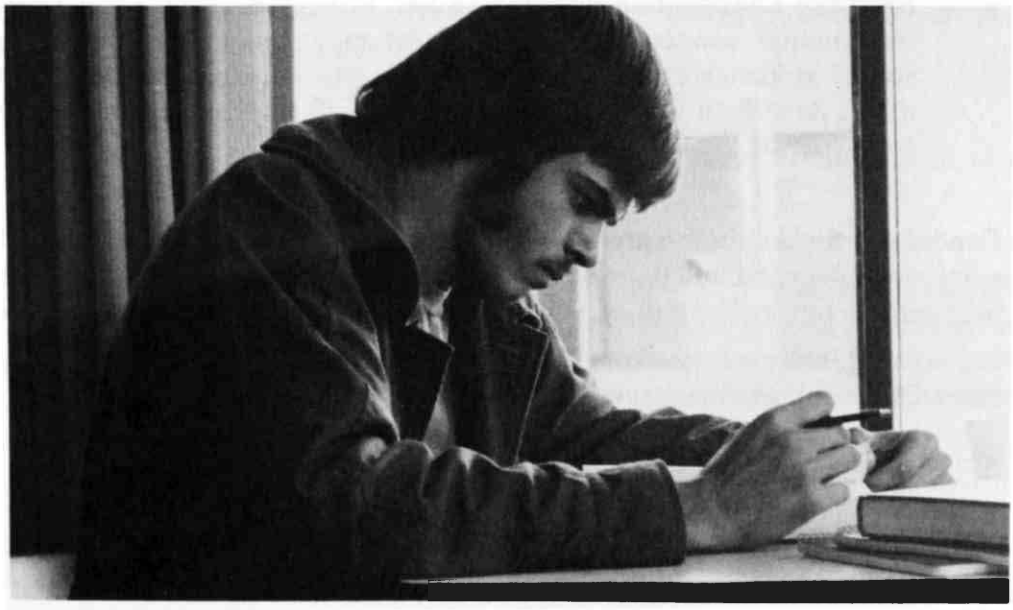
The Associate in Science degree is granted to students in Accounting, Business Management, Electronic Data Processing, Fashion Merchandising, and Executive, Legal and Medical Secretarial.

The college is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools and is approved by the New Hampshire Coordinating Board of Advanced Education and Accreditation. New Hampshire College business education graduates are certifiable as business education teachers by the State of New Hampshire.

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

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

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



FRESHMAN APPLICATION PROCEDURE

- **FORMAL APPLICATION FOR ADMISSION**

  Please request an application form from: The Director of Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104, Tel: (603) 668-2211.

- **HIGH SCHOOL TRANSCRIPT AND RECOMMENDATION**

  Complete the formal application and release form and we will obtain your transcript, testing and recommendation forms directly from your secondary school for you.

- **SAT or ACT SCORES**

  We require these scores of baccalaureate degree candidates for information purposes only. Associate degree candidates need not provide such information. Information concerning these tests may be obtained from high school guidance counselors or by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540. Information concerning the ACT test may be obtained from high school guidance counselors or by writing to the Registration Department, American College Testing Program, P.O. Box 414, Iowa City, Iowa 52240.

Candidates for admission are encouraged to apply as early as practical. The admissions decision will be made on the basis of the quality of your preparation and on our evaluation of your potential for success in our curriculum.

A personal interview is strongly recommended. Please contact the Admissions Office for an appointment.

TRANSFER APPLICATION PROCEDURE

- **FORMAL APPLICATION FOR ADMISSION**

  Please request an application form from: The Director of Admissions, New Hampshire College, 2500 River Rd., Manchester, N.H., 03104, Tel: (603) 668-2211.

- **HIGH SCHOOL TRANSCRIPT and TRANSCRIPT OF ALL PREVIOUS COLLEGE WORK**

  Please have your high school forward a transcript of your secondary work directly to our admissions office.

  Have an official transcript of all of your previous college work forwarded directly to our admissions office.

- **CONFIDENTIAL TRANSFER REPORT**

  Upon receipt of your formal application for admission by transfer, we will forward you a copy of the required form. Bring the form to the Dean of Students, or other appropriate official at your current college, and ask him to complete and return it to: Dean of Student Personnel Services, New Hampshire College, 2500 River Rd., Manchester, N.H. 03104.

- **TRANSFER POLICY**

  New Hampshire College fully recognizes work completed at other institutions.

  In addition, associate degree holders will be granted junior status.

  To enable transfer candidates to make their own value decisions, New Hampshire College will make commitments in writing regarding both the number of credits to be transferred and specific course requirements for the completion of the program the applicant has selected.

Location and Facilities

New Hampshire College is located in Manchester, N.H., the largest city in northern New England with a population of 97,000. The new campus, which was started in August, 1970, is located in a suburban setting on the Manchester-Hooksett line. Facilities include two suite-type dormitories housing 91 students each; four 2- and 3-bedroom apartment buildings for 308 students; an administration-classroom building containing a computer center; a health center; library resources center; classroom building; gymnasium and athletic fields, and a student union with meeting rooms, bookstore, dining commons, post office and snack bar. The library resources center contains 32,000 volumes, more than 400 periodicals, 1,500 reels of microfilm and 3,500 microfiche, recordings, tapes, film loops, films and art forms.

Advanced Placement by Examination

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

International Students

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

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

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

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

Accelerated Admission

Early Acceptance Plan

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

Students admitted to New Hampshire College under the Accelerated Admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year. If the applicant is a candidate for a bachelor's degree, SAT scores should be submitted. Candidates for the associate degree need not submit SAT scores.

In addition, the applicant must submit a specific recommendation for admission under this plan from the principal or guidance counselor at his/her school.

Financial Aid/Admissions Early Decision Option

If you select this option you are indicating that New Hampshire College is your FIRST CHOICE and are asking for rapid and special consideration of your applications for admissions and FINANCIAL ASSISTANCE.

You should assure that all required forms, applications and financial statements, are received by the college no later than December 15th.

The "worksheet" copy of the Parents' Confidential Statement, the formal application for assistance and this application for admission MUST BE IN OUR OFFICES by the deadline.

Your application for admissions will be processed on a "rolling basis" as is our policy here at New Hampshire College.

Your financial aid application will be processed on a PRIORITY BASIS and we will make a firm commitment to you by January 15th.

At that time you are expected to make a firm commitment to attend New Hampshire College by immediate payment of required deposits, $200.00 for resident students and $100.00 for day students.

EXPENSES AND FINANCIAL AID

Tuition and Fees (Subject to Change)

	Per Semester	*Academic Year*
Tuition — 1973–1974 (Includes activity fee-student identification fee, health service fee & athletic fee)	$1062.50	$2125.00
More than nineteen credits		$60.00 per extra credit
Less than twelve credits or four courses		$60.00 per credit
Health Insurance Payable by Year		$35.00
Computer Laboratory Fees		$10.00 to $25.00 per course
Late Registration Fee		$5.00
Auto Registration Fee		$5.00
Transcript Fee — One Copy Free — Additional Copies		$1.00 each
Make-Up Final Examination Fee		$5.00
Graduation Fee		$25.00

Textbooks and Supplies

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

Room and Board

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

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

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

Refund of Deposits

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

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

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

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

Refund of Tuition

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

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

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

Payment of College Bills

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

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

Veterans Payment Plan

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

Installment Payment Programs

Education loans are available through monthly programs such as:

The Tuition Plan, Inc.

National Shawmut Bank of Boston
College Aid Plan

Inquiries should be directed to the Business Office.

Scholarships and Financial Aid

Student Financial Assistance

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

It must be recognized that the primary financial 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. For further information applicants should contact the Office of Financial Aids at the College.

Application for Financial Aid

Incoming freshmen or students who are applying for financial assistance for the first time should do so by submitting a formal application to the college and a Parents' Confidential Statement to the College Scholarship Service. The Application for Financial Assistance should be submitted at the time of application for admission to the college. Both the college's Application for Financial Assistance and the Parents' Confidential Statement should be submitted prior to February 1.

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

Upperclassmen must reapply annually for financial aid by submitting a Parents' Confidential Statement and a formal application for assistance by April 15th. Renewal applications must be accompanied by certified copies of parents' most recent federal income tax returns.

Scholarships

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

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

• *ROBERT E. PLOURDE SCHOLARSHIPS:* Partial tuition scholarships for a single academic year awarded in honor of Robert E. Plourde, an alumnus of the college, in recognition of his outstanding contributions to the college. This scholarship is open to any high school graduate of the Suncook, New Hampshire area.

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

Grants and Loans

• *SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG's)* are federal grants (gifts or scholarships) provided for the neediest students. They are usually awarded in addition to BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG's). Application for SEOG's are made directly through the college by completing NHC's formal application for Financial Aid.

• *BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG's)* are federal grants (gifts or scholarships) of up to $1400.00. Each student in the nation is entitled to a grant of $1400.00 minus a family contribution as determined by current federal regulation. Application is made through the American College Testing Service by submission of a request for "Determination of Family Contribution." Forms are available through secondary and post secondary educational institutions, post offices, libraries and state employment security offices.

• *NATIONAL DIRECT STUDENT LOANS (NDSL)* are long term (up to 10 years), low interest (3%) loans repayable following the completion of your studies. They are made to students in need of funds with which to pursue a program of study at the college on at least a half time basis. Loan amounts and availability vary depending on annual congressional appropriations. Consideration may be obtained for such loans by completing NHC's formal application for Financial Aid.

