N.H. COLL.
ARCHIVES

new hampshire college

CATALOG 70-71

A private, non-profit,
coeducational senior college
of business founded in 1932

88 Hanover Street
Manchester, New Hampshire
03101 (603) 669-2652

NEW HAMPSHIRE COLLEGE 1932

NEW HAMPSHIRE COLLEGE

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

Philosophy of the College

The aim of *New Hampshire College* is to provide the professional training and education to prepare the nation's business leaders. To achieve this goal the college has incorporated into its curricula the newest ideas for applying the tools and techniques of modern business. In addition, the student is offered a variety of cultural and creative courses through which he may enrich his mind to acquire a balanced professional and liberal education.

The college concentrates on building close personal relationships between faculty and student so that the student will be made aware of the college's role in our society, will be instilled with a feeling of self-confidence, and his character will be firmly rooted in the tradition of western humanities and ethics. It is through this close association that graduates of the college, upon entering the business profession, will be equipped to deal with those greater responsibilities of management that involve the broadest social concepts.

History of the College

To meet the needs of the business community in Manchester, Harry A.B. Shapiro founded New Hampshire School of Accounting and Secretarial Science in 1932. The school offered one and two year courses in accounting, shorthand and typing and began its modest operation with seven students, three faculty members and two classrooms. Despite these modest beginnings it was to be Mr. Shapiro's philosophy of professional education that guided the college through its most difficult early years and still has an influence on the course the college follows.

During the years 1932 to 1952 the school remained relatively small. Enrollment averaged about fifty students but reached a high of 150 during World War II, when most college enrollments flourished, then tapered off to about 75 students. In 1952 Mr. Shapiro died and administration of the school was taken over by his wife, Mrs. H.A.B. Shapiro, who is now president of the college. For the next few years the college continued its modest operation.

However, as the quality of business education available at the school began to earn recognition in both the educational and business communities, enrollment started to increase rapidly and changes were made to accommodate the growing demand. In 1961 the school was incorporated in the State of New Hampshire and the name was changed to *New Hampshire College of Accounting and Commerce.* Curricula changes also were also planned and the foundation was laid to offer junior and senior college programs.

In 1963, with enrollment at 327 full-time students, the college was chartered by the state as a degree-granting institution of higher education. The first Associate's degrees were awarded in 1963 and two years later the college granted its first Bachelor's degrees. In those two intervening years enrollment more than doubled to 720 students, a clear indication of the need the college was fulfilling. Mr. Shapiro's foresight had been proven correct.

From thence, changes came rapidly. Administration and faculty positions were greatly increased and the physical plant was enlarged. The college acquired as much space as could be had in the central business district to accommodate its growing population. Curricula improvement was a constant challenge and even today major curricula changes are being made annually to adjust to the needs of its students and the business world they will serve.

The rapid growth of the college was not without its problems. Physical facilities were taxed to the limit. So, while expansion took place in the downtown area, plans were formulated to build a new suburban campus on the outskirts of Manchester. The college now owns ninety acres of picturesque woodland fronting the Merrimack River on the outskirts of Manchester at the Hooksett town line. Programs are being instituted to raise the necessary funds for the construction of the campus. No date has yet been able to be established when the campus will come to fruition but progress is continually being made in that direction.

In the meantime efforts were increased to provide current students with the best facilities that could be obtained in the present location. A hotel was purchased and converted into a men's residence hall and student center in 1968. Early in 1969 a women's residence hall was added and for the first time the college was able to offer all its students complete dormitory facilities under its own administration.

In the past the college had been primarily a commuter school. But as the reputation of the college spread throughout New England and the Middle Atlantic States, residence facilities became as necessary as more classrooms. Probably the most important indication of the original need of a business college was the great influx of students transferring from junior colleges. Almost from the inception of the Bachelor's degree programs the college was beleagured by applications from students who had completed two years of college elsewhere and were anxious to continue their education. It was these transfer students who were primarily responsible for the spread of the college's reputation outside New Hampshire and which led to the increased need for residence facilities.

The growth of the college, as with the growth of any institution, led to several important changes in adminstration. As needs increased the college outgrew its original proprietorship arrangement and in September 1968 control was transferred from the Shapiro family, which had guided the school since its inception, to a board of trustees and non-profit status.

Curricula also underwent tremendous change. Rapid expansion of all phases of education available at the college, including athletics, student personnel services, and library as well as course offerings, led to accreditation as a *Senior College of Business by The Accrediting Commission for Business Schools* in May 1968. In October of that year the college received approval by the *New Hampshire Coordinating Board of Advanced Education and Accreditation*. To receive these accreditations and approvals, and to maintain them, every phase of the curricula is undergoing constant scrutiny to make sure that New Hampshire College offers the highest level of business education.

Most recently, a new *Department of Business Teacher Education* was added to the curricula. The three degree programs in this new department are designed to meet the needs of sound and relevant business education on the secondary school level. The *Business Teacher Education* curricula along with the acquisition of a new *Computer Center* are indicative of just two of the most recent additions which bolster the philosophy of continual betterment followed by the college.

The college now has an undergraduate enrollment of approximately 1,000 students. About 400 more students are enrolled in the *Evening* and *Off-Campus* divisions. More changes are yet to come. But everything will be done to protect and further the image the college has projected in the past. And, as has been the case in the past, the college will adhere to the guiding philosophy established by its founder thirty-seven years ago: to provide the education necessary to meet the needs of the business community.

Trustees of the College

Mrs. Harry A.B. Shapiro,
Chairman of the Board of Trustees
President of the College

Henry J. Everett
Financial Consultant, New York City

Ralph W. Farmer
Vice President, Merchants Savings Bank, Manchester, N.H.

William S. Green
Attorney at Law; Partner: Sheehan, Phinney, Bass and Green, Manchester, N.H.

Kenneth J. Rowley
Secretary and Treasurer, New Hampshire Insurance Company, Manchester, N.H.

Ann R. Shapiro*
Dean of Students, New Hampshire College

Edward M. Shapiro
Executive Vice President, New Hampshire College

Alfred L. Sicotte
President, P & S Leasing Corporation, Manchester, N.H.

**on leave of absence*

Officers of Administration

President of the College
MRS. HARRY A.B. SHAPIRO
Executive Vice President
EDWARD M. SHAPIRO
B.S. University of New Hampshire
Assistant Vice President for
College Operations
WILLIAM E. BEANE
B. Ed. Keene State College, M.A.
Middlebury College
Bursar
LILLIAN G. CROCKETT
Director of Public Relations
ALLEN H. BERZOFSKY
B.B.A. City College of New York

Office of the Dean of Faculty

Dean of Faculty
LOUIS LEOTTA
A.B. Colby College, M.A., Ph.D.
Columbia University

Office of Continuing Education

Director of Continuing Education
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B.S.B.A. Marquette University, M.B.A.
University of Massachusetts
Assistant Director for Off-Campus Programs
ERNEST M. GREENBERG
B.S. University of New Hampshire
Assistant to the Director of Continuing
Education
DORIS M. BUCKLEY

Student Personnel Services

Dean of Student Personnel Services
GEORGE J. LARKIN, JR.
B.S. M.Ed. Boston College

Director of Counseling Services
CHARLES J. MITCHELL
B.Ed. Keene State College, M.A. University of Connecticut

Director of Placement and Career Information
EDITH V. ANTUNES
B.S. Simmons College, M.A. Siena College

Director of Athletics
LOUIS D'ALLESANDRO
B.A. University of New Hampshire

Director of Reading Services
LYMAN G. GILMORE
B.A. Middlebury College, M.S. University of Bridgeport, Doctoral candidate, Boston University

Director of Student Activities
ALBERT G. JACOBBE
B.A. Boston College, M.A. Marquette University, Doctoral candidate, Marquette University

Office of Admissions

Director of Admissions
VINCENT J. BANKOSKI
B.A. Russell Sage College

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

Admissions Counselor
DAVID KLAU
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Admissions Counselor
FRANK C. MARINO, JR.
B.B.S. New Hampshire College

Admissions Counselor
J. DONOVAN MILLS

Admissions Counselor
DAVID E. STIMPSON

Admissions Counselor
ROBERT S. WILLIAMS
A.B. St. Anselm's College

Office of the Registrar

Registrar
WALTER ZIMMERMANN
B.S., M.Ed. Springfield College

Office of Financial Aids

Consultant for Financial Aids
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Assistant to the Consultant for Financial Aids
DENISE M. PILOTTE
A.B.S. New Hampshire College

Library

Librarian
BEATRICE C. JORDAN
B.A. Whitman College

Assistant Librarian
DIANE I. LUTZ
B.A. State University of New York

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Physician
GUILLERMO P. BRENA, M.D.

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

Faculty

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Acting Chairman of the Department

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Instructor in Accounting

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Instructor in Business Management

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Chairman, Department of Humanities

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M.B.A. University of Massachusetts
Assistant Professor of Business Management

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M.B.A. Boston College
Instructor in Philosophy

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Chairman of the Department

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Instructor in Sociology

CONSTANCE CUMMINGS
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Instructor in Secretarial Science

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J.D. Fordham University
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Instructor in Government

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Chairman of the Department

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M.A. University of New Hampshire
Instructor in English

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M.A., Ph.D. University of Pennsylvania
Lecturer in German
Lecturer in Music

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M.A., Ph.D. Columbia University
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M.A. University of New Hampshire
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M.A.T. University of New Hampshire
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Chairman, Department of Social Sciences

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M.A. Clark University
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M.A. University of Rochester
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M.S. University of Utah
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Chairman of the Department

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Lecturer in Spanish

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Chairman of the Department

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C.P.A.
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Instructor in Secretarial Science

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M.H.L. Hebrew Union College
Th.D. Colorado Bible College and Seminary
Lecturer in Philosophy

CHARLES G. VAN AUSDALL
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B.D. Andover Newton Seminary
Lecturer in Philosophy

CHARLES WILBERT
B.A. University of Pennsylvania
M.A. Ohio University
Instructor in English

General Information

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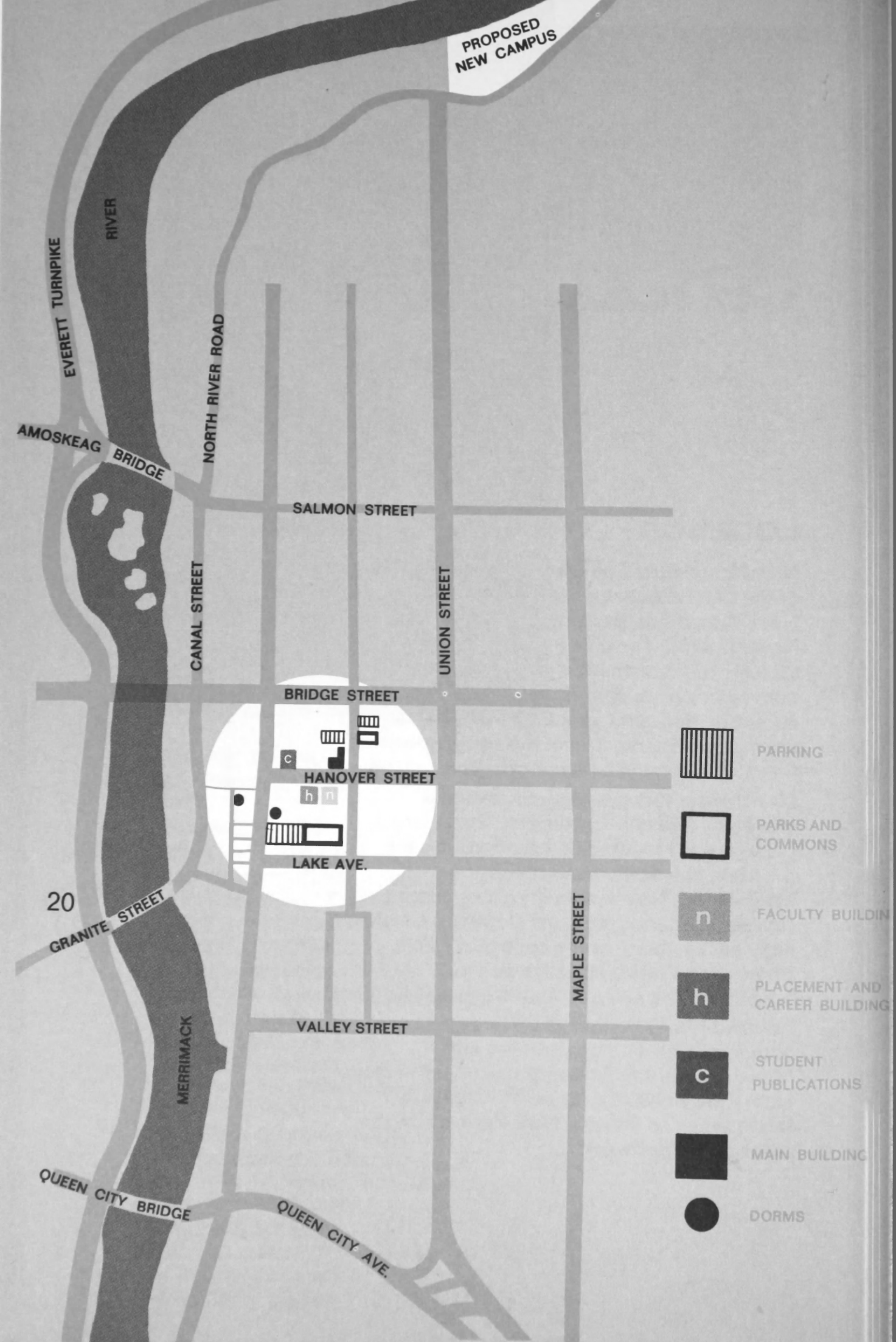
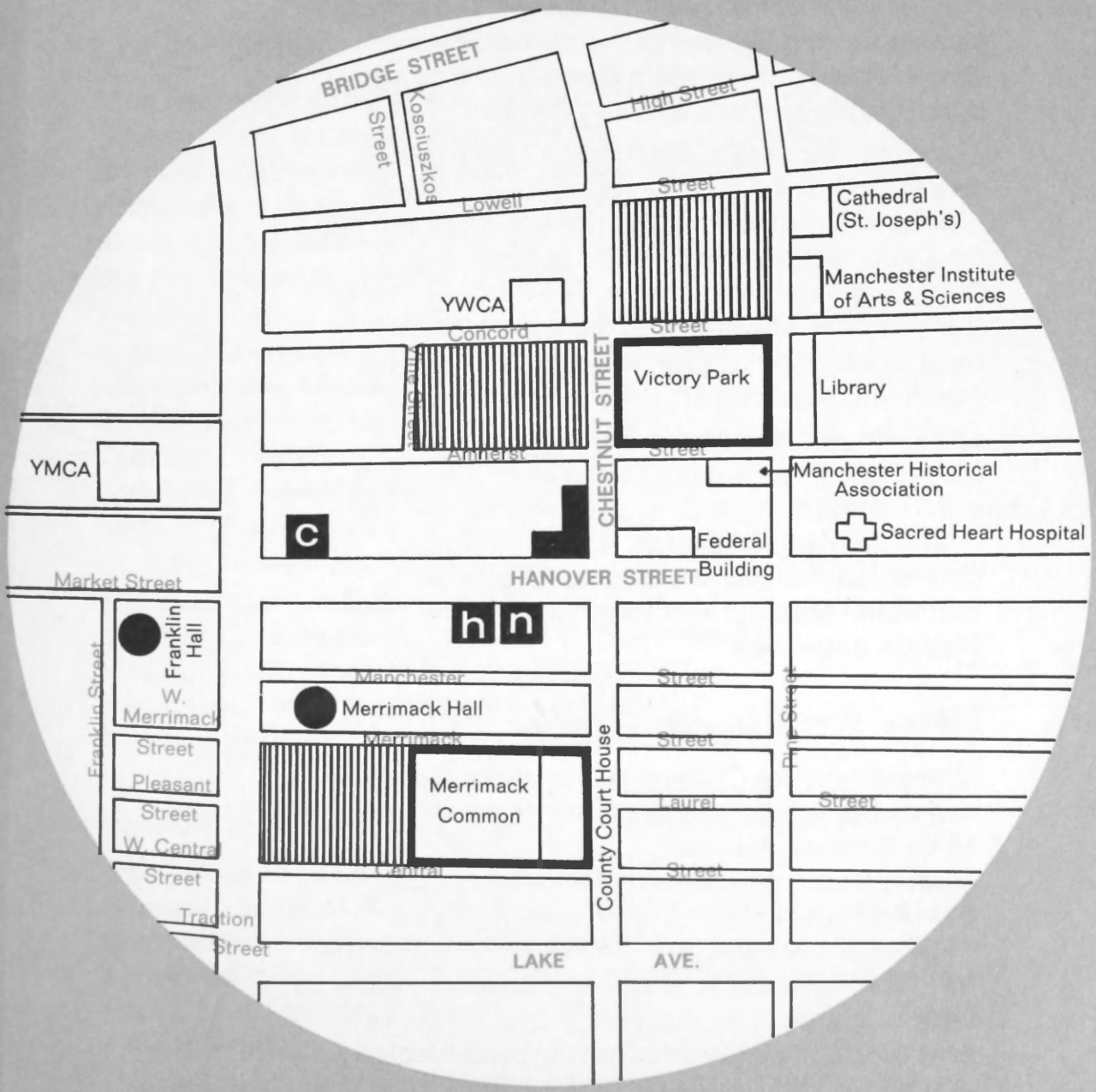
Location

New Hampshire College is located in the heart of the central business district of Manchester, New Hampshire, the largest city in northern New England. The city, with a population of 92,000 provides an ideal situation of urban convenience amidst an atmosphere of suburban and rural spaciousness. The city's size has protected it from the congestion that has afflicted most cities of greater population.