Other Assistance

• *COLLEGE WORK STUDY PROGRAM (CWSP)* is a joint federal/institutional part time employment program for students in need of the earnings of such employment in order to pursue their programs of study. Employment may include term time or vacation employment for the college or for off-campus agencies. You can be considered for CWSP by completing NHC's formal application for financial aid.

• *PART TIME EMPLOYMENT (PTE)* is for the COLLEGE itself and includes opportunities both during vacation and in-school periods. Application for such employment may be made directly to the various operating departments within the college.

• *OUTSIDE ASSISTANCE*

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

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

State Scholarship and Loan Programs should be thoroughly investigated. The College will need financial information concerning your needs in order to cooperate with such agencies. Please be sure to file a parents' confidential statement and an application for financial aid with the College also.

Local banks, trust officers and service clubs should be contacted concerning special educational programs under their jurisdiction.

The award of outside assistance of $100.00 or more, loans or scholarships, must be immediately reported to the College.

ACADEMIC STANDARDS AND REGULATIONS

Attendance

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

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

Reading and Communications Center

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

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

Freshmen who fail to score adequately on the Nelson-Denny Reading Test *must* complete this course.

Grading System and Records

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

In addition to semester grades, warnings of unsatisfactory progress are mailed to students' parents in November (Thanksgiving Recess) and in April (Spring Vacation).

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

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

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

Accounting 1:	3 credits × A (4) =	12
English 10:	3 credits × B (3) =	9
BM 10:	3 credits × C (2) =	6
Math 10:	3 credits × D (1) =	3
History 9:	3 credits × F (0) =	0
	15 credits	30 points

30 divided by 15 = 2
Grade point average is 2.0

Dismissal

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

Awarding of Degrees

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

Academic Honors

President's List and Dean's List

At the close of each semester at New Hampshire College the Registrar publishes two lists of students who have achieved a certain standard of academic excellence during the semester's work. Students who have earned a minimum grade point average of 3.5 for the semester are added to the President's List, the highest academic honor at the college. Students who have earned a minimum grade point average of 3.0 but less than 3.5 for the semester are named to the Dean's List.

Honor Society

The New Hampshire College Honor Society invites membership of those students achieving a 3.5 or higher grade point average in any one semester. Continued membership requires maintenance of a cumulative 3.2 average thereafter. In addition to academic achievement, service to the Society and the entire College is a requisite through such programs as tutoring, faculty assistance, and other Society sponsored programs.

Graduation with Distinction

Degree of Bachelor of Science

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

Students who have earned a minimum grade point average of:

3.8: Bachelor of Science
summa cum laude

3.5: Bachelor of Science
magna cum laude

3.0: Bachelor of Science
cum laude

Degree of Associate in Science

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

Students who have earned a minimum grade point average of:

3.8: Associate in Science
with highest honors

3.5: Associate in Science
with high honors

3.0: Associate in Science
with honors

Gold Key Award

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

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. Special non-degree certificate programs may also be offered from time to time at any of these facilities. Inquiries regarding any of these programs should be directed to the Office of Continuing Education.

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

STUDENT FACILITIES

Facilities

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, under unusual circumstances, may be made to the above policy. Requests for exceptions must be made in writing to the Office of the Dean of Student Personnel Services at least one month before the beginning of each academic year.

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, and (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 rent campus apartments. Freshmen will not usually be allowed to reside in these apartments. If freshmen are assigned to the apartments they will be required to take meals in the campus dining hall.

Questions concerning campus residences should be directed to the Office of the Dean of Student Personnel Services.

Dining

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

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

Student Personnel Services

Philosophy

The Student Personnel Services Department seeks to assist all students at New Hampshire College in solving both academic and non-academic problems. In addi-

tion 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 Personnel Services Department includes counseling, athletics, orientation, health services, placement and career planning, alumni affairs, student activities (including intramural sports), housing, resident assistants and apartment supervisors.

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 Personnel Services Department, members of the faculty and the administration, and upperclassmen to guide them through registration, course selection, placement examinations and social activites.

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

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 trained counselors to help with these concerns. Testing services are also available. Students are encouraged to discuss their personal concerns with the counselors.

Advising Program

Academic advising is an important adjunct to the career education and counseling program. There are departmental coordinators for career planning and advising within each academic department. Freshman advising is arranged by the coordinators from the Mathematics and Liberal Arts Departments. Upperclassmen are advised within their major departments. The Assistant to the Academic Dean serves as general coordinator of academic advising and is available to assist students with the advising process.

Placement and Career Planning

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

During the fall semester, seniors are requested to register with the office for career counseling, and to schedule interviews with representatives from business, industry, and government agencies. Undergraduate students are invited to use the

Placement facilities at any time and to familiarize themselves with career planning and procedures. A full recruiting schedule is conducted during the months October through April to assist seniors in interviewing for possible future full-time employment.

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

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

Health Center

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

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

Accident and Sickness Insurance

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

Athletics

New Hampshire College supports an active athletic program as an important part of the education process. Intercollegiate competition is provided in basketball, baseball, lacrosse, soccer, skiing, golf, trap & skeet, tennis and hockey. The Director of Athletics is responsible for the coordination of the entire athletic program. New Hampshire College is an associate member of the National Collegiate Athletic Association. New Hampshire College offers women the opportunity to participate in intramural and intercollegiate sports activities. These activities are arranged as interest dictates and may include: field hockey, volleyball, basketball, badminton, skiing, trap and skeet, softball, tennis, and archery.

Athletic Facilities

The college has a gymnasium and athletic fields located on the campus. The gym floor is covered with a synthetic surface which accommodates indoor tennis and many other college activities.

Student Government Association

Student government at the college is the responsibility of the Student Government Association (SGA), which is comprised of congressmen elected through the majors

at the college. Representatives from the various clubs and organizations and the officers are elected at large. The SGA administers the student activities fund, sponsors the major social activities on campus, involves students in the affairs of the college and generally looks after the interests of all students.

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

Student Activities

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

Student Publications

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

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

Cheerleaders

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

Fraternities and Sororities

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

I.F.C.

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

Newman Student Community

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

Future Secretaries Association

The objectives of the FSA are to stimulate interest in the secretarial profession, develop a better understanding of secretarial responsibilities, and provide the basics

necessary for the preparation of future professional secretaries.

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

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

The Hockey Club

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

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

Humanities Committee

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

International Club

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

Amateur Radio Club

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

Commuters Club

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

Drama Club

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

Executive Club

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

Ski Club

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

The Society of Black Coalition

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

Veterans Club

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

Shooting Development Club

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

Photography Club

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

Chess Club

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

Hillel

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

WCAC

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

National Guard Officer Candidate School

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

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

Veterans Affairs

An Office of Veterans Affairs has been established on campus to be the principal service center for veterans. Counseling, 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.

PROGRAMS OF STUDY

The Accounting Profession Today

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

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

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

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

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

DEPARTMENTS AND THEIR CURRICULA

Department of Accounting

Accounting is the fastest growing and second largest profession for men in the United States. In recent years many women have also taken advantage of the opportunities offered in accounting. Professional accountants are growing, not only in numbers, but also in influence. The professional 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.

Accounting Curriculum

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
MA 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15		15

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Acct 3 Intermediate Accounting 1	3	Acct 4 Intermediate Accounting 2	3
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MIS 21 Introduction to Systems & Procedures	3	MA 7 Business Law 2	3
MA 6 Business Law 1	3	Eng 20 Written Communication	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
	18		18

JUNIOR YEAR

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

SENIOR YEAR

first semester	*credits*	*second semester*	*credits*
Acct 9 Federal Taxes	3	Acct 12 Advanced Auditing or Internship	3
Acct 11 Auditing Principles	3	Acct 20 Management Services	3
MA 15 Corporate Finance	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15		15

Department of Management Arts/Economic Sciences

General Management

The demand for trained managers will increase threefold during the coming decade. Eight out of ten jobs will develop not only in business and industry, but also in governmental agencies. The Department of Management Arts/Economic Sciences is concentrating upon developing "decision-makers". Classes will be centered around utilization of management tools for implementing decisions. The general management curriculum provides an interrelationship of disciplines for the student's choice. In addition, a senior internship program is made available to most students.