Manchester is a growing educational, industrial and cultural center. Three other college's are located nearby and a branch of the state university has recently been established. New Hampshire's outstanding recreational and historical areas are all within easy accessibility to the college. The city of Boston, with all its superior cultural advantages, is just one hour's drive by auto.

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


PROPOSED NEW CAMPUS
EVERETT TURNPIKE
RIVER
NORTH RIVER ROAD
AMOSKEAG BRIDGE
SALMON STREET
CANAL STREET
UNION STREET
BRIDGE STREET
c
HANOVER STREET
h
n
LAKE AVE.
GRANITE STREET
MAPLE STREET
VALLEY STREET
MERRIMACK
QUEEN CITY BRIDGE
QUEEN CITY AVE.
PARKING
PARKS AND COMMONS
n
FACULTY BUILDIN
h
PLACEMENT AND CAREER BUILDING
c
STUDENT PUBLICATIONS
MAIN BUILDING
DORMS


BRIDGE STREET
Kosciuszko
Street
High Street
Lowell
Street
Cathedral
(St. Joseph's)
Manchester Institute
of Arts & Sciences
YWCA
Concord
Street
Victory Park
Library
Amherst
Street
CHESTNUT STREET
YMCA
Manchester Historical
Association
C
Federal
Building
Sacred Heart Hospital
Market Street
HANOVER STREET
h
n
Franklin
Hall
Franklin Street
W.
Merrimack
Manchester
Street
Merrimack Hall
Merrimack
Street
Pleasant
Street
Merrimack
Common
Laurel
Street
W. Central
Street
Central
Street
County Court House
Traction
Street
LAKE
AVE.

Facilities

Most college facilities, except dormitories, are maintained in four buildings on Hanover Street, a main artery through downtown Manchester. In these buildings are housed classrooms, the college administrative offices, library, departmental and faculty offices and conference rooms, health services, the college bookstore and the computer center. Every effort is made to maintain these facilities as comfortable and modern as possible.

The residence halls, *Merrimack Hall* for men and *Franklin Hall* for women, are within two blocks of the classroom buildings. They are all newly furnished and provide outstanding dormitory living conditions. The student center, the hub of all student activities, is on the main floor of *Merrimack Hall,* which also contains the dining commons for resident students.

The college's downtown location allows students immediate access to all of the city's entertainment, shopping and commercial and business establishments. It is especially convenient for those students who seek additional employment to meet their college expenses.

The Student Body

New Hampshire College has evolved from a commuter school to a resident college with all its inherent facilities. Less than half the students now commute from home and less than half are residents of New Hampshire. Students now come to *New Hampshire College* from throughout the northeast, predominantly New England, New York and New Jersey, as well as other states and from several foreign countries. This has led to a more desirable cosmopolitan mixture of students at the college.

Franklin Hall

Degrees

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

The *Bachelor of Business Science* degree is granted to students in Accounting, Business Management, Management Information Systems, Secretarial Science, Business Teacher Education/Comprehensive, Business Teacher Education/Accounting-Electronic Data Processing and Business Teacher Education/Secretarial Science.

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

Accreditation and Approvals

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

The college is approved for the education of veterans and the children of veterans, for the rehabilitation training of handicapped

students and approved by the U.S. Department of Justice for non-immigrant students.

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

The Future

While the location of the college within the downtown business district has provided many benefits to the college and its students in the past, further expansion in this vicinity can present many obstacles. Therefore the trustees and administration of the college are dedicated to the removal of the college facilities to more spacious surroundings.

In this behalf every effort is now being made to arrange for the construction of a new campus complex on ninety acres of picturesque woodland fronting the Merrimack River on the outskirts of Manchester at the Hooksett town line. No date has yet been set when this campus will come to fruition but progress is continually being made in that direction.

Architect's rendering of proposed new campus

Admissions

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Admission Requirements

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

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

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

1. A high school diploma from a recognized institution.
2. A recommendation from the applicant's high school principal or guidance counselor.
3. Scores from the *Scholastic Aptitude Test* (SAT) of the College Entrance Examination Board. *Note:* SAT scores are required of all applicants to the Bachelor's degree program; applicants to the Associate's degree programs need not present SAT scores. *(The Scholastic Aptitude Test may be taken in December, January, March, May or July preceding the anticipated date of entrance. Responsibility for arranging to take this test must be assumed by each applicant. Information concerning the test may be obtained from the high school guidance counselor or by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.*

In addition to the above credentials a personal

interview with a member of the college admissions staff is strongly recommended.

Application Procedure

Application to the Freshman Class

Applicants to the freshman class should complete the official college application form during the senior year of high school and return it to the *Director of Admissions* accompanied by a $15.00 non-refundable application fee. *(The application forms are available from the college's Office of Admissions or from the high school guidance counselor).* Upon receipt of the application the college will request the applicant to visit the college for a personal interview. Following processing of his application the college will notify the applicant as to the decision of the Admissions Committee.

Upon receipt of notification of acceptance the applicant will be given thirty days in which to mail a tuition deposit. Resident students will also be required to make a room deposit at that time. Tuition and room deposits are refundable only if the request for a refund is received in writing on or before May 1.

Transfer Student Applications

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

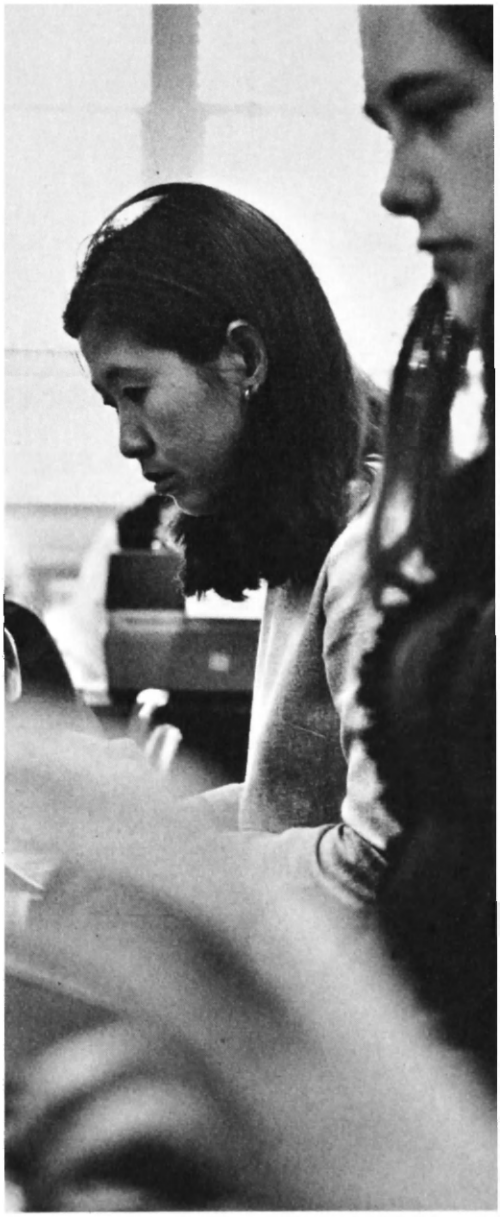
An official transcript of all previous college level work must be submitted for evaluation accompanied by a statement of recommendation by the proper official of the college from which the applicant wishes to transfer. All transfer credit is evaluated by the *Office of the Registrar.* Only those courses in which a grade of C or better has been earned will be considered for transfer credit.

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 the equivalency of which would be education representing twelve years of schooling. 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.



Foreign Students

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.*

Expenses

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Application Fee

A $15.00 Application Fee must accompany every application to the college. This fee is not refundable and is in addition to all other charges.

Tuition

College charges for tuition for the academic year 1970-71 is $1,500.00 for all full-time undergraduate students. The tuition charges may be paid in full at the beginning of the academic year or may be paid by the semester. If payment is made by the semester plan the charges are $800.00 payable at the beginning of the Fall Semester and $750.00 payable at the beginning of the Spring Semester.

If a student is enrolled in courses totalling more than nineteen semester hours the tuition charges will be $1,500.00 payable as above *plus* an additional $55.00 for each semester hour in excess of nineteen.

If a student is enrolled in less than twelve semester hours tuition charges will be figured at the rate of $55.00 per semester hour.

A Student Activity Fee of $50.00 is included in the tuition charges. This fee is turned over to the *Student Senate* and is used to administer and support student organizations and school-wide functions throughout the year.

Other Fees

Computer Fee: A $50.00 Computer Fee will be charged to students who enroll in a laboratory course in the Management Information Systems Department which involves use of the college's Computer Center.

Late Registration Fee: A Late Registration Fee of $5.00 will be charged to students who enroll or register after the regular registration period has ended.

Transcript Fee: One copy of a student's transcript will be provided free by the Registrar. Additional copies will be charged at $1.00 each.

Reapplication Fee: Any student who reapplies to the college for admission must submit his new application with a $5.00 Reapplication Fee.

Make-Up Final Examination Fee: A student who takes a make-up final examination will be charged $5.00 for each examination. *(See Academic Standards and Regulations).*

Graduation Fee: Candidates for graduation must pay a $20.00 Graduation Fee prior to March 30 of the year in which they will graduate. The fee covers all commencement expenses for the student.

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 1970-71 is $100.00. This amount will vary according to each program of study and to courses enrolled in.

Room and Board

Room and board charges for dormitory accommodations for the academic year 1970-71 is $1,200.00. This charge includes regular weekly linen service and twenty meals per week *(three meals daily, two on Sunday).*

Students who reside in college dormitories will be levied a $50.00 damage deposit at the beginning of the academic year. This damage deposit is refunded at the end of the year minus any charges for breakage that have been charged to his account.

Students who do not reside in college dormitories may elect to take their meals at the dining commons in Merrimack Hall. Individual meals may be purchased on an a la carte basis by any student.

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 deposit *(if applicable)* of $50.00 within thirty days of the date of acceptance notice. These deposits will be credited to the student's account. The balance of all college charges will be payable at the time of registration for classes.

Returning Students: Students currently enrolled in the college and who are returning for another academic year are required to submit a $50.00 tuition deposit and a $50.00 room reservation deposit *(if applicable)* prior to May 1 of the preceding academic year.

All charges are to be paid to the Bursar according to college regulations.

Refund of Deposits

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

September Applicants: Tuition and room and board deposits will be refunded to applicants to 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 application is received after May 1.

February Applicants: Tuition and room and board deposits will be refunded to applicants to 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 application is received after December 1.

Returning Students: Tuition and room and board deposits of returning students will be refunded if the college receives a written request for a refund on or before July 15.

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.

Refunds will be made by the Bursar 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 charges nor on any other fees.

Scholarships and Financial Aid CATALOG 70-71

Student Financial Assistance

The financial aid program at *New Hampshire College* is designed to assist promising students who without aid would be unable to attend the college. In selecting aid recipients the college places primary emphasis upon need, academic achievement, character 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 Aid* at the college.

Application for Financial Aid

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

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

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

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. Memorial Scholarship: A tuition scholarship for a full academic year in honor of the late founder of *New Hampshire College.* All high school seniors entering the college from any high school in the State of New Hampshire are eligible to apply.

Robert E. Plourde Scholarship: A tuition scholarship for a full academic year 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.

Additional scholarships are available to qualified applicants in varied amounts ranging from $100.00 to $2,400.00 per academic year. They include:

National Merit Scholarships: Two full tuition scholarships are offered each year to the finalists and semi-finalists on the NMSQT who have indicated an interest in *New Hampshire College.*

International Student Scholarships: An award of one-half tuition is offered each academic year to two academically qualified students.

Educational Opportunity Grants

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

Loans

National Student Defense Loans, established under Title II of the National Defense Education Act of 1958 *(Public Law 85-864),* as amended, provides long term, low interest loans to students in need of funds with which to pursue the benefits of a higher education. Loans of up to $1,000.00 based on need and

the availability of funds may be authorized to students in any given academic year. Interest is not charged until the student ceases to pursue full-time studies. Deferments of repayment are available for up to three years for service in the military, the Peace Corps and VISTA. Cancellation provisions for teaching service is also one of the features of the program.

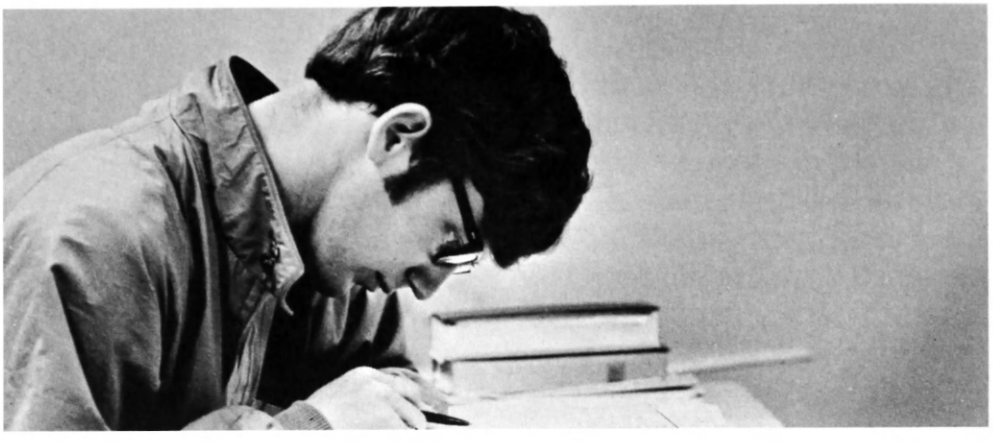
Guaranteed Loan Program: Created under the recently merged provisions of Title IV, Part B, of the Higher Education Act of 1965, and the National Vocational Student Loan Insurance Act of 1965, the Guaranteed Loan Program is designed for middle income families in need of assistance with the costs of post-secondary education. Interested students should contact their local banks, who administer this program.

College Work Study Program

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

Two additional borrowing programs are also available to students at the college to help finance their education.

United Student Aid Funds: This is a national corporation established to endorse loans to deserving students. More than 700 colleges and over six thousand lending institutions and branches across the nation cooperate to make loans to students under the United States of America Funds program, the largest private student loan program in America.



Any student who can demonstrate financial need is eligible to apply for these funds. Recipients of the loans are selected by the college. Each applicant must be a full-time student and must be capable of maintaining a good standing in his course of study. A student may receive up to $1,000 per year for each of his four years of college.

Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to pursue full-time studies.

Funds for Education: New Hampshire College has an arrangement with Funds for Education whereby financially responsible parents may meet their son's or daughter's expenses at college on an extended payment basis. Room and board costs may be covered, and life and health insurance is included in all programs, so that the student may continue his education without further payments to Funds for Education should the family's earning capacity be cut off while an agreement is in effect. For further information write directly to Funds for Education, 319 Lincoln Street, Manchester, N.H.

Veteran's Payment Plan

The College has available a special installment payment plan for students receiving education assistance from the Veteran's Administration. Inquiries regarding the *Veteran's Payment Plan* should be directed to the *Office of Financial Aid.*

Academic Standards and Regulations

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Attendance

Classes are in session Monday through Friday from 8:00 a.m. to 5:00 p.m. Attendance is required of students only during their scheduled class hours. This time may vary from fifteen to twenty hours per week depending on the course of study.

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 procedure on absence is fully outlined in the *Student Handbook*.

Grading System and Records

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

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

In determining grades at the college the following grade system is used:
A (90-100) Excellent
B (80-89) Good
C (70-79) Fair
D (60-69) Poor
F (below 60) Failing
These letters have the following numerical equivalents in calculating grade point averages: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points.
The grade point average is determined by multiplying the grade point value by the total number of semester hours for the particular course, summing 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 X A *(4)* =	12
English 10:	*3* credits X B *(3)* =	9
BM 10:	*3* credits X C *(2)* =	6
Math 10:	*3* credits X D *(1)* =	3
History 9:	*3* credits X F *(0)* =	0
	15 credits	30 points

30 divided by 15 = 2
Grade point average is 2.0

Unit of Instruction

A unit of instruction is one hour per week for one semester. This unit is called a *credit hour* and is the official measure of college work. A two or three hour period of laboratory work is usually considered equivalent to one hour of instruction. Students may receive credits only for the number of hours published for a course.

Classification of Students

Students at *New Hampshire College* are classified as to grade according to the number of credit hours they have earned. The following classification schedule is used:

Freshmen:	Up to 36 credit hours, *or up to twelve courses.*
Sophomores:	34 to 72 credit hours, *or up to 24 courses.*

Juniors:	64 to 108 credit hours, *or up to 36 courses.*
Seniors:	96 or more credit hours, *or 48 or more courses.*

Transfer of Credits

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

If the transfer student fails to maintain the required 2.0 grade point average after one year's work at *New Hampshire College* he forfeits the privilege of transferring any credit earned at the institution previously attended.

All transfer students must complete a minimum of two years' work at *New Hampshire College* to be eligible for the degree of Bachelor of Business Science. A minimum one year residency is required for the degree of Associate in Business Science.

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 appointed to the *President's List.* This is 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 appointed to the *Dean's List.*

Make-Up Final Examinations

If a student has been prevented from attending a regularly scheduled final examination for reasons beyond his control he may be allowed to take a make-up examination. Permission to take a make-up final examination must be obtained from the *Dean of Faculty* and a $5.00 fee must be paid to the Bursar.

Incomplete Grades

If a student has not completed all the required work for a course the instructor may indicate an *Incomplete* grade pending completion of the work. The student must complete the required work within one month after the end of the course to receive a final grade. Otherwise the Incomplete grade will be changed to a failure *(F)* and recorded on his transcript.

Failures

If a student receives a failing grade in a required course he may not repeat the course more than once without permission from the *Committee on Scholastic Standing.* If a student receives a failing grade in an elective course he will not be allowed to repeat that course more than once.

Withdrawal From Class

A student may withdraw from a class without penalty at any time during the first two weeks of class meetings by receiving permission from the *instructor* and the *chairman of the department.* This withdrawal will not be recorded on his transcript. If a student receives permission to withdraw from a class after the first two weeks his attendance and performance in class will be noted and recorded on his transcript with one of the following grades:

WP: *Withdrew from class while passing*
WF: *Withdrew from class while failing*

A student may withdraw from a class at any time during the first six weeks of class meetings with permission from the instructor and the chairman of the department. Requests for withdrawal after six weeks must be approved by the *Office of the Dean of Student Personal Services.* If withdrawal is permitted beyond the six week period because of an unusual circumstance, the grade of *WF, WP or failure* will depend on the instructor and the chairman of the department with further approval of the *Dean of Faculty.*

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.

Graduation with Distinction

Degree of Bachelor of Business Science

The degree of Bachelor of Business 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 64 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

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

Graduation with Distinction

Degree of Associate in Business Science

The degree of Associate in Business 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 32 credit hours, and who have met the following standards.

Students who have earned a minimum grade point average of:

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

Gold Key Honor Society

Election to the *Gold Key Honor Society* is the highest honor that can be conferred upon an undergraduate of *New Hampshire College.* Students may be elected to the Society at the completion of the junior year if they have a minimum accumulative grade point average of 3.8. Students may be elected to the Society at the completion of the senior year with a minimum 3.5 accumulative grade point average.

Election to the Society is based primarily upon scholarship. However, before a student is privileged to receive a Gold Key there must be evidence of character and an interest in the life of the college.

Only those students who are candidates for the degree of Bachelor of Business Science are eligible for election to the Gold Key Honor Society.

Continuing Education

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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 the Continuing Education programs should be directed to the Office of Continuing Education.

Summer School

Summer School at *New Hampshire College* is designed to achieve several diverse objectives. These objectives are as follows:

1. For high school graduates admitted under the special summer session program it allows them to demonstrate their ability to successfully complete college level work and consequently gain admission as a full-time undergraduate to the fall semester.
2. Summer school provides business and industry in the community with a program of continuing education for the upgrading and advancement of their employees.
3. Members of the adult community can attend summer school to enrich their areas of general knowledge and further expand their cultural horizons.
4. College students anxious to accelerate their college programs or to study in additional areas can attend summer school provided they receive prior permission from their college if they wish to receive credit.
5. Summer school programs at military bases are provided to assist the individual to perform his service job more effectively, prepare himself for more responsible jobs and increase his chances for promotion, maintain continuity in the academic training which he began before entering the service and increase his value in the civilian manpower pool when he is separated from the service.

All subjects taken in Summer School may be applied to the degree programs at the college. The regular faculty and staff of the college administers all Summer School programs.

Evening School

Anyone may register as an unclassified student for courses in the Evening School. Students may register for up to three courses each semester, being limited in their choice only by the prerequisites which are shown in the course descriptions.

In addition to programs leading to the degrees of Bachelor of Business Science and Associate in Business Science, the Evening School also provides courses of value to members of the adult community who may not be desirous of working toward a specified degree. Such courses provide satisfaction and profit for those who wish to enrich their areas of general knowledge or further expand their cultural and intellectual horizons.

If an unclassified student in the Evening School believes he may later become a degree candidate he should follow the suggested sequence of courses as outlined in the degree programs. After satisfactorily completing approximately twelve semester hours in the Evening School the unclassified student should apply to the *Director of Continuing Education* for admission as a degree candidate. He should follow the prescribed admission procedure as discussed in the Admissions section of this catalog.

Off-Campus Programs

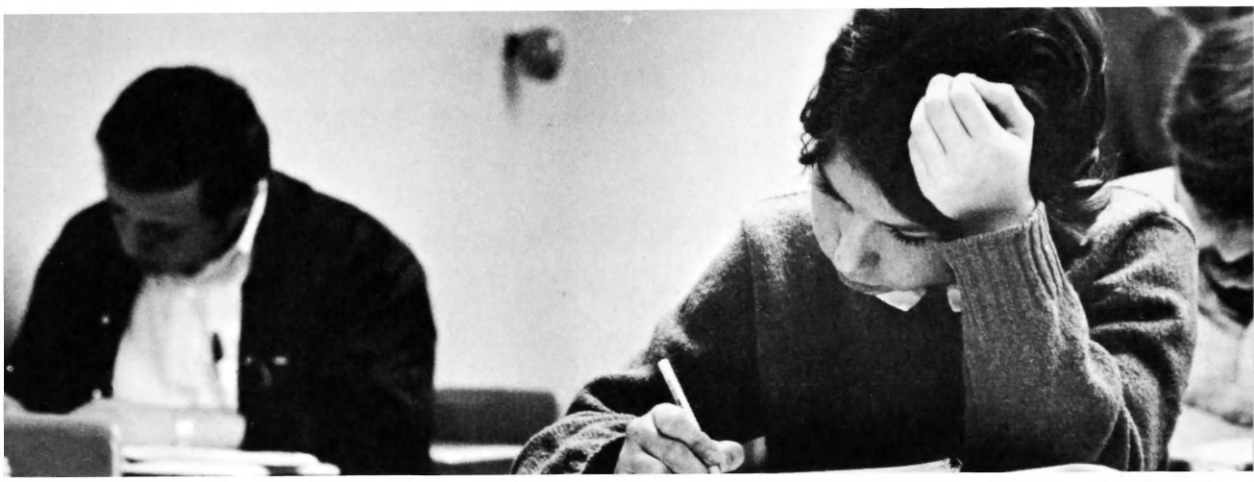
Off-Campus programs in the evening leading to the Bachelor's or Associate's degree in business management are currently offered at three education centers. They are the *Brunswick (Maine)* Center for military personnel, the *Portsmouth (N.H.)* Center for civilian and military personnel and the *Grenier Field (N.H.)* Center for the military and civilians. These centers operate as an integral part of the college using the same accreditation criteria

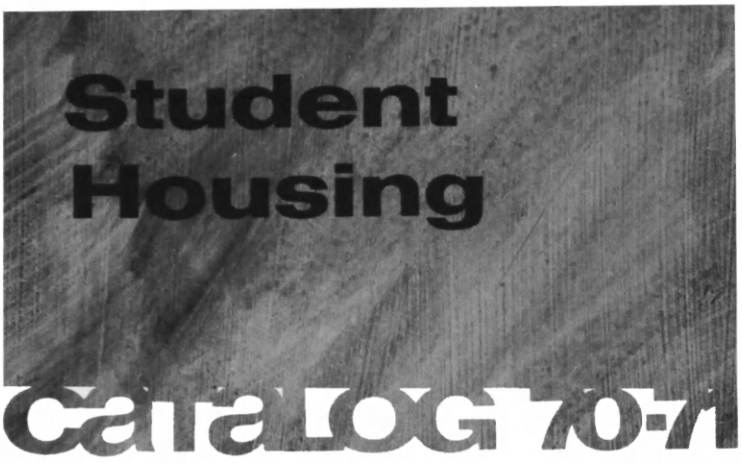
and the same academic control as the regular college. Faculty are chosen from the regular college staff or approved by the department chairmen in their specialty.

Courses, syllabi and texts are identical to those of the college and, whenever possible, the same final examinations are administered. All records for the Off-Campus programs are maintained and supervised by the staff of the regular college at the main campus.

Weaver Real Estate Program

Under the administration of the Office of Continuing Education the *Weaver Real Estate* program is offered as a special certificate course in the Evening and Summer Schools. This is a comprehensive real estate course dealing with all the aspects of real estate necessary to operate as a real estate broker. The course is accredited by the *New Hampshire Association of Realtors* and satisfies the classroom requirement for the *State of New Hampshire Broker's License Examination.*





Student Housing

All students except those who live with their parents or immediate relatives are required to live in college housing and eat on campus as long as accommodations are available.

All female students and freshmen male students will be assigned college housing. Upperclass male students can receive approval to live off campus. However, approval to live off campus is to be considered *temporary* pending availability of space in the dormitories. Students granted this approval may be recalled to campus rooms at the beginning of the next semester. Recall will be based upon relative seniority standing on alphabetical class lists in the following order: freshmen, sophomores, juniors, seniors.

Because of this recall system, *students are warned not to make long term committments for off campus accommodations.*

The college reserves the right to use students' dormitory rooms during their absence from campus for other persons attending conventions and meetings *provided proper advance notice is made to the students.*

Male Housing

Merrimack Hall provides the most modern accommodations for male students. Rooms are either double or triple and each room is comfortably furnished with bureaus, wardrobes, desks, lamps and lounge chairs. Every room is fully carpeted and has its own private tiled bath.

Dormitory charges of $1,200.00 per year includes linen service and twenty meals per week. Linen service consists of a weekly change of two bed sheets, one pillowcase and three bath towels. Any additional linens must be provided by the student. Meals are taken in the dining commons in *Merrimack Hall* three times daily and twice on Sunday. Students must provide their own blankets and bedspreads.

Male students may also be assigned other dormitory facilities maintained by the college in nearby hotels.

Female Housing

Franklin Hall offers female students modern accommodations in a pleasant, homelike atmosphere. Rooms are either singles, doubles or triples and are newly furnished with bureaus, wardrobes, desks and chairs.

Female students must provide their own pillows, blankets, bedspreads, curtains, desk lamps and wastebaskets, and whatever else they would like to personalize their rooms with. Weekly linen service, included in the dormitory charges of $1,200.00 per year, consists of two bed sheets, one pillowcase and three bath towels. Additional linens must be supplied by the student.

All female students living in *Franklin Hall* will take their meals in the dining commons at *Merrimack Hall* three times daily and twice on Sunday.

Dining Facilities

The dining commons in *Merrimack Hall* provide wholesome well-balanced meals for all dormitory students served in a relaxed, informal atmosphere amid comfortable surroundings. 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 in Merrimack Hall for the convenience of non-dormitory students and for commuting students.

Student Personnel Services

The Student Personnel Services Department assists the student in making adjustments to every phase of life that will contribute to his success in college. These services are offered as a part of the student's varied college experience. They include library services, housing, admissions, counseling, registration, financial aids, reading services, athletics, orientation, health services, placement and career information, and student activities.

Library

Library facilities at New Hampshire College now include a collection of 15,000 volumes, 186 periodicals and ten newspapers. Additions to the library's resources are continually being made with every addition chosen for its direct relationship to student needs and use. They include reference works, monographs and all

the important professional publications. In addition, the library is constantly expanding its collection of volumes for general education.

In keeping with the spirit of the curriculum, which places strong emphasis on individual examination of printed materials, the library is open sixty-one hours a week to allow students sufficient time to use its facilities.

The college also has an inter-library loan arrangement with the *State Library* in Concord and the *Manchester Public Library* which allows students to borrow books in related fields in which the college's collection may be limited.

Orientation

During the summer prior to admission all freshmen are required to attend a three-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, selected members of the faculty and the administration, and upperclassmen to guide them through registration, course selection, placement examinations and social activities.

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

Counseling

The primary aim of counseling is the development of the student's own initiative and independent thinking. The *Office of Counseling Services* provides the services of a trained counselor and vocational and psychological testing. Students are encouraged to discuss their personal concerns with the counselor who can guide them in finding solutions best for themselves.

Advisor Program

Each freshman and sophomore is assigned a faculty advisor who assists him in program

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

Placement and Career Information

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

During the fall semester, seniors are invited to register with the office for career counseling and to schedule interviews with representatives from business and industry and governmental agencies. A full recruiting schedule is conducted during the months December through March to assist seniors in arranging for future full-time employment.

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

Health Services

A physician and a registered nurse are provided by the college to handle all routine and minor health problems of its students. In addition, a nearby hospital is available for emergency treatment of ailments of a more serious nature.

All incoming students are required to submit a health report and a medical record before beginning classes. These forms are mailed to the student following acceptance and are kept on file in the *Health Office* for reference.

Accident and Sickness Insurance

Since the college health service is equipped to deal with routine student illnesses it may be necessary for a student to be referred to a regular hospital in the vicinity with all the equipment required for modern diagnostic methods and treatment.

To prevent financial problems due to unexpected accident or illness all students are urged to take advantage of its *voluntary insurance program.* A complete description of the policy provisions is contained in the brochure mailed to parents each year.

Reading Services

All freshmen who evidence need for special help with reading are required to take a semester course in *developmental reading.* The reading program is also open to transfer students and upperclassmen who feel the need for additional development in the area of reading.

Athletics

New Hampshire College supports an active athletic program as an important part of the education process. Intercollegiate competition is provided in *basketball, baseball, soccer, skiing, tennis and golf* on the varsity level and *basketball* on the junior varsity level. All intercollegiate athletic activities come under the jurisdiction of the National Association of Intercollegiate Athletics and the college adheres to the regulations stipulated by this association. *The Director of Athletics* is responsible for the operation of the college's entire athletic program.

Officer Candidate Program

New Hampshire College has been chosen by the office of the Adjutant General of the State

of New Hampshire to participate in the *Non-ROTC College Student Officer Candidate Program*. This is a national program offered throughout the United States.

The program is designed to provide military training required by federal law without interfering with a student's progress in college. Therefore all training is conducted on weekends and during the summer months culminating at the end of the senior year with a commission as a *second lieutenant* in the Army National Guard.

Admission to the program is by competitive examination during the student's sophomore year in college. If accepted, the student participates in seven training phases described as follows:

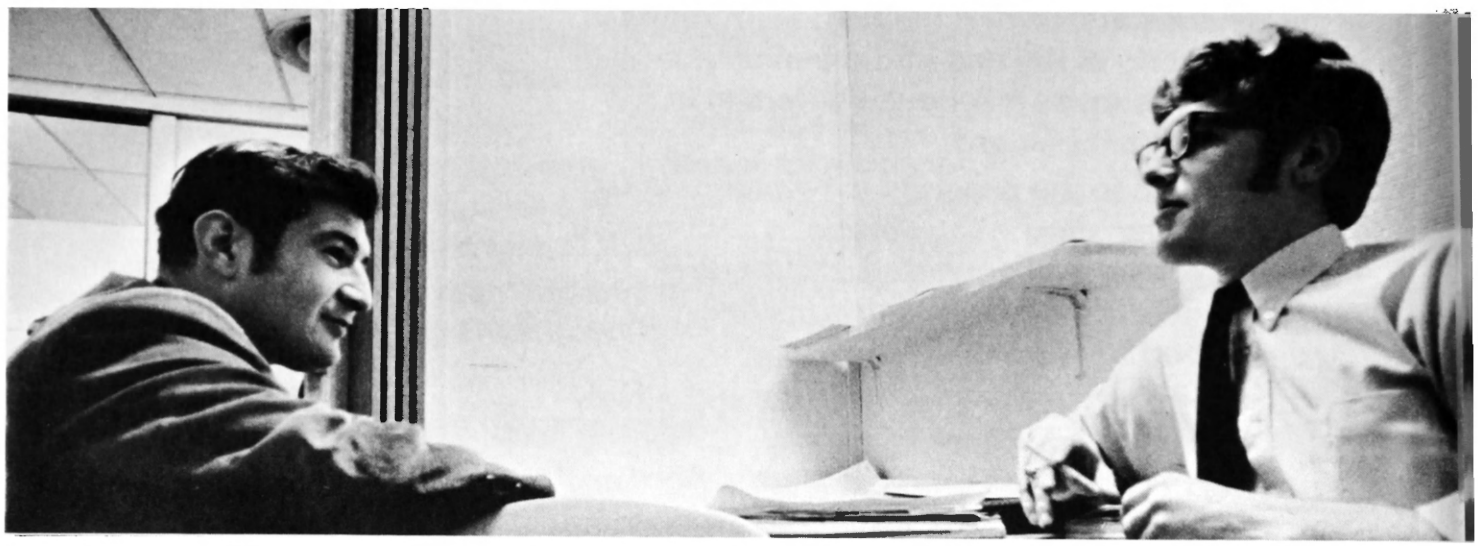
1. Pre-basic training assemblies at the New Hampshire Military Academy, Concord, N.H. *(Three weekends in March, April and May of the end of the sophomore year.)*
2. Eight weeks of basic combat training plus two weeks of processing at an active Army Base training center. *(Ten weeks during the summer between the sophomore and junior years.)*
3. Pre-OCS training assemblies at the Concord, N.H. armory. *(Ten weekends during the junior year.)*
4. Annual field training at the N.H. Military Academy, Concord. *(Fifteen days during July of the summer between the junior and senior years.)*
5. OCS weekend training assemblies at the N.H. Military Academy, Concord. *(Twelve weekends during the senior year.)*
6. Annual field training at the N.H. Military Academy, Concord. *(Fifteen days during July after graduation.)*
7. Resident branch basic officer course at an Army service school. *(Nine weeks of training.)*

All training phases are in a pay status with all pay and allowances based on the current pay scales for the regular army. At current rates students in this program will earn

approximately between *$2,000.00 and $2,500.00* (depending on marital status) from the time they enter the program until commissioning.