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA 10 Principles of Management	3	MA 6 Business Law 1	3
Management MA 25 Human Relations in Administration	3	MA 26 Social Environment of Business	3
	15		15

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3	MIS 21 Introduction to Systems	3
Eng 20 Written Communication	3	MA 11 Personnel Management	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Business Elective	3
	18		18

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
Acct 14 Managerial Accounting	3	MA 22 Managerial Economics	3
Math 18 Statistics	3	Free Elective	3
MA 42 Organizational Behavior	3	Business Elective	3
Liberal Arts Elective	3	Liberal Arts .elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
			18

first semester	SENIOR YEAR	*second semester*	
	credits		*credits*
MA 50 Internship in Management	12	MA 15 Corporate Finance	3
MA 51 Readings in Management	3	MA 20 Management Decision Making	3
*OR	15	Business Elective	3
Business Elective	3	Business Elective	3
Business Elective	3	Business Elective	3
Business Elective	3		15
Liberal Arts Elective	3		
Liberal Arts Elective	3		
	15		

* *Those students not on internship will take the following courses.*

Economics/Finance

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

The program not only introduces the student to economics and financial management, but also provides an interrelationship of accounting, computers (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. The college cannot guarantee internship for all students.

first semester	FRESHMAN YEAR	*second semester*	
	credits		*credits*
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA Principles of Management	3	MA 6 Business Law	3
MA 25 Human Relations in Administration	3	MA 26 Social Environment of Business	3
	15		15

first semester	SOPHOMORE YEAR	*second semester*	
	credit		*credit*
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
Eng 20 Written Communication	3	MA 16 Money and Banking	3
MIS 20 Introduction to Data Processing	3	MIS 21 Introduction to Systems	3
MA 13 Introduction to Marketing	3	Eco 17 Psych-Economics	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	18		18

first semester	**JUNIOR YEAR**	*second semester*	
	credits		*credits*
Math 18 Statistics	3	MA 22 Managerial Economics	3
MA 42 Organizational Behavior	3	MA 30 Public Finance	3
MA 15 Corporate Finance	3	Geog 25 Economics Geography	3
Eco 20 Comparative Economics Systems	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		15
	18		

first semester	**SENIOR YEAR**	*second semester*	
	credits		*credits*
	12	MA 20 Management Decision Making	3
MA 50 Internship in Management	3	Eco 14 Labor Economics	3
	15	Eco 24 Advanced Security Analysis	3
* OR		Business Elective	3
Business Elective	3	Liberal Arts Elective	3
Business Elective	3		15
Business Elective	3		
Liberal Arts Elective	3		
Liberal Arts Elective	3		
	15		

* *Those students not on internship will take the following courses.*

Marketing

Exploring an exciting dynamic field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience. The program is designed to expose the marketing student to the utilization of computers (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 superior students. Such international internships have already been arranged for Paris, France and Copenhagen, Denmark. The two year Fashion Merchandising program can be totally counted in meeting the requirements of the four year marketing major.

first semester	**FRESHMAN YEAR**	*second semester*	
	credits		*credits*
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA 10 Principles of Management	3	MA 6 Business Law	3
MA 25 Human Relations in Administration	3	MA 26 Social Environment of Business	3
	15		15

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary	3	Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3	MIS 21 Introduction to Systems	3
Eng 20 Written Communication	3	Geog 27 Marketing Geography	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	18		18

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
Math 18 Statistics	3	MA 2 Principles of Retailing	3
MA 3 Sales	3	MA 11 Personnel Management	3
MA 14 Consumer Behavior	3	MA 15 Corporate Finance	3
Free Elective	3	MA 20 Management Decision Making	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		
	18		15

SENIOR YEAR

first semester	*credits*	*second semester*	*credits*
MA 50 Internship in Management	12	Student Returning from Internship Program:	
MA 51 Readings In Management	3		
*OR	15	MA 37 Marketing Research	3
MA 22 Managerial Economics	3	MA 29 Principles of Advertising	3
MA 42 Organizational Behavior	3	MA 22 Managerial Economics	3
Business or Liberal Arts Elective	3	Liberal Arts Elective	3
Business or Liberal Arts Elective	3		15
Liberal Arts Elective	3		
	15		
		Student not on the Internship Program:	
		MA 37 Marketing Research	3
		MA 29 Principles of Advertising	3
		MA 21 Central Management and Policy Making	3
		Business or Liberal Arts Elective	3
		Liberal Arts Elective	3
			15

* *Those students not on internship will take the following courses.*

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 a senior internship. The student, if approved by the department, will have the opportunity to work for an entire semester.

Hotel/Resort/Tourism Administration

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Eng 10 Composition 1	3	Eng 11 Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Economics 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA 10 Principles of Management	3	MA 6 Business Law	3
MA 25 Human Relations in Administration	3	MA 26 Social Environment of Business	3
	15		15

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary Acct	3	Acct 2 Principles of Accounting	3
Eng 20 Written Communication	3	MIS 21 Introduction to Systems	3
MIS 20 Introduction Data Processing	3	MA 11 Personnel Management	3
MA 13 Introduction to Marketing	3	HR 1 House Operation	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	18		18

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
HR 2 Food & Beverage Control	3	MA 50 Internship in Management	12
MA 29 Principles of Advertising	3	MA 51 Readings in Management	3
MA 42 Organizational Behavior	3		15
Liberal Arts Elective	3	* OR	
Liberal Arts Elective	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
		Business Elective	3
		Business Elective	3
		Business Elective	3
			15

SENIOR YEAR

first semester	*credits*	*second semester*	*credits*
Acct 14 Managerial Accounting	3	MA 12 Insurance	3
MA 21 Central Policy Making	3	MA 15 Corporate Finance	3
HR 3 Promotional Activities and Tourism	3	HR 5 Hotel/Resort/Tourism Seminar	3
HR 4 Hotel Office Management	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		15
	18		

**Those students not on internship will take the following courses*

Department of Management Information Systems

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

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

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
MA 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15		15

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Acct 7 Cost Accounting 1	3	Acct 8 Cost Accounting 2	3
MIS 21 Introduction to Systems	3	MIS 22 COBOL Programming	3
Eco 10 Introduction to Economics 1	3	Eco 11 Introduction to Economics 2	3
MA 6 Business Law 1	3	MIS, MA or Acct Elective	3
Math 12 Advanced Mathematics A	3	Eng 20 Written Communication	3
	15	Liberal Arts Elective	3
			18

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
MIS 23 EDP Systems	3	MIS 28 File Systems	3
MIS 24 FORTRAN IV	3	Math 18 Statistics	3
MA 13 Introduction to Marketing	3	Liberal Arts Elective	3
MA 27 Production Management	3	Liberal Arts Elective	3
MIS MA or Acct Elective	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
			18

first semester	SENIOR YEAR	*second semester*	
	credits		*credits*
MIS 25 Systems Practicum	3	MIS 27 Quantitative Analysis	3
MIS, MA or Acct Elective	3	MIS 29 Seminar	3
MIS, MA or Acct Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15		15

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 skills 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 information systems. The student will receive a broad liberal arts background as well as a background in accounting, computer programming, 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 experience.

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.

first semester	FRESHMAN YEAR	*second semester*	
	credits		*credits*
Acct. 1 (Elementary)	3	Acct. 2 (Prin. of Acct.)	3
MA 10 (Prin. of Mgt.)	3	MIS 20 (Intro. Data Proc.)	3
Eng. 10 (Composition 1)	3	Eng. 11 (Composition 2)	3
Math 10 (Modern Math 1)	3	Math 11 (Modern Math 2)	3
Phil. 14 (Logic)	3	Eng. 12 (Public Speaking)	3
	15		15

first semester	SOPHOMORE YEAR	*second semester*	
	credits		*credits*
Acct. 3 (Intermediate 1)	3	Acct. 4 (Intermediate 2)	3
Acct. 7 (Cost 1)	3	Acct. 8 (Cost 2)	3
MIS 24 (FORTRAN)	3	MIS 21 (Intro. Sys. & Prin.)	3
Eco. 10 (Ecomonics 1)	3	Eco. 11 (Economics 2)	3
MA 6 (Business Law 1)	3	MA 7 (Business Law 2)	3
Math 12 (Advanced Math A)	3	Eng. 20 (Written Comm.)	3
	18		18

first semester	**JUNIOR YEAR**		*second semester*
	credits		*credits*
Acct. 5 (Advanced Acct. 1)	3	Acct. 6 (Advanced Acct. 2)	3
MIS 23 (Sys. Tools 1)	3	MIS 25 (Sys. Tools 2)	3
MIS 22 (COBOL)	3	Math 18 (Statistics)	3
MA 13 (Intro. to Marketing)	3	MA 27 (Production Mgt.)	3
MA 15 (Corporate Finance)	3	* Electives	3
* Elective	3	* Electives	3
	18		18

first semester	**SENIOR YEAR**		*second semester*
	credits		*credits*
Acct. 11 (Auditing Princ.)	3	Acct. 12 (Adv. Auditing)	3
MIS 28 (Sys. Prog.)	3	* Electives	3
MA 16 (Money and Banking)	3	* Electives	3
* Electives	3	* Electives	3
* Electives	3	† Business/* LA Elective	3
	15		15

* *Liberal Arts Elective*

† *Social Environment of Business, Organizational Behavior, Human Relations in Administration, or any other agreed upon by Dr. Jones and Mrs. Barnes.*

Department of Business Education/Office Administration

Business Education

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 and relevant business education on the secondary school level. It is the purpose of the Department to offer the kind of professional undergraduate education that will prepare New Hampshire College students to become effective, qualified teachers.

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

Admission to the Business Education Program

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

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

Requirements for Major in Business Education

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

Shorthand and Transcription (Two of the following are required)
- Shorthand 1
- Shorthand 2
- Shorthand 3

Bookkeeping and Accounting (Two of the following are required)
- Intermediate Accounting 1
- Intermediate Accounting 2
- Cost or Tax Accounting

General Business/Consumer Education
(Three of the following or other comparable courses accepted by department chairman)
- Risk and Insurance
- Principles of Management
- Money and Banking
- Introduction to Marketing

Management Information Systems (Data Processing)
(Two of the following are required)
Introduction to Systems
COBOL Programming
FORTRAN Programming
Distributive Education
Introduction to Marketing
Principles of Retailing
Coordination of Cooperative Programs
Methods of Distributive Education

Business Education Curriculum

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Eng 5 or 10 (Composition 1)	2-3	Eng 6 or 11 English Composition 2	2-3
Math 10 or 5 See Course descriptions	2-3	Math 6 or 11 see course description	2-3
Eco 10 Introduction to Economics 1	3	Economics 11 Introduction to Economics 2	3
MA 10 Principles of Mgt.	3	MIS 20 Introduction Data Processing	3
Typing	2	Typing	2
	12-14	Liberal Arts Elective	3
			15-17

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
Ed 10 History and Philosophy of Education	3	Psych 11 Human Growth and Development	3
Acct 1 Elementary Accounting	3	Acct 2 Principles of Accounting	3
Psych 8 Introduction to Psychology	3	Eng 12 Public Speaking	3
Math 7 or Area Elective	2-3	MA 6 Business Law 1	3
English 7 or Area Elective	2-3	Area Elective	3
	13-15	Liberal Arts Elective	3
			18

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
SS 21 Office Machines	1	ED 16 Methods of Teaching Type	2
SS 12 Office Procedures	2	ED 17 Method of Teaching Shorthand	2-3
ED 14 Educational Psychology	3	ED 20 Internship	3
Typing	2	Liberal Arts Elective	3
ED 5 Tests & Measurements	3	Area Electives	6
ED 13 Methods of Teaching Acct & Bus.	2	Area Elective (For students who took Math 7)	(3)
Liberal Arts Electives	3		16-20
	16		

SENIOR YEAR

first semester	*credits*	*second semester*	*credits*
ED 30 Student Teaching	15	Ed Elective	3
		Area Elective	3
		Area Elective (For students who took Eng 7)	3
		Free Elective	6
			15

Office Administration

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

Office Administration Curriculum

FRESHMAN YEAR

first semester	*credits*	*second semester*	*credits*
Acct 1 Elementary Accounting	3	Acct. 2 Principles of Accounting	3
MA 10 Principles of Management	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
Math 10 Modern Mathematics 1	3	Math 11 Modern Mathematics 2	3
SS 8 Typewriting 1	2	SS 10 Typewriting 2	2
	14		14

SOPHOMORE YEAR

first semester	*credits*	*second semester*	*credits*
MA 6 Business Law 1	3	ECO 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	SS 2 Shorthand 2	3
SS 1 Shorthand 1	3	Liberal Arts Elective	3
SS 11 Typewriting 3	2	Liberal Arts Elective	3
MA, Acct. MIS, or Liberal Arts Elective	3	Elective	3
Liberal Arts Elective	3		15
	17		

JUNIOR YEAR

first semester	*credits*	*second semester*	*credits*
MA 13 Introduction to Marketing	3	Math 18 Statistics	3
Eng 20 Written Communication	3	SS 4 Shorthand 4	3
SS 3 Shorthand 3	3	Liberal Arts Elective	3
MA, Acct., MIS, or Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3		15
	18		

SENIOR YEAR

first semester	*credits*	*second semester*	*credits*
MA 25 Human Relations in Administration	3	SS 5, 6, 7, or 7A Shorthand	3
SS 12 Office Administration	3	SS 14 Executive Office Administration	3
MA, Acct., MIS, or Liberal Arts Elective	3	MA, Acct., MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Liberal Arts Elective	3
	15		18

Why a Two-Year Program?

Besides its range of four-year bachelor's degree majors, NHC offers two-year associate degree programs, which may be a solution for you if you're not sure about going to college for four years. One of our two-year programs may be in a field in which you're interested, and it will give you solid preparation for a job — in addition to the opportunity to continue easily on to a bachelor's degree, if you decide two years of college aren't enough.

Associate Degree Programs

Business Management Curriculum

first semester	FRESHMAN YEAR	*second semester*	
	credits		*credits*
MA 6 Business Law 1	3	MIS 20 Introduction to Data Processing	3
MA 10 Principles of Management	3	Eng 11 English Composition 2	3
Eng 10 English Composition 1	3	Math 11 Modern Mathematics 2	3
Math 10 Modern Mathematics 1	3	Liberal Arts Elective	3
Liberal Arts Elective	3	Elective	3
	15		15
	SOPHOMORE YEAR		
MA 11 Personnel Management	3	Acct 2 Principles of Accounting	3
MA 2 Principles of Retailing	3	MA 28 Social Environment of Business	3
Acct 1 Elementary Accounting	3	Eng 20 Written Communication	3
MA 13 Introduction to Marketing	3	Eco 11 Introduction to Economics 2	3
Eco 10 Introduction to Economics 1	3	Liberal Arts Elective	3
	15	Liberal Arts Elective	3
			18

Accounting Curriculum

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

Electronic Data Processing

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

Electronic Data Processing Curriculum

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

Fashion Merchandising

One of the most dynamic areas in business today is the field of fashion merchandising. The art of selecting, pricing, promoting, and selling fashion is "big business," and for the executive involved in these functions the opportunities are unlimited. In every major city in the world, there is a variety of jobs that require fashion training, and New Hampshire College prepares students for these challenging careers with its Fashion Merchandising Curriculum. Our program is geared to the needs of various phases of the fashion field, and our objective is to help students enter the field in organizations where they may progress well.

Retailing, with its constant need for capable trainees for executive positions will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved. Students will participate in an internship program during their second year, adding practical experience to theory, thus making the Fashion Merchandising graduate a complete candidate for success.

Fashion Merchandising Curriculum

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

Secretarial Science

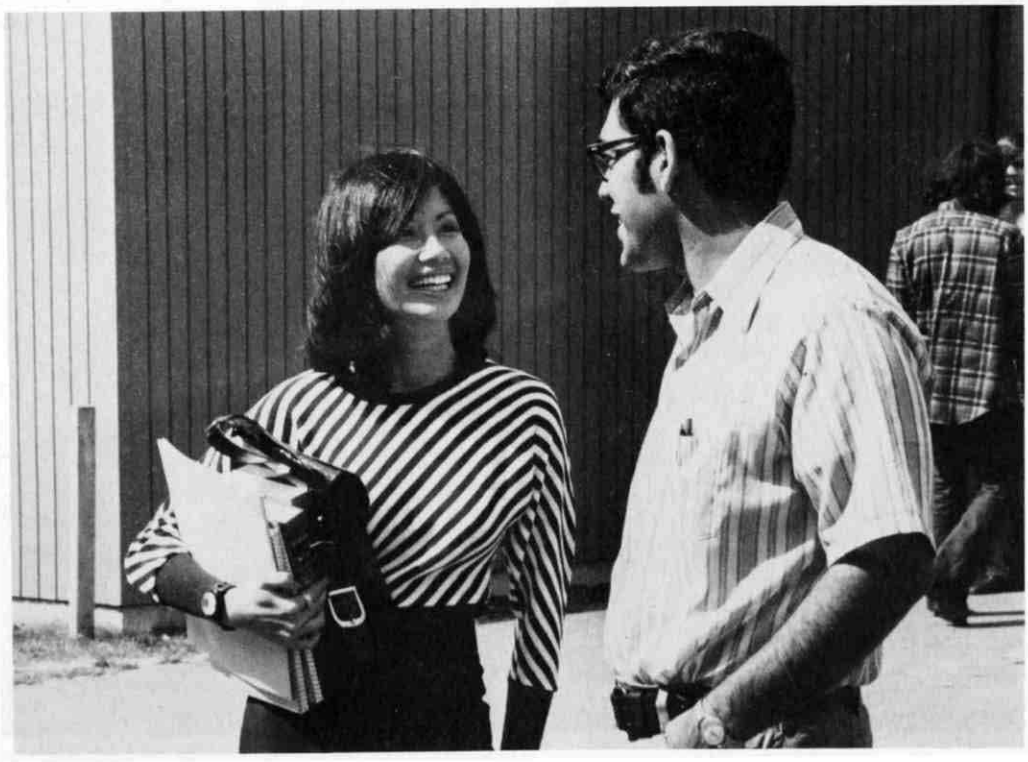
Executive

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

Executive Secretarial Curriculum

first semester	**FRESHMAN YEAR**	*second semester*	
	credits		*credits*
Math 8 Business Mathematics	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
SS 1 Shorthand or MA or Theory		SS 2 Shorthand Intermediate	3
Liberal Arts Elective	3	SS 10 Typewriting 2, Intermediate	2
SS 8 Typewriting 1 Beginning	2	Liberal Arts Elective	3
MA 10, Principles of Management	3	Liberal Arts Elective	3
	14		17
	SOPHOMORE YEAR		
Acct 1 Elementary Accounting	3	SS 4 Shorthand 4	3
MA 6 Business Law 1	3	SS 14 Executive Office Administration	3
SS 3 Shorthand Advanced	3	Business Elective	6
SS 11 Typewriting 3, Advanced	2	Liberal Arts Elective	3
SS 12 Office Procedures	2		15
SS 21 Office Calculating Machines	1		
Liberal Arts Elective	3		
	17		

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



Legal

The Legal Secretarial program prepares students for careers as secretaries in law firms, 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