Veteran's Affairs

All *veteran's affairs* are handled by the Office of the Registrar with the exception of the Veteran's Payment Plan which should be conducted with the Bursar.



Student Activities

The Student Senate

Student government at the college is the responsibility of the *Student Senate* which is comprised of elected representatives from every class, all student organizations and residence halls. The Senate is charged with the responsibility of administering the Student Activities Fund, supervising intramural athletics, sponsoring the special social weekends (Fall, Winter and Spring Weekends) and other dances, and generally looking after the interests of all students at the college.

The *Student Senate* also gives every student a voice in college affairs through its elected representatives. The Senate appoints one of its members to sit on the *College Council*, the official college policy-making body, one member to sit on the *President's Advisory Board*, three representatives to *Student Personal Services Department* meetings, and additional representatives to participate in the *Student-Faculty Judiciary Committee.*

The Campus Mayor

The Campus Mayor and his Council are responsible for promoting college spirit and good will both on and off campus. The *Campus Mayor* is the official student ambassador to the community. He publishes the student social calendar and coordinates all campus social activities, is in charge of the planning for *Parent's Weekend* and arranges for transportation of students to intercollegiate athletic events.

The Mayor is elected at large by the student body. His council is comprised of representatives from student organizations.

Student Publications

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

The Pen is a mimeographed news bulletin published weekly by the editorial board of the *Collegiate Revolution*. It keeps students abreast of the day-to-day events at the college.

The Torch is the college yearbook. It is published annually after commencement and is distributed to all undergraduates.

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

Fraternities and Sororities

Fraternal affiliation is encouraged by the college. Through membership in social fraternities and sororities students often make life-long friendships based upon mutuality of interest and experience. Chartered and listed in the order of their establishment at New Hampshire College are *Phi Delta Psi* fraternity, *Kappa Delta Phi* fraternity, Chi Chapter.

Beta Gamma Phi sorority and *Kappa Sigma Beta* fraternity.

Entering students are given ample time to make judicious and unhurried decisions as to fraternal affiliation. Under a plan of deferred rushing freshmen may not be pledged by a fraternity or sorority until their second semester. Students who contemplate joining a fraternity should anticipate additional expenses for initiation fees, dues and occasional accessories.

Inter Fraternal Council

The *Inter Fraternal Council* is comprised of representatives of each fraternal organization. It is responsible for devising and enforcing by democratic process all rules and regulations governing interfraternity affairs.

The Program Committee

The New Hampshire College *Program Committee* selects and arranges for distinguished lecturers to speak at the college at various times during the academic year. Through the committee's efforts some of the most prominent personalities in the nation have appeared at the college in recent years. Sitting on the committee are three faculty members and three or more students.

Little Theatre

The college's *Little Theatre* affords those students who are interested in acting or stagecraft an opportunity to devote their spare time to a worthwhile enterprise. Two major theatrical productions are staged each year, one in the fall and one in the spring during *Parents' Weekend*. Membership is open to the entire student body.

College Radio Station

WHNC is an entirely student operated, closed circuit radio station linking the student center and residence halls. Its operation is designed to foster interest in college affairs by involving as many students as possible in a varied program log that includes music, news, athletic events and other programs of special interest to students. The regulations of the F.C.C. are adhered to in the operation of the station.

Religious Organizations

Although non-denominational in nature, the college recognizes the need for religion in the life of the individual student by encouraging the activities of various religious organizations on campus. These organizations include the *Newman Club* for Catholic students, the *Hillel Foundation* for Jewish students and the *Student Christian Association* for Protestant students. Each organization sponsors both social and religious programs for its members and for the entire student body.

Political Organizations

Membership in the *Young Republicans* and the *Young Democrats* enables students to work actively for the political party of their choice and to become better acquainted with current political issues on all levels of government. Members of these clubs take an active part in local, statewide and national political campaigns and also sponsor on-campus appearances of political speakers. Both organizations are chartered by their state parties.

Intramural Athletics

The Athletic Department in cooperation with the Student Senate sponsors intramural athletic competition in *touch football, basketball, softball and bowling*. Any student group is eligible to enter teams in these competitions and to vie for championship trophies at the end of the season.

Hockey Club

Unsanctioned intercollegiate competition in ice hockey for devotees of this exciting winter sport is available to members of the college's *Hockey Club*. Tryouts are held early in the beginning of the academic year and practice sessions and team competition take place throughout the winter months.

Cheerleaders

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

The Outing Club

The Outing Club, supported by the Athletic Department, enables students to participate on a non-competitive basis in skiing, hiking, mountain climbing and other outdoor recreational activities.

The Executive Club

The function of the *Executive Club* is to increase the student knowledge in the complexities of management decision-making and the role of the individual businessman in today's economy. Included in the program is the opportunity to meet with leaders of industry and take field trips for first-hand investigation of business operations.

Future Secretaries of America

For students enrolled in one of the secretarial programs, membership in the *Future Secretaries of America* enables them to communicate with professional secretaries and future secretaries at other colleges to share their ideas and suggestions which will make them more successful in their profession.

The Chess Club

The Chess Club is for students who play chess competitively and for those who are interested in learning this exciting and challenging game.

DAF

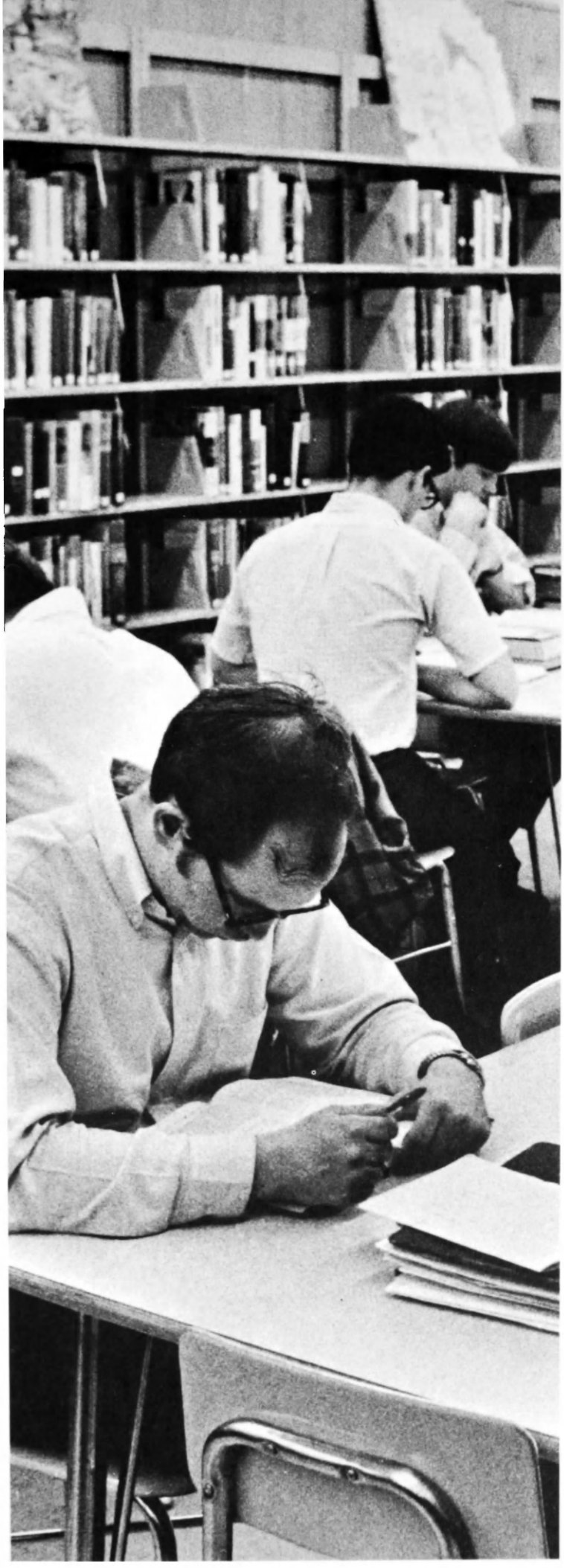
The purpose of *DAF (Discussion, Arts, Films)* is to encourage students to participate informally in pursuing knowledge of the arts. The group conducts small discussion programs, theatre trips and visits to other campuses to meet with similar groups for an exchange of ideas.

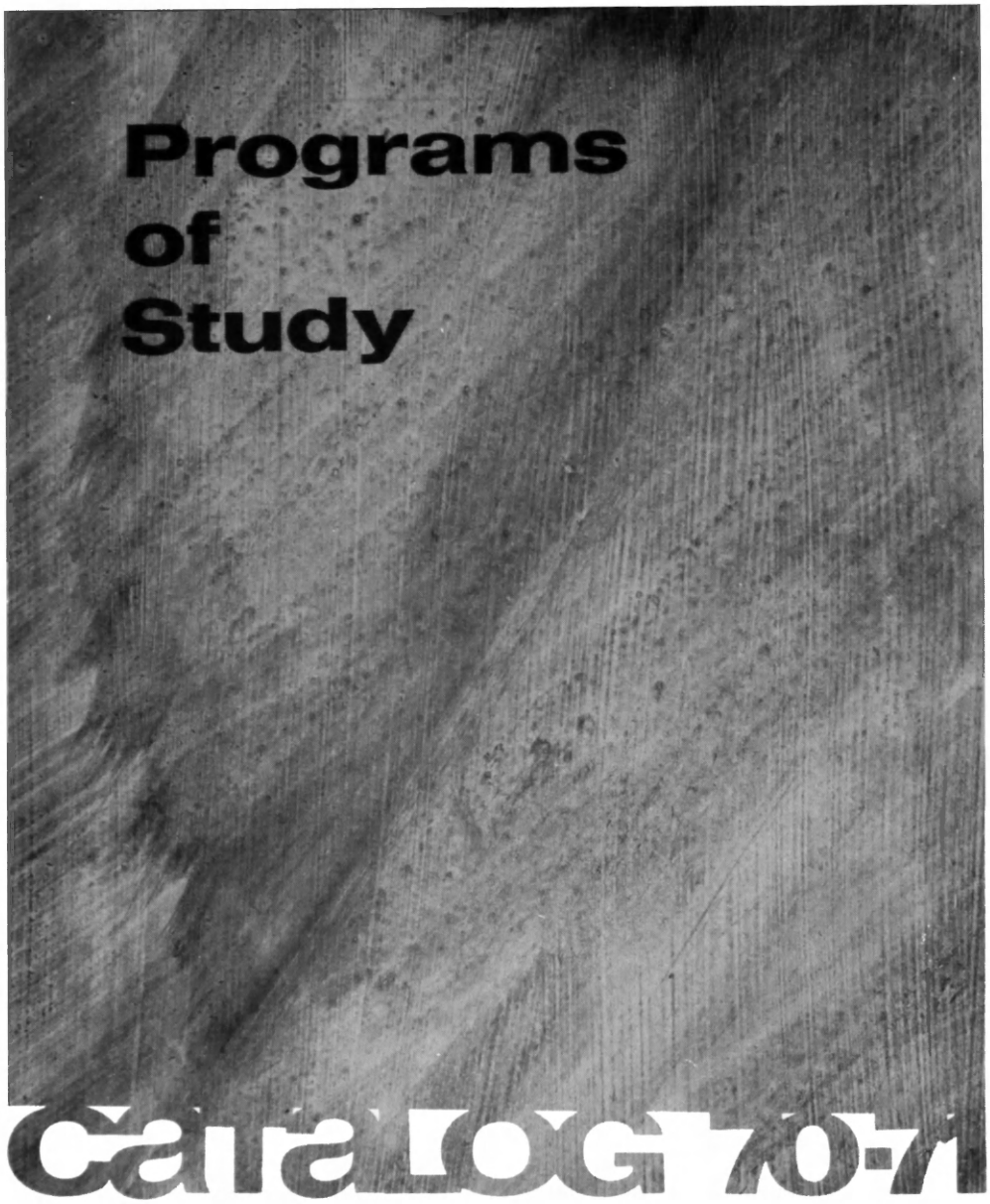
The Couples Club

Married students have an opportunity to meet socially and participate in activities of mutual interest through the *Couples Club*. The club's program includes outings and other recreational pursuits of an informal nature.

The Commuters Club

Students who commute daily to the college are encouraged to participate in the activities of the *Commuters Club*. Membership enables them to take an active part in college life and gain representation in student government.




Programs
of
Study
CATALOG 70-71

Programs for the degree of Bachelor of Business Science

Accounting

Business Management

Management Information Systems

Secretarial Science

Business Teacher Education
Comprehensive

Business Teacher Education
Accounting-Electronic Data Processing

Business Teacher Education
Secretarial Science

The Accounting Profession Today

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

Successful professional accountants obtain great personal satisfaction because their work is demanding and challenging. The earnings of successful accountants compare favorably with those of practitioners in the 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 as to 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 on his own. The accountant can branch 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 included in the middle three months of the student's senior year.

Accounting Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
BM 10	Principles of Management	3
Eng 10	English Composition 1	3
Math 10	Introduction to Algebra	3
Liberal Arts Elective		3
		15

second semester		
Acct 2	Principles of Accounting	3
MIS 20	Introduction to Data Processing	3
Eng 11	English Composition 2	3
Math 11	Advanced Mathematics 1	3
Liberal Arts Elective		3
		15

Freshman Year Summary: 10 courses; 30 credits

Sophomore Year

first semester		
Acct 3	Intermediate Accounting 1	3
Acct 7	Cost Accounting 1	3
Eco 10	Introduction to Economics 1	3
MIS 21	Introduction to Systems & Procedures	3
BM 6	Business Law 1	3
BM 13	Introduction to Marketing	3
		18

second semester		
Acct 4	Intermediate Accounting 2	3
Acct 8	Cost Accounting 2	3
Eco 11	Introduction to Economics 2	3
BM 7	Business Law 2	3
Eng 20	Written Communication	3
Liberal Arts Elective		3
		18

Sophomore Year Summary: 12 courses; 36 credits

Junior Year

first semester		credits
Acct 5	Advanced Accounting 1	3
BM 27	Production Management	3
Math 18	Statistics	3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		18

second semester		
Acct 6	Advanced Accounting 2	3
BM 16	Money and Banking	3
BM 20	Management Decision Making or BM 22, Managerial Economics	3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

Junior Year Summary: 11 courses; 33 credits

Senior Year

first semester		
Acct 9	Federal Taxes	3
Acct 11	Auditing Information Systems	3
BM 15	Corporate Finance	3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

second semester		
Acct 12	Auditing 2 or Internship	3
Acct 20	Management Services	3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

Senior Year Summary: 10 courses; 30 credits
Four year total: 43 courses; 129 credits

Summary

Accounting and Business

	credits
Accounting	36
Business Management	24
Management Information Systems	6
	66

Liberal Arts

Humanities

English	9
Literature	3
Philosophy	3
	15

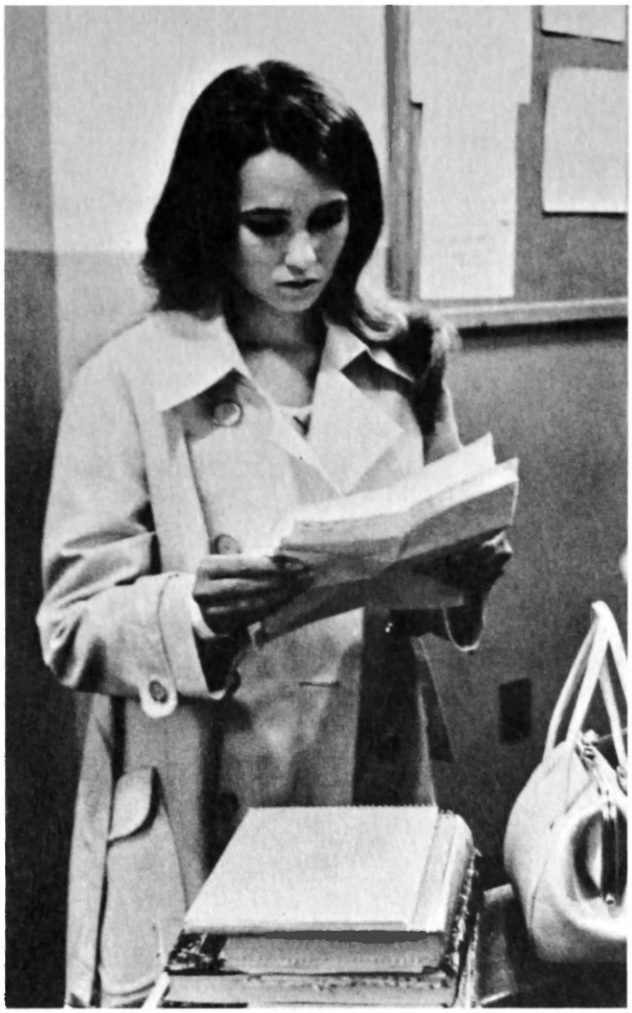
Social Sciences

Economics	6
History or Government	9
Sociology or Psychology	9
	24

Mathematics and Science

Mathematics	6
Statistics	3
Science	3
	12

Liberal Arts Electives	12
Total credits required for degree	129



Business Management

The Business Management program introduces the student to the complexities and challenges of today's management decision-making.