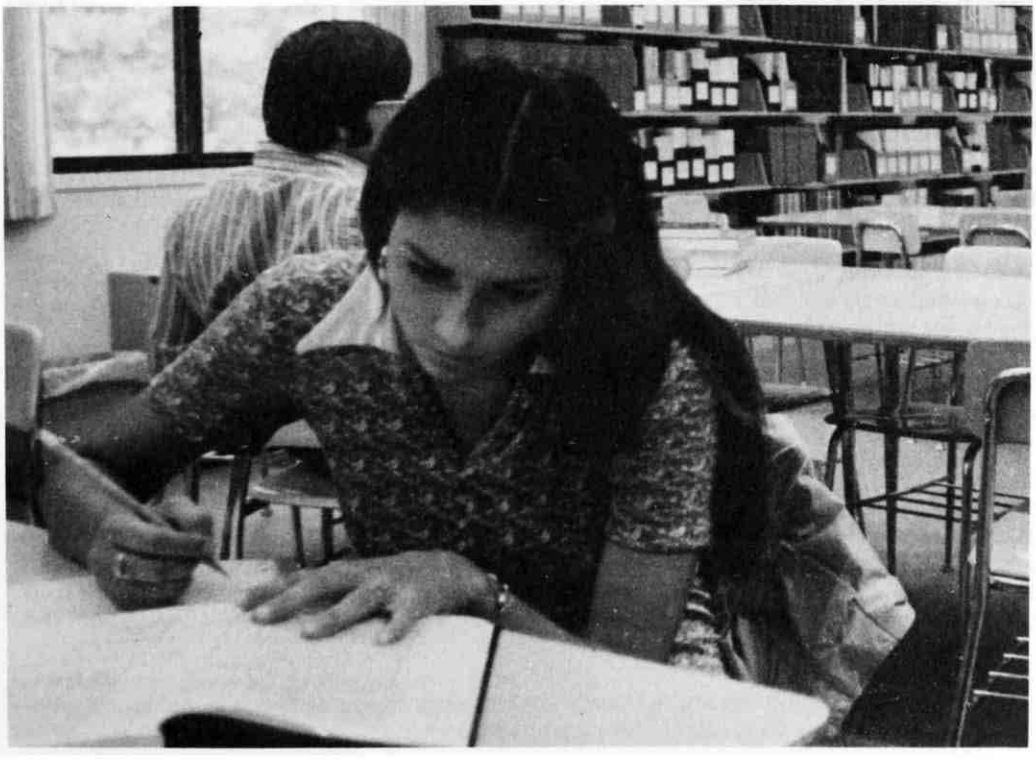
first semester	**FRESHMAN YEAR**	*second semester*	
	credits		*credits*
Math 8 Business Mathematics	3	MIS 20 Introduction to Data Processing	3
Eng 10 English Composition 1	3	Eng 11 English Composition 2	3
SS 1 Shorthand 1	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1, Beginning	2	SS 10 Typewriting 2	2
MA 10 Principles of Management	3	Liberal Arts Elective	3
	14	Liberal Arts Elective	3
			17
	SOPHOMORE YEAR		
Acct 1 Elementary Accounting	3	SS Legal	3
MA 6 Business Law 1	3	SS Executive Office Administration	3
SS 3 Shorthand 3	3	SS, MA, Acct or MIS Elective	6
SS 11 Typewriting 3	2	Liberal Arts Elective	3
SS 12 Office Procedures	2		15
SS 21 Office Calculating Machines	1		
Liberal Arts Elective	3		
	17		

Medical

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

Medical Secretarial Curriculum

first semester	**FRESHMAN YEAR** *credits*	*second semester*	*credits*
Math 8 Business Mathematics	3	MA 10 Principles of Management	3
Eng 10 English Composition 1	3	MIS 20 Introduction to Data Processing	3
Sci 17 Introduction to Anatomy and Physiology	3	Eng 11 English Composition 2	3
SS 1 Shorthand 1	3	SS 2 Shorthand 2	3
SS 8 Typewriting 1	2	SS 10 Typewriting 2	2
	14	Liberal Arts Elective	3
			17
	SOPHOMORE YEAR		
Acct 1 Elementary Accounting	3	SS 7 Medical Shorthand	3
MA 6 Business Law	1	SS 1 Executive Office Administration	3
SS 3 Shorthand 3	3	SS 18 Medical Procedures	3
SS 11 Typewriting 3	2	Liberal Arts Elective	3
SS 12 Office Procedures	2	SS, MA, Acct or MIS Elective	3
SS 17 Medical Terminology	3		15
SS 21 Office Calculating Machines	1		
	15		



DESCRIPTION OF COURSES

Accounting

Acct. 1 Elementary Accounting *3 credits*
A presentation of the basic accounting techniques, records and financial statements.

Acct. 2 Principles of Accounting *3 credits*
Introduces students to the accounting problems of partnerships and corporations; cost accounting, budgeting and special purpose statements.
Prerequisite: Accounting 1.

Acct. 3 and 4 Intermediate Accounting (2 semesters) *3 credits each semester*
Intensive review and analysis of assets, liabilities and stockholders' equity and the effect that they have on financial statements.
Prerequisite: Accounting 1 and 2.

Acct. 5 and 6 Advanced Accounting (2 semesters) *3 credits each semester*
Examines accounting principles and procedures applicable to partnerships and multi-unit businesses, including parent-subsidizing consolidations. Particular emphasis is placed on problem solving.
Prerequisite: Accounting 4.

Acct. 7 and 8 Cost Accounting (2 semesters) *3 credits each semester*
A study of job order process and standard cost accounting systems. Standard costs, budgets and variances are strongly emphasized.
Prerequisite: Accounting 1 and 2.

Acct. 9 Federal Taxes—Concepts and Implications *3 credits*
The course provides the student with a basic understanding of the structure of federal tax laws and their administration. The techniques of tax research are developed.
Prerequisite: Accounting 1 and 2.

Acct.11 Auditing Principles *3 credits*
Intensive study of internal controls, evidence, auditing standards and procedures and basic audit systems of internal auditors and independent public accountants.
Prerequisite: Accounting 4.

Acct. 12 Advanced Auditing *3 credits*
An analysis of auditing procedures that applies to the audit of EDP systems, the use of statistical sampling techniques, and the review of APB opinions.
Prerequisite: Accounting 11.

Acct. 14 Accounting for Management *3 credits*
Recording, analysis, and reporting of accounting data are approached from the managerial viewpoint with emphasis placed on planning and control.
Prerequisite: Accounting 1 and 2.

Acct. 20 Management Services *3 credits*
This one semester course attempts to expose the advanced accounting student to the relatively new field of management services or management consulting by accountants.
Prerequisite: Accounting 8.

Acct. 25 Auditing *3 credits*
This one semester course in auditing is designed for the Associate's degree candidate. Coverage is limited to the basic auditing objectives, standards and procedures.
Prerequisite: Accounting 1 and 2.

Acct. 30 Internship *3 credits*
During the internship program, a student has the opportunity to work in public or private accounting which assists greatly in his career development.

Business Education

Ed. 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.
Prerequisites: 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 and Data Processing *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: Psychology 9.

Ed. 15 Coordination of Cooperative Programs *3 credits*
A study of the philosophy and objectives of cooperative vocational education, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on part-time jobs, evaluating work stations, advisory committees, and the public relations aspects of cooperative education.

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 the 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.

Secretarial Science

SS 1 Shorthand 1—Theory and Dictation to 60 words a minute *3 credits*
Students gain thorough knowledge of fundamentals with emphasis on penmanship, accurate proportions and legibility. Requires transcription of simple material at 60 words a minute.

SS 2 Shorthand 2 — Dictation 60–80 words a minute *3 credits*
Increasing student's shorthand vocabulary with emphasis on speed and accuracy in transcription.

SS 3 Shorthand 3 — Dictation 80–120 words a minute *3 credits*
Dictation and transcription places emphasis on the mastery of technical vocabularies of business.

SS 4 Shorthand 4 — Dictation 100–120 words a minute *3 credits*

SS 5 Shorthand 5 — Government Dictation 120–140 words a minute and transcription *3 credits*
Emphasis is placed on vocabulary in government and politics. Shortcut drills help the student attain 140 words a minute.
Prerequisite: SS 4 or permission of department chairman.

SS 6 Legal Shorthand *3 credits*
The dictation of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts and sales.
Prerequisite: SS 3.

SS 7 Medical Shorthand *3 credits*
Application of shorthand principles to writing of medical words. Shortcuts and use of prefixes and suffixes applying to medical terms are stressed. Dictation includes case studies and articles from medical reports and medical journals.
Prerequisites: SS 3 and 17.

SS 8 Typewriting 1 — Theory and speed up to 35 words a minute *2 credits*
Correct typing posture, parts of the typewriter and their uses, and development of proper touch techniques.

SS 9 Personal Typing *2 credits*
Non-secretarial course. Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques. No speed requirement.

SS 10 Typing 2 — 35–50 words a minute *2 credits*
Arrangements of business letters, tabulations, statistical matter, and rough drafts.
Prerequisite: SS 8 or permission of department chairman.

SS 11 Typewriting 3 — 50–60 words a minute *2 credits*
Advanced business forms, manuscripts and secretarial assignments.
Prerequisite: SS 10 or permission of department chairman.

SS 12 Office Procedures *2 credits*
Fundamental skills and knowleges in (1) filing, (2) dictating and transcribing machines, (3) preparation of masters and stencils, and (4) operation of liquid and stencil duplication machines.

SS 14 Executive Office Administration *3 credits*
Thorough training in letter writing, comprehensive secretarial duties, human relations, and problem solving.
Prerequisite: SS 3, 10 and 12.