There are a great variety of positions and careers which the words business management represent. Business management involves marketing, banking, personnel administration, sales, retailing, production, wholesaling, manufacturing, real estate and many other related areas.

Business management is a profession that operates at the highest level of man's capacities.

Business Management Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	*credits*
Acct 1 Elementary Accounting	3
BM 10 Principles of Management	3
Math 10 Introduction to Algebra	3
Eng 10 English Composition 1	3
Liberal Arts Elective	3
	15

second semester	
Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3
Math 11 Advanced Mathematics 1	3
Eng 11 English Composition 2	3
Liberal Arts Elective	3
	15

Freshman Year Summary: 10 courses; 30 credits

Sophomore Year

first semester	
Acct 14 Accounting for Management	3
BM 6 Business Law 1	3
BM 13 Introduction to Marketing	3
Eco 10 Introduction to Economics 1	3
Liberal Arts Elective	3
	15

second semester	
BM 7 Business Law 2	3
BM 11 Personnel Management	3
Eco 11 Introduction to Economics 2	3
Liberal Arts Elective	3
Liberal Arts Elective	3
BM, Acct, or MIS Elective	3
	18

Sophomore Year Summary: 11 courses; 33 credits

Junior Year

first semester	credits
BM 22 Managerial Economics	3
BM 25 Human Relations in Administration	3
Eng 20 Written Communication	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

second semester	
BM 16 Money and Banking	3
Math 18 Statistics	3
BM, Acct, or MIS Elective	3
BM, Acct, or MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18

Junior Year Summary: 11 courses; 33 credits

Senior Year

first semester	
BM 15 Corporate Finance	3
BM 20 Management Decision Making	3
BM, Acct, or MIS Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

second semester	
BM 21 Central Management and Policy Making	3
BM 26 Social Environment of Business	3
BM, Acct, MIS, or Liberal Arts Elective	3
BM, Acct, MIS, or Liberal Arts Elective	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
	18

Senior Year Summary: 11 courses; 33 credits

Four year total: 43 courses, 129 credits

Summary

Accounting and Business

	credits
Accounting	9
Business Management	36
Management Information Systems	3
Accounting, Business Management, or Management Information Systems Electives	6
	54

Liberal Arts

Humanities

English	9
Literature	3
Philosophy	3
	15

Social Sciences

Economics	6
History or Government	9
Sociology or Psychology	9
	24

Mathematics and Science

Mathematics	6
Statistics	3
Science	3
	12

Liberal Arts Electives	12
Free Electives	12
Total credits required for degree	129

Management Information Systems

With the advent of the technological revolution has come the phenomena of the *information explosion*. Business leaders in contemporary society have been hard pressed to cope with this rapidly expanding supply of data. The realization of management that effective and efficient information is the key to decision-making in today's business applications has led to the development of *Management Information Systems*.

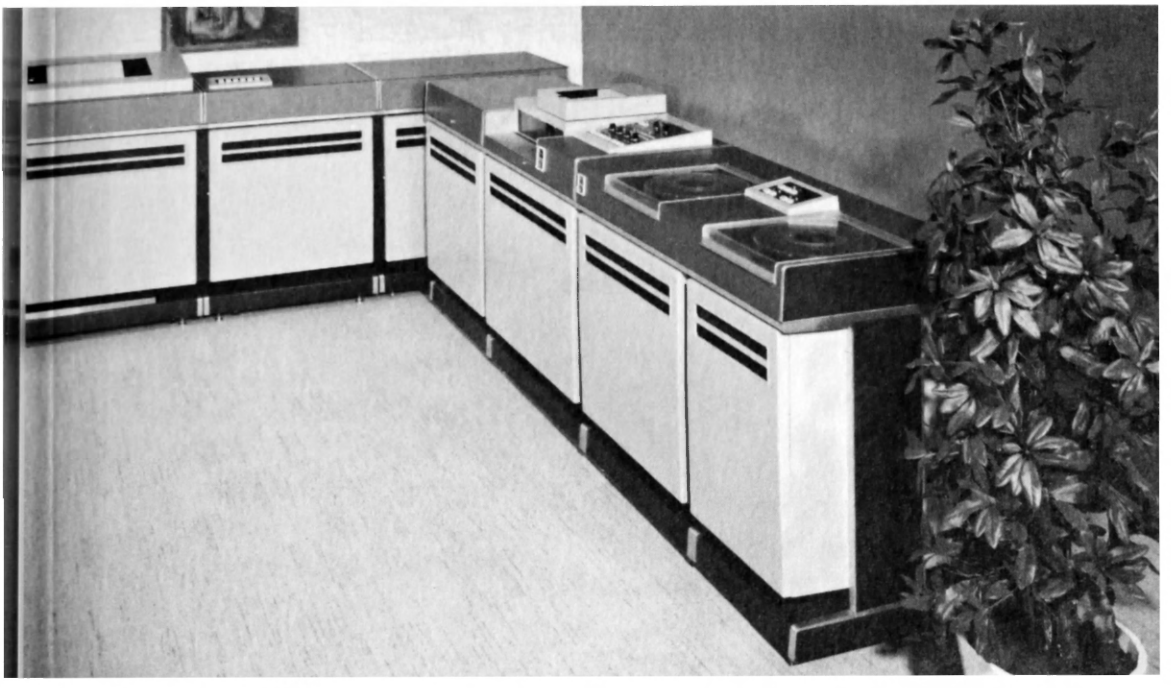
Management Information Systems are the vehicles used by successful, contemporary business in their prime task — that of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and this decision-making process can best be accomplished with the use of integrated, state of the art, highly automated information processing.

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

The NCR Century 100

The Century 100 is the base member of a complete, upward compatable family of computers, the result of years of intensive research and planning. Our particular model has been expanded in both memory and peripherals to insure maximum efficiency in the academic atmosphere. The system includes: a thin film, short-rod memory, 32,768 character storage capacity, integrated Input/Output devices to include a 450 lines-per-minute printer, a dual spindle disc drive, and input/output writer and a card reader/card punch unit.

The Century 100 allows the student the capability for learning the two most widely used programming languages, COBOL and FORTRAN as well as the simple, easy-to-learn, easy-to-use programming language—NEAT/3.



NCR Century 100

Management Information Systems

Degree of Bachelor of Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
BM 10	Principles of Management	3
Eng 10	English Composition 1	3
Math 10	Introduction to Algebra	3
Liberal Arts Elective		3
		15

second semester

Acct 2	Principles of Accounting	3
MIS 20	Introduction to Data Processing	3
Eng 11	English Composition 2	3
Math 11	Advanced Mathematics 1	3
Liberal Arts Elective		3
		15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester

Acct 7	Cost Accounting 1	3
MIS 21	Introduction to Systems	3
Eco 10	Introduction to Economics 1	3
BM 6	Business Law 1	3
Math 12	Advanced Mathematics 2	3
		15

second semester

Acct 8	Cost Accounting 2	3
MIS 22	COBOL Programming	3
Eco 11	Introduction to Economics 2	3
BM 7	Business Law 2	3
Eng 20	Written Communication	3
Liberal Arts Elective		3
		18

Sophomore Year Summary: 11 courses, 33 credits

Junior Year

first semester		credits
MIS 23	Systems Tools 1	3
MIS 24	FORTRAN IV Programming	3
BM 13	Introduction to Marketing	3
BM 27	Production Management	3
BM, or MIS Elective		3
		18

second semester

MIS 25 Systems Tools 2	3
MIS 27 Laboratory	3
Math 18 Statistics	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18

Junior Year Summary: 12 courses; 36 credits

Senior Year

first semester

MIS 28 Systems Programming	3
Acct 20 Management Services	3
BM or MIS Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

second semester

MIS 29 Seminar	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Senior Year Summary: 10 courses; 30 credits

Four year total: 43 courses, 129 credits

Summary

Accounting and Business

	credits
Accounting	15
Business Management	15
Management Information Systems	27
Business Management or Management Information Systems	6
	63

Liberal Arts

Humanities

English	9
Literature	3
Philosophy	3
	15

Social Sciences

Economics	6
History or Government	9
Sociology or Psychology	9
	24

Mathematics and Science

Mathematics	9
Statistics	3
Science	3
	15

Liberal Arts Electives	12
Total credits required for degree	129

Secretarial Science

The Secretarial Science program is designed to equip young women for responsible specialized positions which demand highly skilled training.

The secretary is an important business aide, handling private as well as business affairs. She makes appointments for her employer, interviews callers and handles personal and confidential records and information. She is often the first person representing her firm. She possesses poise, charm and an understanding of human relations.

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

Secretarial Science Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
BM 10 Principles of Management	3
Eng 10 English Composition 1	3
Math 10 Introduction to Algebra	3
SS 8 Typewriting 1	3
	15

second semester	
Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3
Eng 11 English Composition 2	3
Math 11 Advanced Mathematics 1	3
SS 10 Typewriting 2	3
	15

Freshman Year Summary: 10 courses; 30 credits

Sophomore Year

first semester	
BM 6 Business Law 1	3
Eco 10 Introduction to Economics 1	3
SS 1 Shorthand 1	3
SS 11 Typewriting 3	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
	18

second semester	
BM 7 Business Law 2	3
Eco 11 Introduction to Economics 2	3
SS 2 Shorthand 2	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Sophomore Year Summary: 11 courses; 33 credits

Junior Year

first semester	credits
BM 13 Introduction to Marketing	3
Eng 20 Written Communication	3
SS 3 Shorthand 3	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18

second semester	
Math 18 Statistics	3
SS 4 Shorthand 4	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Junior Year Summary: 11 courses, 33 credits

Senior Year

first semester	
BM 25 Human Relations in Administration	3
SS 12 Office Administration	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

second semester	
SS 5, 6, 7, or 7A Shorthand	3
SS 14 Executive Office Administration	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18

Senior Year Summary: 11 courses, 33 credits

Four year total: 43 courses, 129 credits

Summary

Accounting and Business

	credits
Accounting	6
Business Management	15
Management Information Systems	3
Secretarial Science	30
	54

Liberal Arts

Humanities

English	9
Literature	3
Philosophy	3
	15

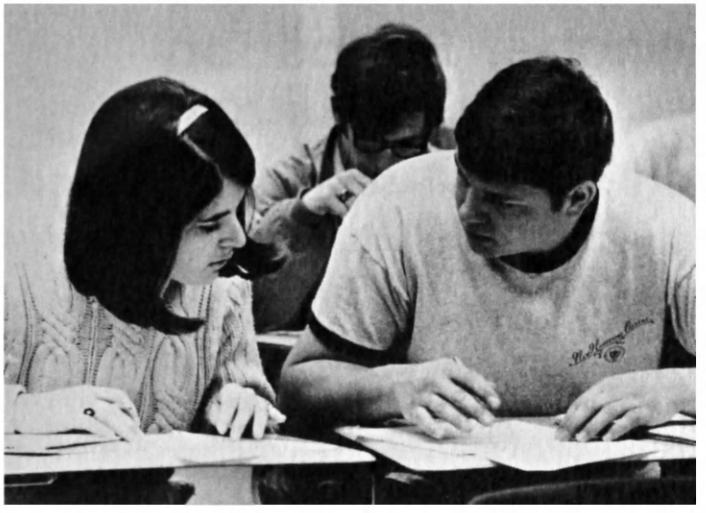
Social Science

Economics	6
History or Government	9
Sociology or Psychology	9
	24

Mathematics and Science

Mathematics	6
Statistics	3
Science	3
	12

Liberal Arts Electives	12
Free Electives	12
Total credit required for degree	129



Department of Business Teacher Education

The Department of Business Teacher Education is dedicated to educating men and women who intend to enter the field of business education. The programs of study are 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.

With these objectives in mind the department offers three different curricula leading to a degree of Bachelor of Business Science. Each curriculum has been designed to fill a specific need in the business teacher education field, yet is not so restrictive as to limit the horizons in education of students entering this profession.

The underlying philosophy of the department is that men and women who elect to major in business education ought to be exposed to a balanced program of study which contains a blend of both professional and liberal education. 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.

Business Teacher Education Comprehensive Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
BM 10 Principles of Management	3
SS 8 Typewriting 1	3
Eng 10 English Composition 1	3
Math 8 Business Mathematics	3
	15

second semester	
Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3
SS 10 Typewriting 2	3
Eng 11 English Composition 2	3
Liberal Arts Elective	3
	15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester	
BM 6 Business Law 1	3
BM 13 Introduction to Marketing	3
MIS 21 Introduction to Systems	3
Eco 10 Introduction to Economics 1	3
Eng 20 Written Communication	3
Liberal Arts Elective	3
	18

second semester	
BM 7 Business Law 2	3
SS 1 Shorthand 1	3
Eco 11 Introduction to Economics 2	3
Eng 12 Public Speaking	3
Psych 9 Introduction to Psychology 1	3
Liberal Arts Elective	3
	18

Sophomore Year Summary: 12 courses, 36 credits

Junior Year

first semester		credits
Psych 11	Human Growth and Development	3
Ed 1	Principles, Methods and Techniques of Teaching Business Subjects	3
Acct, BM, MIS, or SS Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

second semester		
Ed 2	Educational Psychology: Principles of Learning	3
Acct, BM, MIS, or SS Elective		3
Acct, BM, MIS, or SS Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		18

Junior Year Summary: 11 courses, 33 credits

Senior Year

first semester		
Ed 3	Student Teaching	9
Ed 4	History and Philosophy of Education	3
Ed 5	Evaluation, Measurement and Testing	3
		15

second semester	
Acct, BM, MIS, or SS Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Senior Year Summary: 10 courses, 30 credits

Four year total: 43 courses, 129 credits

Summary

	credits
Accounting and Business	45
Education	21
Liberal Arts	
Humanities	
English	9
Philosophy	3
Literature	3
	15
Social Science	
History of Government	9
Sociology or Psychology	9
Economics	6
	24
Mathematics and Science	
Mathematics	6
Science	3
	9
Liberal Arts Electives	15
Total credits required for degree	129

Business Teacher Education Accounting-Electronic Data Processing Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
BM 10	Principles of Management	3
Eng 10	English Composition 1	3
Math 8	Business Mathematics	3
Liberal Arts Elective		3
		15

second semester		
Acct 2	Principles of Accounting	3
MIS 20	Introduction to Data Processing	3
Eng 11	English Composition 2	3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester		
Acct 3	Intermediate Accounting 1	3
Acct 7	Cost Accounting 1	3
BM 6	Business Law 1	3
BM 13	Introduction to Marketing	3
MIS 21	Introduction to Systems	3
Eco 10	Introduction to Economics 1	3
		18

second semester		
BM 7	Business Law 2	3
Eco 11	Introduction to Economics 2	3
Eng 12	Public Speaking	3
Eng 20	Written Communication	3
Psych 9	Introduction to Psychology 1	3
Acct, BM, MIS, or SS Elective		3
		18

Sophomore Year Summary: 12 courses, 36 credits

Junior Year

first semester		credits
Psych 11	Human Growth and Development	3
Ed 1	Principles, Methods and Techniques of Teaching Business Subjects	3
Acct or MIS Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

second semester		
Ed 2	Educational Psychology: Principles of Learning	3
Acct, MIS, or BM Elective		3
Acct, MIS, or BM Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		18