SS 17 Medical Terminology *3 credits*
This course offers the student a thorough knowledge of medical terms and their usage. Emphasis is placed on developing a technical vocabulary through analysis of word elements and case studies.

SS 18 Medical Laboratory Procedures *3 credits*
Theory and practice in medical procedures include medical ethics, transmission of disease, physical examinations and treatments, principles of medications, first aid rules, and routine laboratory techniques.
Prerequisite: SS 17.

SS 21 Office Calculating Machines *1 credit*
Operation of the basic types of office calculating machines with an emphasis on the use of each kind of machine in the office.

The Liberal Arts

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

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

The Humanities

Fine Arts

FA 21 Experiences in Art *3 credits*
Course in enjoyment, understanding and appreciation of various art periods, styles and media. Slides will be used to illustrate the course material.

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.

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 28 History of Film *3 credits*
This course is designed to explore the major patterns of development of films from its origins to the present. The class will study films in an historical context discussing the major creative and technical trends of the medium.

English

Basic Communications 10 *3 credits*
For the student to increase his capacity to be understood. Reading, study skills such as comprehension, note taking, main idea finding, speed reading, vocabulary building, paragraph writing and the organizing of term papers are included. Each student completes a self-designed research project on some facet of the communication process.

English 5 *2 credits*
A review of basic composition and language rules. Course assumes need for additional and individual writing help beyond that offered in English 10.

English 6 *2 credits*
Continuing remedial course in composition begun in English 5. Work in vocabulary, current language usage, improvement in writing mechanics and expansion of language concepts.
Prerequisite: English 5.

English 7 *2 credits*
Following English 5 and 6, completes the freshman English requirements comparable to English 10 and 11. Appreciation of literary styles will also be included.
Prerequisite: English 5 and 6.

English 10 and 11 Composition (2 semesters) *3 credits each semester*
Basic freshman course in composition, appreciation of literary styles, vocabulary improvement and understanding of current English usage. Designed to review, improve and expand language concepts. Required for all freshmen.

English 12 Public Speaking *3 credits*
Designed to develop ability in all speaking situations, to increase effectiveness, to organize and deliver material. Evaluation and improvement of voice, diction, articulation, and posture.

English 13 American Literature *3 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.

English 14 American Literature *3 credits*
Course covers American writing of the twentieth century through the Realistic, Naturalistic and Contemporary periods. Theme of course concerns problems of the individual in an industrial society.

English 15 Survey of the Theatre *3 credits*
Study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present.

English 16 Contemporary Drama *3 credits*
A consideration of modern plays in twentieth century literature. American, British, Russian, Scandinavian and Irish theatre are among those studied.

English 19 Shakespeare *3 credits*
Study of Shakespearean comedy, tragedy and one history with background of the Elizabethan era.

English 20 Written Communication *3 credits*
Practical study of the preparation, organization, and production of all types of business communications with major emphasis placed on the formal business research report. Knowledge of basic writing skills is assumed.
Prerequisite: English 10 and 11.

English 23 English Literature *3 credits*
Survey of English literature from Beowulf through Chaucer, Shakespeare and Milton to Pope. Emphasis is on the development of poetry and particular representative poets.

English 24 English Literature *3 credits*
Course covers the Romantic, Victorian and Modern periods. Again, the emphasis is on poetry but there is a section on the development of the novel. English 23 is not a prerequisite.

English 29 Introduction to the Humanities *3 credits*
Course is an introduction to the Humanities: the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged whenever possible.

English 30 Advanced Writing *3 credits*
Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced.
Prerequisite: B grade in English 10 and 11 or permission of department chairman.

English 34 Modern American Authors *3 credits*
Contemporary American readings including selections from Agee, Hemingway, Steinbeck, Baldwin, Mailer, Ginsberg and others.

English 35 Journalism *3 credits*
Study of newspapers and periodical writing through examples of local and national publications. Some writing of news stories, features, and editorials included.

English 36 Thoreau and His Contemporaries *3 credits*
Course considers the work of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Members of the Concord School are also discussed.

Philosophy

Philosophy 10 Introduction to Philosophy *3 credits*
General introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present.

Philosophy 14 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.

Philosophy 15 Religion in Contemporary America *3 credits*
Review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Philosophy 16 Ethics *3 credits*
Introduction to the theory and practice of ethical decision-making through critical examination of existing ethical systems, and by the development of a methodology for evaluating each system — including the student's own code of ethics.

Philosophy 19 World Religion *3 credits*
Comparative study of the active beliefs and worship patterns of four great Eastern religions of man: Islam, traditional Buddhism, Hinduism and Zen Buddhism.

Philosophy 20 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: Philosophy 10 or Psychology 8 or open to upper classmen with permission of instructor.

Philosophy 23 Symbolic Logic *3 credits*
Introduction to symbolic logic with an introduction to axiomatic systems. Applications to philosophy, systems theory and related areas.

Philosophy 25 Contemporary European Thought *3 credits*
Survey of German and French Existentialism. Discussion of contemporary thinkers who are shaping the course of European and American attitudes about the world and society.

Philosophy 26 Man and Existence *3 credits*
A study toward an understanding of the general nature of reality, concentrating on contemporary authors.
Prerequisite: Philosophy 10 or open to upperclassmen with permission of instructor.

Philosophy 27 — Man, Learning and Education *3 credits*
This course will involve the development of a philosophy of education based on a study of the nature of man and theories of knowledge and learning.

Foreign Languages

May be taken by special arrangement with neighboring liberal arts colleges.

The Social Sciences

Economics

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

Geography

Geography 21 The American City (formerly Urban Geography) *3 credits*
This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market towns to megalopolis.

Geography 22 World Urbanization Patterns *3 credits*
This course deals with the preindustrial city and the "world city." The social and ecological structure of the pre-industrial or non-industrial city will be described and analyzed.

Geography 25 Economic Geography *3 credits*
This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Geography 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.

Geography 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

Government 9 Introduction to Politics *3 credits*
Course providing an understanding of political societies, particularly the American political system. Writings of Locke and others on democracy, and contemporary studies of political behavior and power are included.

Government 10 American Government *3 credits*
Study of the major institutions of American national government from interaction of factors in the executive and legislative branches in policy formation. Case studies are used.
Prerequisite: Government 9.

Government 11 International Relations
Study of the mechanics of international relations, the concept of balance of power, and the role and limitations of international organization and international law.

Government 13 Comparative Government *3 credits*
Descriptive and analytical survey of national government and political practices of the United States, England, France and the Soviet Union — differences and similarities of each and their philosophical and institutional underpinnings.

Government 14 Political Theory *3 credits*
Analytical survey of major political and social theorists in western culture from Plato to Marx, emphasizing historical evolution of fundamental concepts of freedom and justice in the modern state. Philosophy credit given for this course.
Prerequisite: Government 9 & 10 or Philosophy 10.

Government 16 Constitutional Freedoms *3 credits*
Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process.
Prerequisite: Government 9 or 10.

Government 19 and 20 State of New Hampshire *3 credits per semester*
This course is an internship in State government and involves a total of 135 clock hours over a single semester spent in Concord, New Hampshire, the State Capitol, on a political apprenticeship basis. Registration is limited to a dozen students per semester (or academic year) who are approved by the Political Science faculty of the college. They will research a specific area of state government and prepare a summary paper at the conclusion of each semester of the internship, upon which their grades for the course will be based.

Government 21 Seminar in American Politics *3 credits*
Offered to qualified students to provide a setting for the study and discussion of enduring and current issues that face the American polity. Students will be expected to prepare positions for seminar meetings on topics to be selected by the class and the instructor. Open only by consent of instructor.

History

History 9 Ancient and Medieval History *3 credits*
Appreciation of those movements in ancient and medieval history that contribute significantly to the world and western culture.

History 10 Modern History *3 credits*
Appreciation of those movements in modern and contemporary history which have shaped contemporary civilization.
Prerequisite: History 9

History 13 American History 1 *3 credits*
Political, economic and social development of the United States from the colonial period to the end of the Civil War.

History 14 American History 2 *3 credits*
Political, economic and social development of the American people from the end of the Civil War to the present. History 13 is not a prerequisite.

History 17 and 18 American Diplomatic History (2 semesters) *3 credits*
Development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the second world war. Conflict between ideals and national self-interest studied through analysis of basic American policies.
Prerequisite: History 13 and 14

History 20 Europe in the Twentieth Century *3 credits*
European history from the point of view of a civilization in constant state of crisis. World War I, period between wars, World War II and conflicts of modern society after war.
Prerequisite: History 10

History 23 The Far East in Modern Times *3 credits*
History of China and Japan from the 1840's to the present. Political, economic and social impact of western nations upon Chinese and Japanese developments.

Psychology

Psychology 8 Introduction to Psychology *3 credits*
Introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, psychometrics, behavioral deviation, perception learning and human development — a basis for further study in related areas.

Psychology 11 Human Growth and Development *3 credits*
Concerns physical and psychological development from infancy through school years, emphasizing normal, usual patterns of development. Discussion of latest research information with actual observation of children in various activities.
Prerequisite: Psychology 8

Psychology 13 Psychology of Individual Adjustment *3 credits*
Dynamics of human adjustment, normal and abnormal, to problems of modern living. Includes human motivation and learning, individual differences, the self concept and psychometrics. Case studies and research information.
Prerequisite: Psychology 8

Psychology 16 Psychology of Personality *3 credits*
Investigation and review of development and dynamics of personality. Methods and approaches to analysis of personality and review of learning, biological, perceptual emotional factors of personality development.
Prerequisite: Psychology 8

Psychology 17 Reading and Research in Psychology *3 credits*
Seminar and/or individual meetings.
Prerequisite: 6-9 hours in psychology (at least 3 hours at NHC) and permission of instructor.

Sociology

Sociology 11 Introduction to Cultural Anthropology *3 credits*
Study of preliterate and changing societies with emphasis on the social organization and cultural aspects of the societies.

Sociology 12 Introduction to Sociology *3 credits*
Organization of social behavior and relationship of society and social conditions. Emphasis on culture, norm, stratification, systems, structure, social institutions and social change.

Sociology 13 Contemporary Social Problems of the United States *3 credits*
Contemporary human problems in their historical context — crime and delinquency, poverty, racial and religious prejudice, and alcoholism.
Prerequisite: Sociology 12

Sociology 17 Family Sociology — The Family in Social Context *3 credits*
Comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world. The family as a universal social institution.
Prerequisite: Sociology 12 or junior or senior status

Sociology 18 Social Change *3 credits*
Systematic analysis of the processes of social change, the theories of how social change is generated and the varied functional consequences of such change.
Prerequisite: Sociology 12 or History 9 or 10

Sociology 22 Minority Groups — Racial and Ethnic *3 credits*
Studies of past and present minority groups in the United States, including attitude change and implication for theories of prejudice and sociological interpretation of current events concerning minority groups.
Prerequisite: Sociology 12 or junior or senior status

Sociology 26 Contemporary European Problems *3 credits*
A social, political and economic examination of Europe in its relationship to the United States today.

Sociology 27 Social Research Methods and Analysis *3 credits*
Methods and practical applications of sociological research, including fundamentals of scientific methods, descriptive and inferential statistics, survey techniques, data collection, processing, and analytical methods, and report preparation.
Prerequisite: Sociology 12, MIS 20 and Math 18 or permission of the instructor.

Management Arts

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

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 for the successful selling of both tangibles and intangibles.

MA 4 Investments *3 credits*
The various areas for investments such as real estate, saving banks, stocks and bonds, life insurance, their characteristics and methods for appraisal. Discussion of railroad and utility financing, the Stock Exchange, and trust funds.

MA 6 Business Law 1 *3 credits*
Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property are among the topics considered.

MA 7 Business Law 2 *3 credits*
For accounting students. Continuation of Business Law 1 with special emphasis upon law and accounting.

MA 9 Sales Management *3 credits*
A study of the management of field sales force with special emphasis on structural planning as well as an operational control over recruiting, retention, supervision, motivation, compensation of sales personnel.

MA 10 Principles of Management *3 credits*
A study of management decision-making in a business as well as non-business organizations. Consideration is given to policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course.

MA 11 Personnel Management *3 credits*
Fundamentals of personnel policies and administration. Study of major tasks of procuring, developing, maintaining and utilizing an effective working team.

MA 12 Risk and Insurance *3 credits*
A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied — life, casualty, fidelity, surety, fire and allied fields as well as social insurance.

MA 13 Introduction to Marketing *3 credits*
Introduction to marketing functions through the study of its nature, scope and importance. Topics considered are analysis of markets, product development, distribution structures, pricing systems, and promotional activities.

MA 14 Consumer Behavior *3 credits*
This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm.
Prerequisite: MA 13

MA 15 Corporate Finance *3 credits*
Study of all phases of corporation finance. Tools necessary for decision-making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers, investment of corporate funds, re-capitalization and retained earnings. Case studies are emphasized.
Prerequisite: Economics 10 & 11, Accounting 1

MA 16 Money and Banking *3 credits*
This course covers the basic area of money and banking with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments, and the national debt are considered.
Prerequisite: Economics 10, Accounting 1

MA 17 Small Business Management *3 credits*
Study of problems involved in starting and operating a successful small business — selecting the location, determining how to borrow money, budgeting, credit, controlling inventory and turnover, purchasing.

MA 20 Management Decision-Making *3 credits*
A quantitative approach to business decision-making. Topics covered include linear programming, queing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems.
Prerequisite: Math 10 and MIS 20

MA 21 Central Management and Policy Making *3 credits*
An interdisciplinary approach to decision-making and running a business from the position of top management. Case studies.
Prerequisite: MA 10, 13, 15.

MA 22 Managerial Economics *3 credits*
Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making.
Prerequisite: Economics 10 and 11, Math 18

MA 25 Human Relations in Administration *3 credits*
A study of the relationships between the administrator and his superior, employees under his supervision, associates on his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business.

MA 26 Social Environment of Business *3 credits*
This course will introduce the student to the study of economics, culture, government, technology, international relations, and labor as they affect 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.
Prerequisite: Math 11

MA 29 Principles of Advertising *3 credits*
This course is designed to give students a thorough understanding of advertising — its planning, creation, and use, by approaching advertising from the viewpoint of management decision-making.

MA 30 Public Finance *3 credits*
Revenues and expenditures of federal, state and local governments and their effects upon individuals, business institutions and the national economy.
Prerequisite: Economics 11

MA31 Marketing Geography *3 credits*
Course is concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas — their functions, land use patterns, spatial organization, and the urban economy.

MA 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 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.
Prerequisite: MA 10, 25

MA 50 Management Internship *12 credits*
Guided internship work experience for integrating study and experience.

MA 51 Readings in Management *3 credits*
Taken in conjunction with the management internship, the student is expected to read material relative to his position.

Economic Sciences

Economics 10 Introduction to Economics 1 *3 credits*
The survey course covers macroeconomics — national wealth, income, the components of spending, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Economics 11 Introduction to Economics 2 *3 credits*
This second course covers microeconomics — the market system, demand and supply, prices, distribution of income, economics of the firm, diminishing returns and returns to scale, monopoly and oligopoly, and international trade including foreign exchange, balance of international payments.
Prerequisite: Economics 10

Economics 14 Labor Problems *3 credits*
Introduces students to the purposes of trade unionism, what labor tries to obtain through collective bargaining, how contracts are negotiated, economics of the labor market, wages, productivity, inflation, unemployment, government regulation of labor relations and civil rights.
Prerequisite: Economics 10 and 11

Economics 17 Psych-Economics *3 credits*
An interdisciplinary approach to integrate the psychological concepts of society into economic theory.

Economics 20 Comparative Economic Systems *3 credits*
Analysis of the main economic systems in existence today — the advanced capitalist country of the U.S.A., the socialist centrally planned economies of the U.S.S.R. and Communist China, the mixed economies (e.g., France, Great Britain, and India).

Economics 24 Security Analysis *3 credits*
An evaluation of securities utilizing the advanced quantitative tools needed to implement correct security decision-making.
Prerequisite: Economics 10 & 11, MA 15

Economics 30 Economic Geography *3 credits*
This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Fashion Merchandising

FM 1 Fashion Merchandising *3 credits*
A study of fashion principles and procedures used in selection, promotion and selling of ready-to-wear in retail stores.

FM 2 Field Work *3 credits*
Each student must participate in field work in leading retail stores, such as Jordan Marsh Co., during the pre-Christmas period.

FM 3 Retail 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 Fabric Design and Analysis *3 credits*
A study of textile information necessary for merchandising, including analysis of yarns and weaves; fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Current concepts of color and design are also explored.

FM 5 Personal Development *1 credit*
This course includes both individual and group guidance in posture, grooming and maintaining a fashionwise appearance.

FM 6 International Internship *4 credits*
This exciting work-study experience allows a student in the Fashion Merchandising and Marketing majors to spend three months in Europe working for one of the leading retail institutions in countries such as France and Denmark.

Hotel/Resort/Tourism Administration

HR 1 House Operation *3 credits*
To include care, maintenance, and operation of the physical plant. Development of a knowledge of materials and supplies needed and their proper application through staff or contracts.

HR 2 Food and Beverage Control *3 credits*
To develop a knowledge of the food and beverage market, nature of brands, availability and costs. To be especially concerned with inventory, control and distribution in the retail outlets.

HR 3 Promotional Activities and Tourism *3 credits*
Concerned with hotel-resort advertising, public relations, and community affairs. A study of media and its use relating budgetary cost to anticipated return.

HR 4 Hotel Office Management *3 credits*
Fundamentals of the control of accounts, billing, and hotel record keeping. To include understanding of the transcript and reservation techniques, and personnel relations.

HR 5 Seminar *3 credits*
To be undertaken in cooperation with the coordinator of the program as an in depth study of an area of major interest. To include a thesis or research paper previously approved by the coordinator. Guest lecturers from various aspects of the field will be invited to describe their experiences in hotel-resort administration.

Management Information Systems

MIS 20 Introduction to Data Processing *3 credits*
An introductory survey of the principles of automatic data processing and computer programming and its interface with the major functions of an organization.

MIS 21 Introduction to Systems *3 credits*
A basic understanding of the systems concept and pragmatic approaches to systems analysis techniques.
Prerequisite: MIS 20

MIS 22 COBOL Programming *3 credits*
Designed to familiarize and provide the student with a working knowledge of the logical and procedural mechanics necessary to write efficient and effective programs, pertinent to contemporary business organizations.
Prerequisite: MIS 21

MIS 23 E.D.P. Systems *3 credits*
The "how" and "what" a systems analyst does in evaluation of efficiency as well as effectiveness, feasibility and application studies, and systems control.
Prerequisite: MIS 22 and MIS 24. One may be taken concurrently.