Junior Year Summary: 11 courses, 33 credits

Senior Year

first semester		
Ed 3	Student Teaching	9
Ed 4	History and Philosophy of Education	3
Ed 5	Evaluation, Measurement and Testing	3
		15

second semester	
Acct, MIS, BM, or Ed Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Senior Year Summary: 10 courses, 30 credits

Four year total: 43 courses, 129 credits

Summary

	credits
Accounting and Business	45
Education	21

Liberal Arts

Humanities	
English	9
Philosophy	3
Literature	3
	15
Social Science	
History or Government	9
Sociology or Psychology	9
Economics	6
	24
Mathematics and Science	
Mathematics	6
Science	3
	9
Liberal Arts Electives	15
Total credits required for degree	129

Business Teacher Education Secretarial Science Curriculum

Degree of Bachelor of Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
BM 10 Principles of Management	3
SS 8 Typewriting 1	3
Eng 10 English Composition 1	3
Math 8 Business Mathematics	3
	15

second semester	
Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3
SS 10 Typewriting 2	3
Eng 11 English Composition 2	3
Liberal Arts Elective	3
	15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester	
BM 6 Business Law 1	3
BM 13 Introduction to Marketing	3
SS 1 Shorthand 1	3
SS 11 Typewriting 3	3
Eco 10 Introduction to Economics 1	3
Liberal Arts Elective	3
	18

second semester	
BM 7 Business Law 2	3
SS 2 Shorthand 2	3
Eco 11 Introduction to Economics 2	3
Eng 12 Public Speaking	3
Eng 20 Written Communication	3
Psych 9 Introduction to Psychology 1	3
	18

Sophomore Year Summary: 12 courses, 36 credits

Junior Year

first semester		credits
Psych 11	Human Growth and Development	3
Ed 1	Principles, Methods and Techniques of Teaching Business Subjects	3
SS 3	Shorthand 3	3
Liberal Arts Elective		3
Liberal Arts Elective		3
		15

second semester		
Ed 2	Education Psychology: Principles of Learning	3
Acct, BM, MIS, or SS Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
Liberal Arts Elective		3
		18

Junior Year Summary: 11 courses, 33 credits

Senior Year

first semester		
Ed 3	Student Teaching	9
Ed 4	History and Philosophy of Education	3
Ed 5	Evaluation, Measurement and Testing	3
		15

second semester	
Acct, BM, MIS, or SS Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Senior Year Summary: 10 courses, 30 credits

Four year total: 43 courses, 129 credits

Summary

	credits
Accounting and Business	45
Education	21

Liberal Arts

Humanities	
English	9
Philosophy	3
Literature	3
	15
Social Science	
History or Government	9
Sociology or Psychology	9
Economics	6
	24
Mathematics and Science	
Mathematics	6
Science	3
	9
Liberal Arts Electives	15
Total credits required for degree	129

Programs for the degree of Associate in Business Science

Accounting

Business Management

Electronic Data Processing

Executive Secretarial

Legal Secretarial

Medical Secretarial

Technical Secretarial

Accounting Curriculum
Degree of Associate in Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
BM 10	Principles of Management	3
Eng 10	English Composition 1	3
Math 10	Introduction to Algebra	3
Liberal Arts Elective		3
		15

second semester		
Acct 2	Principles of Accounting	3
MIS 20	Introduction to Data Processing	3
Eng 11	English Composition 2	3
Math 11	Advanced Math 1	3
Liberal Arts Elective		3
		15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester		
Acct 3	Intermediate Accounting 1	3
Acct 7	Cost Accounting 1	3
Acct 9	Federal Taxes 1	3
BM 6	Business Law 1	3
Eco 10	Introduction to Economics 1	3
Liberal Arts Elective		3
		18

second semester		
Acct 4	Intermediate Accounting 2	3
Acct 8	Cost Accounting 2	3
Acct 25	Auditing	3
BM 7	Business Law 2	3
Eco 11	Introduction to Economics 2	3
		15

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 21 courses, 63 credits

Summary

Accounting & Business

	credits	
Accounting	24	
Business Management	9	
Management Information Systems	3	95
	36	

Liberal Arts

Humanities		
English	6	
Social Sciences		
Economics	6	
History or Government	6	
Sociology or Psychology	3	
	15	
Mathematics	6	
Total credits required for degree	63	

Business Management Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
BM 10 Principles of Management	3
Eng 10 English Composition 1	3
Math 10 Introduction to Algebra	3
Liberal Arts Elective	3
	15

second semester	
Acct 2 Principles of Accounting	3
MIS 20 Introduction to Data Processing	3
Eng 11 English Composition 2	3
Math 11 Advanced Mathematics 1	3
Liberal Arts Elective	3
	15

Freshman Year Summary: 10 courses, 30 credits

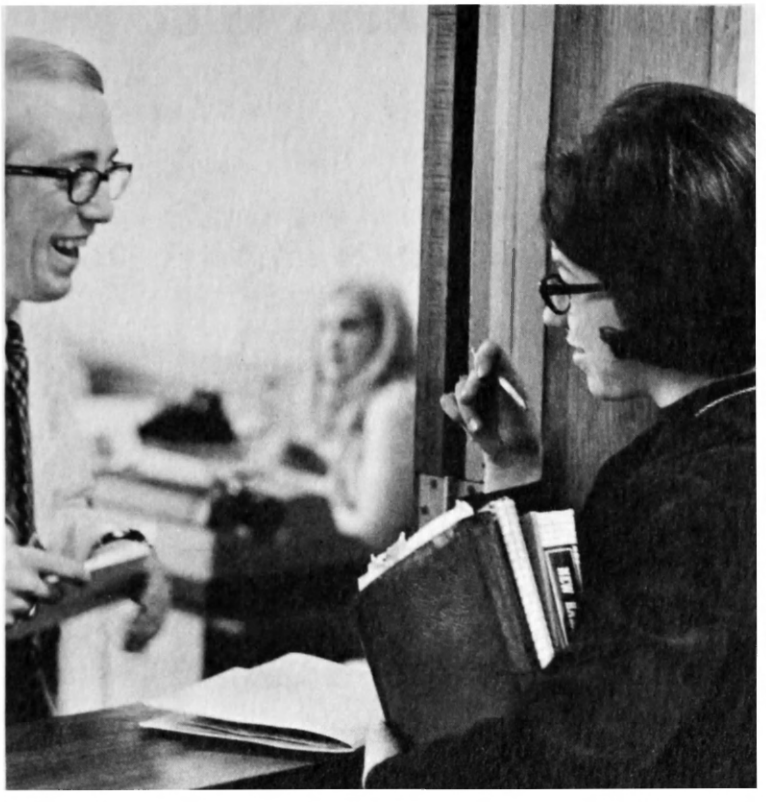
Sophomore Year

first semester	
Acct 14 Accounting for Management	3
BM 2 Principles of Retailing	3
BM 6 Business Law 1	3
BM 13 Introduction to Marketing	3
Eco 10 Introduction to Economics 1	3
	15

second semester	
BM 7 Business Law 2	3
BM 26 Social Environment of Business	3
Eng 20 Written Communication	3
Eco 11 Introduction to Economics 2	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 21 courses, 63 credits



Summary

Accounting & Business	credits
Accounting	9
Business Management	18
Management Information Systems	3
	30

Liberal Arts	
Humanities	
English	9
Social Science	
Economics	6
History	6
Sociology or Psychology	6
	18
Mathematics	6
Total credits required for degree	63

Electronic Data Processing

Electronic Data Processing is considered the most exciting and dynamic field in the world of business today. The great demand for personnel skilled in automation has exhausted the present available labor force and will continue to grow in this century. It is with this need in mind that *New Hampshire College* has developed a curriculum that will fulfill the industry requirements for programmers, data analysts and procedure specialists.

Electronic Data Processing Curriculum

Degree of Associate in Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
BM 10	Principles of Management	3
MIS 20	Introduction to Data Processing	3
Math 10	Introduction to Algebra	3
Eng 10	English Composition 1	3
		15

second semester		
Acct 2	Principles of Accounting	3
MIS 21	Introduction of Systems	3
MIS 22	COBOL Programming	3
Math 11	Advanced Mathematics 1	3
Eng 11	English Composition 2	3
		15

Freshman Year Summary: 10 courses, 30 credits

Sophomore Year

first semester		
Acct 7	Cost Accounting 1	3
BM 6	Business Law 1	3
BM 13	Introduction to Marketing	3
BM 27	Production Management	3
MIS 24	FORTRAN IV Programming	3
Liberal Arts Elective		3
		18

second semester		
BM 7	Business Law 2	3
MIS 27	Laboratory	3
Eng 20	Written Communication	3
MIS Elective		3
Liberal Arts Elective		3
		15

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 21 courses, 63 credits

Summary

Accounting & Business

	credits
Accounting	9
Business Management	15
Management Information Systems	18
	42

Liberal Arts

Humanities	
English	9
Mathematics	6
Liberal Arts Electives	6
Total credits required for degree	63

Executive Secretarial

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

Executive Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
Eng 10 English Composition 1	3
SS 1 Shorthand Theory (or BM or Liberal Arts Elective)	3
SS 8 Typewriting 1	3
SS 20 Career Development	1
Liberal Arts Elective	3
	16

second semester	
MIS 20 Introduction to Data Processing	3
Eng 11 English Composition 2	3
Math 8 Business Mathematics	3
SS 2 Shorthand 2	3
SS 10 Typewriting 2	3
	15

Freshman Year Summary: 11 courses, 31 credits

Sophomore Year

first semester	
BM 6 Business Law 1	3
SS 3 Shorthand 3	3
SS 11 Typewriting 3	3
SS 12 Office Administration	3
BM, Acct, MIS or Liberal Arts Elective	3
Liberal Arts Elective	3
	18

second semester	
BM 7 Business Law 2	3
SS 4 Shorthand 4	3
SS 14 Executive Office Administration	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	15

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 22 courses, 64 credits

Summary

Accounting & Business

	credits
Accounting	3
Business Management	6
Management Information Science	3
Secretarial Science	28
	40

Liberal Arts

Humanities	
English	6
Social Science	
History or Government	3
Sociology or Psychology	3
	6
Mathematics	3
Liberal Arts Elective	9
Total credits required for degree	64

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

Legal Secretarial

The Legal Secretarial program will prepare young women 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
Degree of Associate in Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
Eng 10 English Composition 1	3
SS 1 Shorthand Theory (or BM or Liberal Arts Elective)	3
SS 8 Typewriting 1	3
SS 20 Career Development	1
Liberal Arts Elective	3
	16

second semester	
MIS 20 Introduction to Data Processing	3
Eng 11 English Composition 2	3
Math 8 Business Mathematics	3
SS 2 Shorthand 2	3
SS 10 Typewriting 2	3
	15

Freshman Year Summary: 11 courses, 31 credits

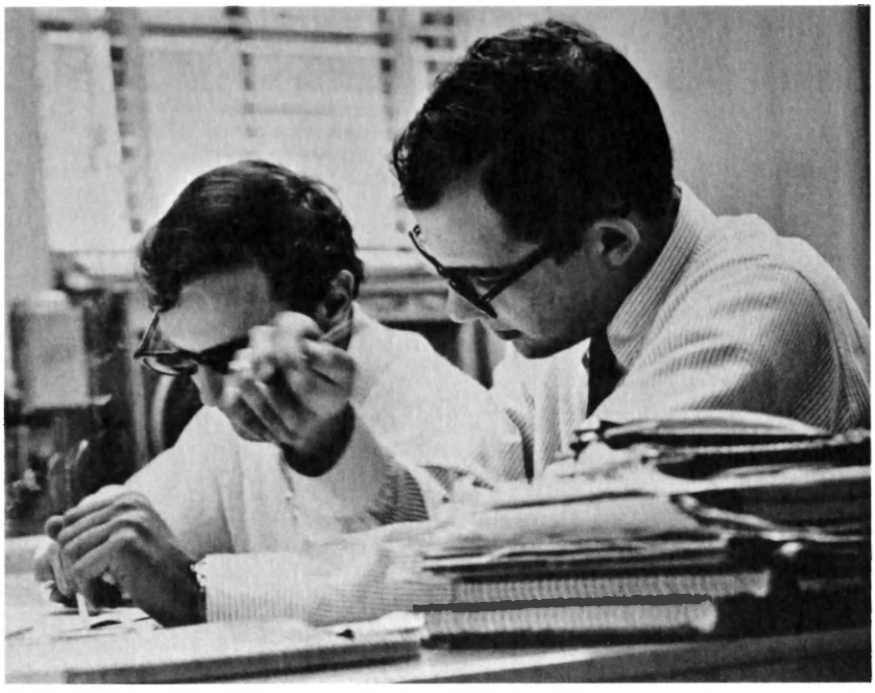
Sophomore Year

first semester	
BM 6 Business Law 1	3
SS 3 Shorthand 3	3
SS 11 Typewriting 3	3
SS 12 Office Administration	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
	18

second semester	
BM 7 Business Law 2	3
SS 4 Shorthand 4	3
SS 6 Legal Shorthand	3
SS 15 Legal Office Administration	3
Liberal Arts Elective	3
	15

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 22 courses, 64 credits



Summary

Accounting & Business

	credits
Accounting	3
Business Management	6
Management Information Systems	3
Secretarial Science	31
	43

Liberal Arts

Humanities	
English	6
Social Science	
History or Government	3
Sociology or Psychology	3
	6
Mathematics	3
Liberal Arts Electives	6
Total credits required for degree	64

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

Medical Secretarial

For young women who want secretarial careers within the medical profession, this program will prepare them for positions in the office of a physician or dentist, 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

Degree of Associate in Business Science

Freshman Year

first semester		credits
Acct 1	Elementary Accounting	3
Eng 10	English Composition 1	3
Sci 12	Introduction to Anatomy and Physiology	3
SS 1	Shorthand Theory (or BM or Liberal Arts Elective)	3
SS 8	Typewriting 1	3
SS 20	Career Development	1
		16

second semester		
MIS 20	Introduction to Data Processing	3
Eng 11	English Composition 2	3
Math 8	Business Math	3
Sci 13	Anatomy and Physiology	3
SS 2	Shorthand 2	3
SS 10	Typewriting 2	3
		18

Freshman Year Summary: 11 courses, 34 credits

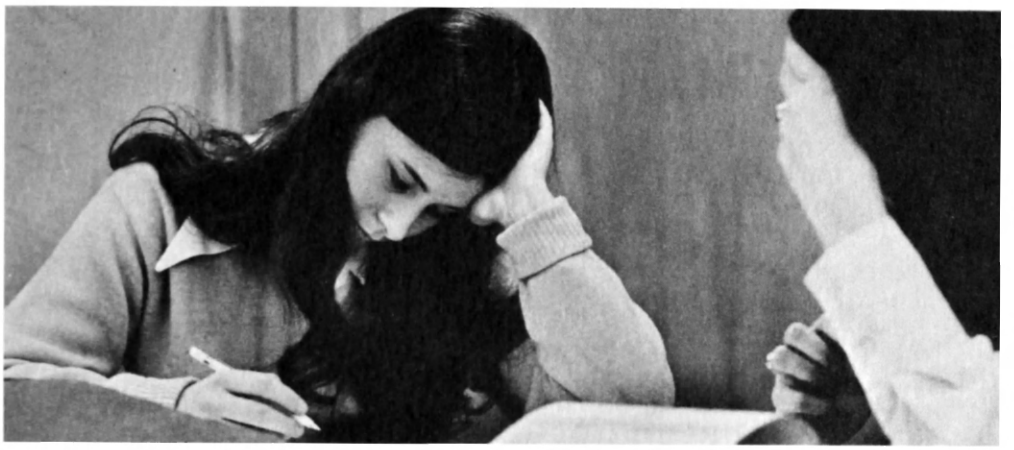
Sophomore Year

first semester		
SS 3	Shorthand 3	3
SS 7 & 17	Medical Shorthand and Terminology	3
SS 11	Typewriting 3	3
SS 12	Office Administration	3
Liberal Arts Elective		3
		15

second semester		
SS 4	Shorthand 4	3
SS 7 & 17	Medical Shorthand and Terminology	3
SS 16	Medical Office Administration	3
SS 18	Medical Procedures	3
Liberal Arts Elective		3
		15

Sophomore Year Summary: 10 courses, 30 credits

Two year total: 22 courses, 64 credits



Summary

Accounting & Business

	credits
Accounting	3
Management Information Systems	3
Secretarial Science	37
	43

Liberal Arts

Humanities

English	6

Social Science

History or Government	3
Sociology or Psychology	3
	6

Mathematics and Science

Mathematics	3
Science	6
	9

Total credits required for degree	64

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

Technical Secretarial

The Technical Secretarial program prepares students to fill important secretarial positions in the electronic, aeronautical and engineering fields. Students will learn the languages and procedures of these professions, will get a background in the basic sciences and develop their secretarial skills. Graduates of this program will qualify for positions in governmental agencies, research institutions and universities as well as in industry.

Technical Secretarial Curriculum

Degree of Associate in Business Science

Freshman Year

first semester	credits
Acct 1 Elementary Accounting	3
Eng 10 English Composition 1	3
SS 1 Shorthand Theory (or BM or Liberal Arts Elective)	3
SS 8 Typewriting 1	3
SS 20 Career Development	1
Liberal Arts Elective	3
	16

second semester	
MIS 20 Introduction to Data Processing	3
Eng 11 English Composition 2	3
Math 8 Business Mathematics	3
SS 2 Shorthand 2	3
SS 10 Typewriting 2	3
	15

Freshman Year Summary: 11 courses, 31 credits

Sophomore Year

first semester	
Sci 10 Survey of the Physical Sciences	3
SS 3 Shorthand 3	3
SS 11 Typewriting 3	3
SS 12 Office Administration	3
BM, Acct, MIS, or Liberal Arts Elective	3
Liberal Arts Elective	3
	18

second semester	
Sci 11 Survey of the Biological Science	3
SS 4 Shorthand 4	3
SS 7A Technical Shorthand	3
SS 14 Executive Office Administration	3
Liberal Arts Elective	3
	15

Sophomore Year Summary: 11 courses, 33 credits

Two year total: 22 courses, 64 credits

Summary

Accounting & Business

	credits
Accounting	3
Management Information Science	3
Secretarial Science	31
	37

Liberal Arts

Humanities	
English	6
Social Science	
History or Government	3
Sociology or Psychology	3
	6
Mathematics and Science	
Mathematics	3
Science	6
	9
Liberal Arts Electives	6
Total credits required for degree	64

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

Description of Courses

CATALOG 70-71

Course descriptions are classified in the following order:

- Accounting
- Business Management
- Management Information Systems
- Secretarial Science
- Business Teacher Education
- The Liberal Arts
  - The Humanities
    - English
    - Foreign Languages
    - Philosophy
    - Art and Music
  - The Social Sciences
    - Economics
    - Geography
    - Government
    - History
    - Psychology
    - Sociology
  - Mathematics and Science
    - Mathematics
    - Science

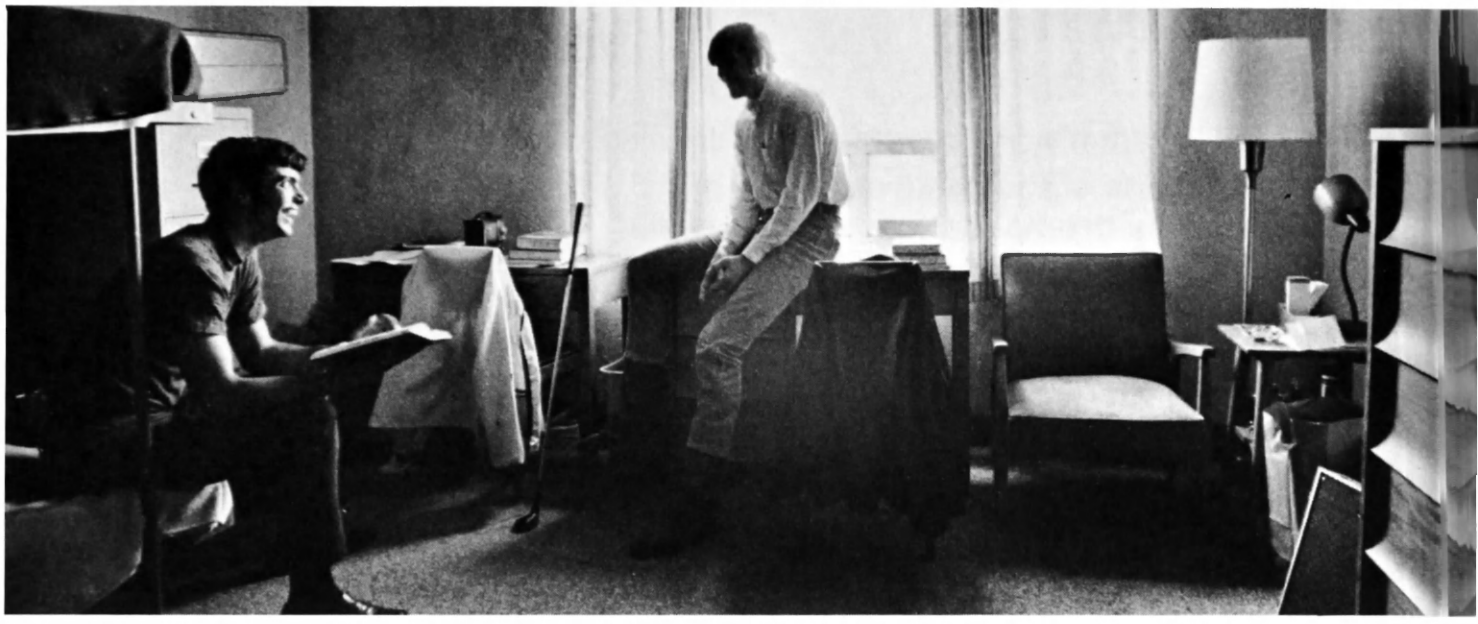
Accounting

Acct. 1 Elementary Accounting *3 Credits*
A presentation of the basic structure of accounting with emphasis on methods used to record, classify, and summarize accounting data. Fundamental principles of accounting are introduced, as are the concepts of accounting systems and internal control.
Prerequisite: None

Acct. 2 Principles of Accounting *3 Credits*
Examines the accounting problems of partnerships and corporations, including capital stock transactions, bond issues, extraordinary gains and losses and retained earnings. Introduces students to the measurement and control of costs and to methods of analysis and interpretation of operating results such as budgeting, financial and fund flow statements.
Prerequisite: Accounting 1

Acct. 3 & 4 Intermediate Accounting
(2 Semesters) *3 Credits each semester*
Covers the principles, procedures and methods that are applied in the preparation of financial statements. Problems relating to income determination, valuation, reporting and analysis are studied in depth. Attention is given to the official pronouncements of the *American Institute of Certified Public Accountants* and the *American Accounting Association.*
Prerequisite: Accounting 1 & 2

Acct. 5 & 6 Advanced Accounting
(2 Semesters) *3 Credits each semester*
Examines accounting problems associated with partnerships, joint ventures, income measurement in installment sales and consignments, consolidated statements *(parent and subsidiaries),* fiduciaries including estates and receiverships and governmental operations. Particular emphasis is placed on problem analysis.
Prerequisite: Accounting 4



Acct. 7 & 8 Cost Accounting
(2 Semesters) *3 Credits each semester*

Designed to acquaint the student with the objectives, systems and techniques of cost accounting for management control. Topics such as distribution cost and standards for distribution, budgetary control, flexible budgets and variance accounting are given complete treatment.

Prerequisite: Accounting 1 & 2

Acct. 9 & 10 Federal Taxes — Concepts and Implications *3 Credits each semester*

This two semester course develops the underlying concepts of federal taxation and has three primary objectives. First, the course provides the student with a basic understanding of the structure of federal tax laws and their administration. Next, the importance of *tax awareness* is demonstrated through examining the tax consequences of economically oriented decisions. The student is encouraged to become aware of and utilize the techniques of quantitative economic analysis and decision theory. During the second semester, the techniques of tax research are developed through cases. The student becomes familiar with the many primary and secondary sources of tax research materials.

Prerequisite: Accounting 1 & 2

Acct. 11 & 12 Auditing Information Systems
3 Credits each semester

This two semester course develops the broader concept of the managerial audit. Such an audit encompasses the monitoring of the *entire* management process and its related information system with the objective of determining the degree of managerial control and information reliability. Auditing is portrayed as an intellectual discipline. Its concepts relate directly to principles of empirical investigation, rules of evidence, and the elements of controlled tests and sampling. Cases are used extensively throughout the course.

Prerequisite: Accounting 3 & 4

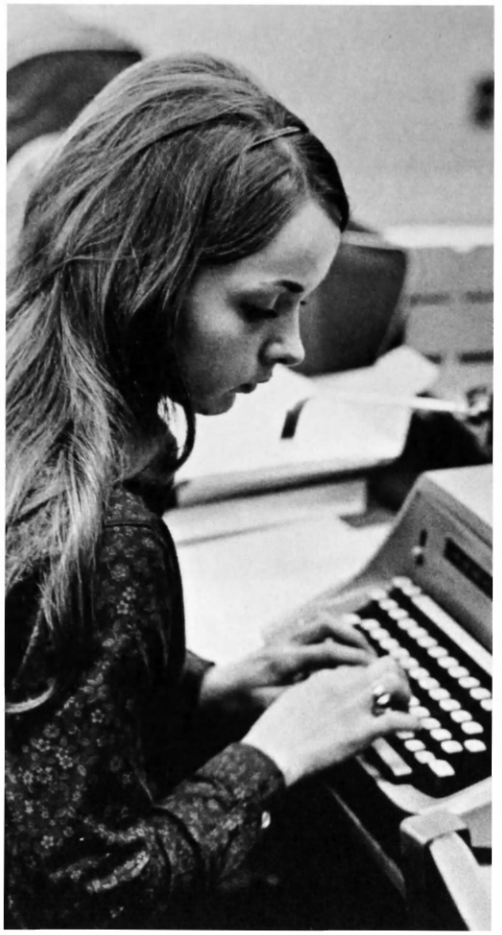
Acct. 14 Accounting for Management
3 Credits

This one semester course is designed for business management students. The aims and objectives are:

1. To acquaint the student with the ways in which accounting can help managers operate effectively.
2. To inform future managers what to expect and demand of the accounting profession.

Areas which are covered include Funds Flow and Cash Flow, The Master Budget for control, Control of Fixed Costs, Responsibility Accounting, Long range planning.

Prerequisite: Accounting 1 & 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. The manner in which a review of management controls becomes a logical and continuous extension of the accountant's regular work is shown. The use of case studies and classroom discussions, assists the student to acquire the *management state of mind* so necessary to his development in this area.

Prerequisite: Accounting 7 & 8

Acct. 25 Auditing *3 Credits*

This one semester course in auditing is designed for the Associate's degree candidate. Coverage is limited to those areas which the student is most likely to encounter in his work upon graduation.

Prerequisite: Accounting 1 & 2

Business Management

BM 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, personnel, and customer relations.

Prerequisite: BM 10

BM 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. Problems and methods of sales and their relationships to the other functional divisions of business are covered.

Prerequisite: BM 10

BM 6 & 7 Business Law 1 & 2 *(2 Semesters)*
3 Credits each semester

The primary aims of the course are to:

1. Help the student acquire a use value, as well as understand those principles which apply to ordinary business situations.
2. Insure an understanding of the nature of business law and its enforcement.

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

Prerequisite: BM 10

BM 9 Sales Management *3 Credits*

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

Prerequisite: BM 10

BM 10 Principles of Management *3 Credits*

A study of management processes in a business organization. Consideration of the major functions of the business manager, such as policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course to enable students to apply classroom principles to real situations.

Prerequisite: None

BM 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. Other detailed topics such as interviewing, testing, training, remuneration, service activities, and control of personnel functions.

Prerequisite: BM 10

BM 12 Insurance *3 Credits*

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

Prerequisite: BM 10

BM 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, proving systems and promotional activities.

Prerequisite: BM 10

BM 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, for today's *consumer orientation* by the business firm requires a solid basis of factual information.

Prerequisite: BM 10, BM 13

BM 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: BM 10, Economics 10 & 11

BM 16 Money and Banking *3 Credits*

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

Prerequisite: BM 10, Economics 10 & 11

BM 17 Small Business Management *3 Credits*

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

Prerequisite: BM 10

BM 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, Math 11, Math 18, & MIS 20

BM 21 Central Management and Policy Making *3 Credits*

An interdisciplinary approach to the problems of running a business, studies from the position of top management. Case studies.

Prerequisite: BM 10, BM 11, BM 13, & BM 20

BM 22 Managerial Economics *3 Credits*

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decisions and investment evaluation.

Prerequisite: Economics 10 & 11, Math 18

BM 25 Human Relations in Administration *3 Credits*

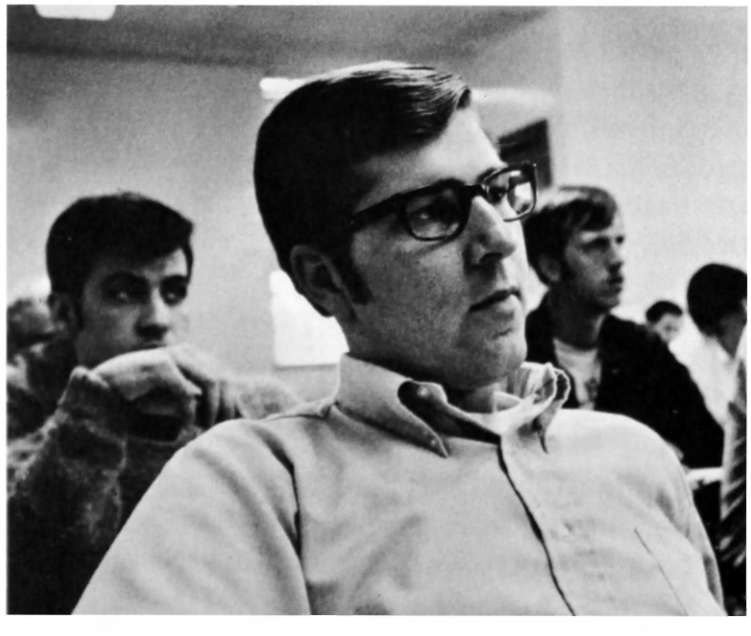
A study of the relationships between the administrator and his superior, employees under his supervision, associates at his own level. Problems in human relations relating to social and cultural differences, discipline, communications and changing business needs.

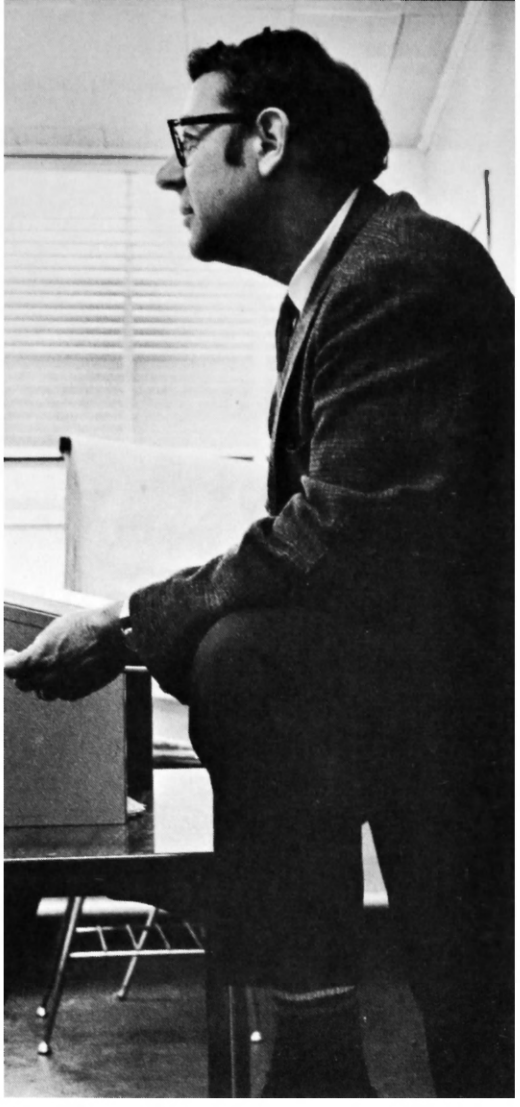
Prerequisite: None

BM 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 it affects business decisions and conduct. It will give a perspective of business in today's complex society, emphasizing the social responsibility of the manager in formulating his operational policies.

Prerequisite: BM 10, Sociology 20





BM 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 of production planning and scheduling. It introduces him to production terminology and to production processes in a non-technical way.

Prerequisite: BM 10

BM 29 Principles of Advertising

3 Credits

This course is designed to give students a thorough understanding of advertising — its planning, its creation, its use. By approaching advertising from the viewpoint of management, it considers the subject as part of the total marketing function and relates it to the profit-making goals of industry. Special emphasis is placed on the creative aspects as a means of problem-solving.

Prerequisite: BM 10 & BM 13

Management Information Systems

MIS 20 Introduction to Data Processing
3 Credits

An introductory survey of the principles of automatic data processing and its interface with the major fields of a business enterprise. Includes the basic concepts and terminology of Management Information Systems in a manual, unit-record equipment and electronic data processing environment. Basic principles, machines and applications are emphasized.

Prerequisite: None

MIS 21 Introduction to Systems
3 Credits

The objective of this course is to provide the student with a basic understanding of the systems concept and the systems analysis technique. This course should provide an understanding of what a total system is, how each part of the system is interrelated, and a complete analysis of each component *(input, output, processing, feedback and control).*

Prerequisite: MIS 20

MIS 22 COBOL Programming *3 Credits*

The object of this course is to introduce the basic rules of COBOL. The introduction includes program divisions, formats, COBOL words and coding. The student will write, *debug* and document several programs.