MIS 24 FORTRAN IV *3 credits*
A problem solving language which provides the student the knowledge to meet management's needs of supplying quantifiable information in the management science area.
Prerequisite: MIS 21

MIS 25 Systems Practicum *3 credits*
The students are assigned an internal systems project which they must design, implement and document. Readings in the area of management, finance and accounting that utilize computer based systems.
Prerequisite: MIS 21, 22, 24

MIS 27 Quantitative Analysis *3 credits*
The model building theory is presented and utilized in industrial systems applications, systems simulation and decision-making.
Prerequisite: MIS 24

MIS 28 File Concepts *3 credits*
The techniques of designing and building efficient computer-based files.
Prerequisite: MIS 22, 23 and 24. One may be taken concurrently.

MIS 29 Systems Seminar *3 credits*
This course is designed to place the student in a real-world environment. The student will be assigned the task of the completion of an independent systems study, in an organizational environment.
Prerequisite: MIS 28. Open only to fourth year students.

MIS 32 Economic Analysis and Administration of Information Systems *3 credits*
A two part course, the first half dwells extensively on microeconomic theory and applications relative to "effectiveness information" systems in organizations. The second half deals with systems contracting and management of information systems design, development, implementation, and operation. (Offered first semester, alternate years)

MIS 34 New Developments in Information Systems *3 credits*
Course is structured toward technological developments in such areas as man-machine communications and display systems. Course material will be based on pertinent contemporary articles from learned journals.

Mathematics

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

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

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

Math 5 Fundamentals A *2 credits*
This course will introduce the student to terminology and help him to develop competence in basic mathematics. It will include a review of arithmetic and will introduce the student to elementary algebra.

Math 6 Fundamentals B *2 credits*
This course will continue to fulfill the objective of Math 5 — utilization of algebra as a tool for the student. It will include the analysis of business functions which are linearly related and thus introduce the student to linear programming.
Prerequisite: Math 5

Math 7 Fundamentals C *2 credits*
This course will continue to introduce the student to concepts of higher mathematics. Such topics as probability and mathematics of finance are included.
Prerequisite: Math 5 and 6

Math 8 Business Mathematics *3 credits*
This course in Business Mathematics is designed for a student preparing for a career in the secretarial areas or fashion merchandising. It offers elementary mathematical techniques to enable the student to understand thoroughly basic topics in business.

Math 10 and 11 Modern Mathematics (2 semesters) *3 credits each semester*
This sequence is designed to give the student a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, and matrix theory are investigated.

Math 12 Advanced Mathematics A *3 credits*
This course will examine business functions which are non-linearly related. The fundamentals of differential and integral calculus are developed and applied.
Prerequisite: Math 11 or Math 7

Math 13 Advanced Mathematics B *3 credits*
This course emphasizes the applications of quantitative techniques to business problems. Some of these techniques use logical relations, sets, probability theory, and expected value.
Prerequisite: Math 11 or Math 7

Math 14 Advanced Mathematics C *3 credits*
This course is designed to help students in developing probability models of business situations, a key to business problem solving with computers. The course will integrate computer work with class work.
Prerequisite: Math 7 or 11 and MIS 20

Math 18 Statistics *3 credits*
A fundamental course in the application of statistics with an analysis of basic methods of collecting and interpreting statistical data. Hypothesis testing, correlation and regression analysis, and index numbers are topics included.
Prerequisite: Math 7 or 11 and MIS 20

Math 19, 20 and 21 — Selected Topics in Statistics *1 credit each*
This course is divided into three "mini-courses" each carrying one credit. Topics will vary from semester to semester but may include regression analysis, index numbers, secular trend, seasonal variation, and others. Each course may be taken independently.
Prerequisite: Math 18

Science

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

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

Science 10 Survey of the Physical Sciences *3 credits*
Consists of a study of selected topics in the areas of chemistry, physics, geology and astronomy. The impact that these sciences have had on our society is examined.

Science 11 Survey of the Biological Sciences *3 credits*
Consists of a study of selected topics within the various biological sciences. Ecology in our modern society, as well as historical developments, are considered.

Science 17 Introduction to Anatomy and Physiology *3 credits*
The course is intended to introduce the student to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions.

Physical Education

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

PE 1 Medical Self-Help *1 credit*
Designed to prepare the student for emergency treatment of various athletic injuries.

PE 2 Coaching Team Sports *1 credit*
The latest methods of coaching team sports with special emphasis on the planning and conducting of practice sessions.

PE 3 Physical Fitness *1 credit*
Designed to develop proper attitudes and an awareness of physical fitness through participation in selected activities and periodic testing.

PE 4 Health Attitudes *1 credit*
Emphasizes personal and community hygiene and will consider the principal problems and procedures concerned with the promotion of individual and community health.

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

Nurse
ANNETTE LAROCHELLE
R.N., Notre Dame Hospital

Nurse/Secretary
NANCY WHITE
L.P.N., Moore General Hospital School of Practical Nursing

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INDEX

Academic Calendar 2
Academic Standards and Regulations .. 14
Accident and Sickness Insurance 19
Accounting Curriculum, AS 36
Accounting Curriculum, BS 24
Accounting Course Descriptions 42
Accounting Department 24
Accreditation and Approvals 5
Administration and Faculty 59-62
Admission Requirements 6
Admissions 6
Advanced Placement 8
Advisor Program 18
Anatomy and Physiology Courses 58
Application Procedure 6
Application to the Freshman Class 6
Application for Financial Assistance ... 12
Art Courses 45
Associate Degree Programs 36-41
Athletics, Intercollegiate 19
Athletics, Intramural 19
Attendance in Class 14
Awarding of Degrees 15-16

Business Education Courses 34
Business Law Courses 51
Business Management Courses 33
Business Management Curriculum, AS 36
Business Education Department 33
Business Teacher Education
Curriculum, BS 34

Career Information 18
Cheerleaders 20
College Aid Plan 13
College Work Study Program 13
Commuters Club 21
Computer Fee 11
Continuing Education 16
Counseling 18
Course Descriptions 42

Dean's List 15
Degrees 5
Deposits for New Students 11
Deposits for Returning Students 11
Dining Facilities 17
Dismissal from College 15
Dormitories 17

Early Acceptance 8
Economics Courses 54
Economics and Finance
Curriculum 26
Educational Opportunity Grants 11
Electronic Data Processing Curriculum
AS 37
English Courses 45-46
Evening School 16
Executive Club 21
Executive Secretarial Curriculum, AS . 39
Expenses 11

Facilities of the College 17
Faculty 60-62
Fashion Merchandising Courses 54
Fashion Merchandising Curriculum 38
Fees 11
Financial Assistance for Students 12
Foreign Students 8
Fraternities 20
Future Secretaries of America 20

General Information 4
Geography Courses 48
General Management Curriculum 25
Gold Key Honor Society 16
Government Courses 48-49
Grade Point Average 15
Grading System and Records 14
Graduation Requirements 15
Graduation with Distinction 16

H.A.B. Shapiro Memorial Scholarship . 12
Health Services 19
History of the College 4
History Courses 49
Hotel/Resort/Tourism
Administration Curriculum 29
Hotel/Resort/Tourism 55
Housing 17
Humanities Courses 45

Insurance for Students 19
International Student Applications 8
International Student Scholarships 8
Intramural Athletics 19

Late Registration Fee 11
Legal Secretarial Curriculum, AS 40
Liberal Arts Courses 45
Liberal Arts Requirements 45
Library 18
Loans 11,13

Make-Up Final Examination Fee 11
Management Department 25
Management Arts/Economic Sciences 25-29
Management Advisory Services 31
Management Arts Courses 51
Management Information Systems Courses 55
Management Information Systems Curriculum, BS 30
Management Information Systems Department 30
Marketing Curriculum 27
Mathematics Courses 56
Medical Secretarial Curriculum, AS ... 41

Newman Student Association 20

Off-Campus Programs 16
Officer Candidate Program 22
Orientation 18

Parents' Confidential Statement 12
Payment of College Bills 11
Philosophy Courses 47-48
Philosophy and Objectives of the College 4
Placement and Career Information 18
President's List 15
Programs of Study 23-41
Psychology Courses 50-51

Reading Services 14
Reapplication Fee 11
Reapplication Procedure 11
Refund of Deposits 11
Refund of Tuition 11
Religious Organizations 20-22
Renewal Parents' Confidential Statement 12
Robert E. Plourde Scholarship 12
Room and Board 11

Scholarships 12
Science Courses 58
Secretarial Science Courses 44
Office Administration Program, BS 35
Secretarial Science Programs, AS 39
Shorthand Courses 44
Social Science Courses 48
Sociology Courses 50
Student Activities 20-22
Student Activity Fee 11
Student Financial Assistance 13
Student Housing 17
Student Personnel Services 17-19
Student Publications 20
Student Government 19
Summer School 16

Table of Contents 3
Textbooks and Supplies 11
Transfer Student Applications 7
Trustees of the College 59
Tuition Charges 11
Tuition Refunds 11
Typewriting Courses 44

United Student Aid Funds 12-13

Veterans Affairs 22
Veteran's Payment Plan 11

Robert S. Williams Memorial Scholarship 13
Withdrawal From Class 11
Withdrawal From College 11