Prerequisite: MIS 21

MIS 23 Systems Tools 1 *3 Credits*

The objective of this MIS course is to provide the student with a basic understanding of the tools and techniques available to the systems man and how to exercise them. Topics include work simplification, work sampling, forms control, records management, management audits and feasibility studies.

Prerequisite: MIS 21

MIS 24 FORTRAN IV Programming

3 Credits

The MIS analyst must have the availability to understand a problem-solving language as well as a business data processing language. This course includes the nature of FORTRAN data, reading and writing in FORTRAN, control statements, functions and subroutines. The student will write, *debug* and document several programs.

Prerequisite: MIS 21

MIS 25 Systems Tools 2 *3 Credits*

A continuation of MIS 23, this course introduces the student to the new systems concepts and tools being employed in industry today. Topics include Program Evaluation Review Technique and P.E.R.T. costs, contracts and an introduction to operations research.

Prerequisite: MIS 23

MIS 27 Laboratory *3 Credits*

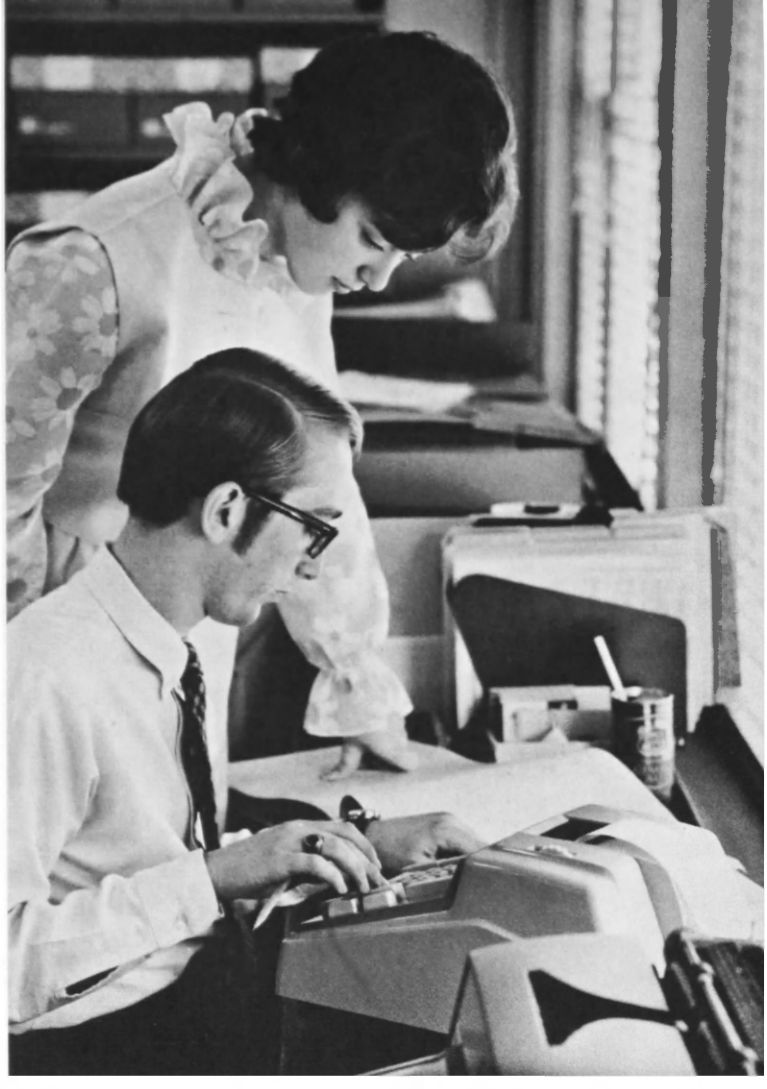
A series of three hour sessions devoted to the designing of forms for computer as well as manual operations, interviewing techniques, P.E.R.T. network design and work simplification projects.

Prerequisite: MIS 25

MIS 28 Systems Programming *3 Credits*

A critical analysis of the data processing operation in a business is studied. The approach known as the *Total System Concept* is explored with the objective of producing an efficient computer system. Topics include file maintenance, other general run types, item design, blocking, filemaking, documents and testing.

Prerequisite: MIS 24



MIS 29 Seminar *3 Credits*

This course is designed to expose the student to a two-fold experience. The first is the familiarization through actual practical experience of as many of the stumbling blocks, problems, achievements and situations involved in the study, analysis, documentation, presentation and implementation of an actual system in local industry. The student will select a Management Information System in local industry where he will define, document, solve, present, defend and implement *(as applicable)* the results of his work. The second aim of this course is to acquaint the student with simulated Management Information Systems situations where he will work as a team member in the analysis and decison-making requirements of business. Lectures will be included, as required; however, class periods will be devoted as much as possible to the mutual exchange of ideas between projects and teams.

Prerequisite: MIS 28

Secretarial Science

SS 1 Shorthand 1 *(Theory and dictation to 60 words per minute)* *3 Credits*

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

Prerequisite: None

SS 2 Shorthand 2 *(Dictation: 60-80 words per minute, and transcription)* *3 Credits*

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

Prerequisite: SS 1 or permission of department chairman

SS 3 Shorthand 3 *(Dictation: 80-100 words per minute, and transcription)* *3 Credits*

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

Prerequisite: SS 2 or permission of department chairman

SS 4 Shorthand *(Dictation: 100-120 words per minute, and transcription)* *3 Credits*

The material used for dictation includes longer and more difficult business letters from technical fields, editorials, reports. Transcription drills are continued to increase speed and accuracy. One hundred twenty words per minute required to receive credit for the course.

Prerequisite: SS 3 or permission of department chairman

SS 5 Shorthand 5 *(Government Dictation: 120-140 words a minute and transcription* *3 Credits*

Emphasis is placed on vocabulary in government and politics. Congressional Record matter is typical of the material used. Short cuts are drilled daily to help the student attain the ability to write unfamiliar matter at above average rates of speed. 140 words a minute required to receive credit for the course.

Prerequisite: SS 4 or permission of department chairman

SS 6 Shorthand 6 *(Legal Terminology and Transcription)* *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 Shorthand 7 *(Medical Shorthand and Transcription)* *3 Credits*

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

Prerequisite: SS 17 & SS 3

SS 7A Technical Shorthand and Transcription *3 Credits*

The student acquires a thorough training in vocabulary in electronics, engineering, aerospace, science, and communications and acquires the facility for taking technical dictation at a rate of 100-120 words a minute.

Prerequisite: SS 3

SS 8 Typewriting 1 *(Theory and speed up to 35 words a minute)* *3 Credits*

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. Thirty-five words a minute.

Prerequisite: None

SS 9 Personal Typing *2 Credits*

Non-secretarial course designed to teach the student correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. No speed requirement.

Prerequisite: None

SS 10 Typewriting 2 *(35-50 words a minute)* *3 Credits*

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. Fifty words a minute.

Prerequisite: SS 8 or permission of department chairman

SS 11 Typewriting 3 *(50-60 words a minute)* *3 Credits*

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

Prerequisite: SS 9 or permission of department chairman

SS 12 Office Administration *3 Credits*

Emphasis is placed on business ethics, duties of receptionist, itineraries, transportation of goods, use of reference books, telephone usage, filing and review of business vocabulary and letter writing. Fundamental

knowledge in office machines such as stencil and fluid duplicators, thermo-fax, and business machines is included. The student is required to perform all tasks with efficiency and intelligence.

Prerequisite: SS 20

SS 14 Executive Office Administration

3 Credits

This course is designed to give the student a broad scope of the duties required which distinguish the secretary from the stenographer. Thorough training is given in the various duties of the executive secretary to qualify her as an administrative assistant.

Prerequisite: SS 3, SS 10, & SS 12

SS 15 Legal Office Administration

3 Credits

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

Prerequisite: SS 3, SS 10, & SS 12

SS 16 Medical Office Administration

3 Credits

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

Prerequisite: SS 3, SS 10, & SS 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 — stems, prefixes, suffixes. The course includes medical abbreviations, homonyms, eponyms. This course is a prerequisite for SS 7.

Prerequisite: None

SS 18 Medical Laboratory Procedures
3 Credits

Professional training is given in the Secretarial Medical Assistant program. Theory and practice in medical procedures include medical ethics, transmission of disease with means of protection, helping with physical examinations and treatments, principles of medications, first aid rules, routine laboratory techniques. Field trips to clinics and local hospitals arranged.

Prerequisite: SS 17

SS 20 Career Development *1 Credit*

The purpose of this course is to introduce the student to the qualities necessary for a successful secretary in an executive position. Thorough training is given in proper dress and makeup, speech and handling the telephone. Students are taught to self-evaluate and to develop their personality to the fullest. This course is a prerequisite for SS 12.

Prerequisite: None

Business Teacher Education

Education 1 Principles, Methods and Techniques of Teaching Business Subjects *3 Credits*

This course traces the major developments of American secondary education. The function and objective of business education will be discussed. Other topics to be covered are teaching methodology, current ideas and practices in curriculum construction, lesson planning, discipline, classroom management, diagnosis of learning problems and motivational devices. The course is designed to familiarize the student with the most effective methods, techniques and materials for the teacher of business subjects. Methods and materials of instruction will be analyzed and tested by teaching demonstrations.

Prerequisite: None

Education 2 Educational Psychology: Principles of Learning *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. There will be explanations of the psychological problems of learning and a study of various ideas and theories that have been used to explain the learning process. The greatest emphasis in this course is on the nature of and conditions for effective human learning, and its evaluation in the areas of intellectual, emotional and social growth.

Prerequisite: Psychology 9 & 11

Education 3 Student Teaching *3 Credits*

All business education majors will, in the first semester of their senior year, have the opportunity to participate in eight weeks of full time practice teaching at nearby public schools. During this eight week period 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. Student teachers will confer regularly with the coordinator of the program who will evaluate their performance and progress.

Prerequisite: None

Education 4 History and Philosophy of Education *3 Credits*

This is an eight week intensive course which surveys the major educational ideas and programs of leading educators in Europe and America. Historical and philosophical foundations of American education will be emphasized as well as contemporary issues and problems confronting educators. Open only to first semester seniors.

Prerequisite: None

Education 5 Evaluation, Measurement and Testing *3 Credits*

This is an eight week intensive course which concerns itself with the basic principles of measurement and evaluation in the secondary school. The determination, meaning and use of basic statistical concepts will be discussed as they apply to problems of evaluation and measurement. The construction, interpretation and use of standardized and teacher made tests will also be examined.

Prerequisite: None

The Liberal Arts

New Hampshire College is committed to providing its students with the kind and quality of undergraduate education that will enable them to enter the world of business. The college is equally committed to providing its students with the intellectual tools and learning that will make them educated men, knowledgeable in fields outside, as well as related to, their chosen profession. For this reason the liberal arts are an important and integral part of the curricula offered at the college. A solid foundation in the social sciences, the humanities and the sciences will present the student with an opportunity to broaden his intellectual horizons and acquire knowledge and understanding of his culture and society, both past and present.

All candidates for the degree of Bachelor of Business Science must present a total of sixty-three credits in the liberal arts, distributed as follows.

Twenty-four credits in the Social Sciences *(nine credits in history or government, nine credits in sociology or psychology, six credits in economics).*

Fifteen credits in the Humanities *(nine credits in English, three credits in literature, three credits in philosophy).*

Twelve credits in Mathematics and Science *(nine credits in mathematics, three credits in science).*

The remaining twelve credits may be earned among any of the liberal arts courses that are offered.

Students majoring in Business Teacher Education will take three credits in mathematics, six credits in science and fifteen credits in free liberal arts electives.

The Humanities

English

English 9 College English Preparation
3 Credits

This course is a review of basic composition for college freshman English. Most of the course content is review material and is only for students who need such additional work. The course is taken on a pass or fail basis and the three credits earned are in addition to those required for graduation.

Prerequisite: None

English 10 & 11 Composition
(2 Semesters) 3 Credits each semester

A basic freshman course in composition, appreciation of literary styles, vocabulary improvement and understanding of current English usage. It is designed to review and improve the student's oral and written language, to improve the mechanics of writing *(grammar)*, and to expand language concepts generally. Required of all freshmen.

Prerequisite: None

English 12 Public Speaking *3 Credits*

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

Prerequisite: None

English 13 American Literature *3 Credits*

A study of nineteenth century American writing through the romantic and early realistic periods. The theme of the course is the conflict between the individual and his society.

Prerequisite: None

English 14 American Literature *3 Credits*

This course covers American writing of the twentieth century through the realistic, naturalistic and contemporary periods. The theme of the course is the problems of the individual in an industrial society.

Prerequisite: None

English 15 Survey of the Theatre

3 Credits

A study of drama as literature beginning with the Greeks and continuing to the present. Included are Sophocles, Shakespeare, Sheridan, Ibsen, Chekhov, O'Neill and Brecht.

Prerequisite: None

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.

Prerequisite: None

English 19 Shakespeare *3 Credits*

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

Prerequisite: None

English 20 Written Communication

3 Credits

This course will be a practical study of the preparation, organization and production of all types of business reports. It will cover all the basic kinds of business reports from the formula daily activity report through to the major business research report. The emphasis will be on the student's own writing, in which he will be expected to apply the basic principles covered in prerequisites English 10 & 11 to the specialized form of the business report.

Prerequisite: English 10 & 11

English 23 English Literature *3 Credits*

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

Prerequisite: None

English 24 English Literature *3 Credits*

This course covers the Romantic, Victorian and Modern periods. Again the emphasis is on poetry but there is a section devoted to the development of the novel. English 23 is not a prerequisite for English 24.

Prerequisite: None

English 29 Introduction to The Humanities *3 Credits*

This course will serve as an introduction to the Humanities: the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged.

Prerequisite: None

English 30 Advanced Writing *3 Credits*

A course offer to those students who seek experience in writing beyond the normal offerings of Freshman Composition. The various forms of the written art are studied and practiced. Open only to those who attain at least a B in Freshman Composition and limited to 12 students.

Prerequisite: B grade in English 10 & 11

English 31 Introduction to Literature *3 Credits*

A representative study of poetry through selected poems; prose through Conrad's short stories and Hardy's *The Return of the Native*; and drama through *Richard III*. Emphasis is on literary terminology, criticism and appreciation.

Prerequisite: None

Foreign Languages

German

German 10 Conversational German

3 Credits

A conversational course in German accenting the spoken language and a knowledge of Germany — its history, culture and philosophy.

Prerequisite: None

Spanish

Spanish 10 & 11 Elementary Spanish

(2 Semesters — both required for credit)

3 Credits each semester

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

Prerequisite: None

Spanish 12 & 13 Intermediate Spanish

(2 Semesters — both required for credit)

3 Credits each semester

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

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

Philosophy

Philosophy 10 Introduction to Philosophy
3 Credits

A general introduction to philosophy with selections from classical and contemporary philosophers. An analysis of essential problems and types of philosophy.

Prerequisite: None

Philosophy 14 Fundamentals of Logic
3 Credits

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

Prerequisite: None

Philosophy 15 Religion in Contemporary America *3 Credits*

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

Prerequisite: None

Philosophy 16 Ethics *3 Credits*

The basic objective of this course is to introduce the student to the theory and practice of ethical decision-making. The course will approach the subject through a 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. In this way the student will better prepare himself to answer the basic question of his life. *What ought I to do* or *What is the right thing for me to do.*

Prerequisite: None

Art and Music

Art 10 Experiences in Art *3 Credits*

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

Prerequisite: None

Music 10 Explorations in Music *3 Credits*

This is basically an appreciation of music course with no previous knowledge of music required. A survey of styles, forms and aesthetic theories of music history through study of a selected number of composers.

Prerequisite: None

The Social Sciences

Economics

Economics 10 Introduction to Economics 1
3 Credits

A survey of the principles of economics. This first course covers macroeconomics — national wealth, income, the components of spending *(consumption, investment, government)*, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Prerequisite: None

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, the problem of monetary standards and tariffs.

Prerequisite: Economics 10

Economics 14 Labor Problems *3 Credits*

Introduces students to the history and 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 *(discussion of the main laws that have been passed to control union activities and collective bargaining),* problems of mediation and arbitration, and civil rights.

Prerequisite: Economics 10 & 11

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),* economic growth in capitalist and socialist economies, planning and control in the market economy.

Prerequisite: Economics 10 & 11

Geography

Geography 21 & 22 Urban Geography
(2 Semesters) *3 Credits each semester*

This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market town to megalopolis. The first semester will concentrate on the American city as it exists in the twentieth century. The second semester will be a comparison with other cities of the world, a look at the pre-industrial city, and an inquiry into the historical approach to urban development.

Prerequisite: None

Geography 25 Economic Geography
3 Credits

This introductory course is concerned with the areal variation and spatial interaction of the production, exchange, and consumption of goods. The topical fields of urban manufacturing, transportation, marketing and recreational geography are considered. The emphasis is on measurement, theory and planning.

Prerequisite: None

Geography 28 Cultural Geography
3 Credits

This course is concerned with the human landscape features of the earth's surface including population, material-cultural features, the producing economy and transportation.

Prerequisite: None

Government

Government 9 & 10 American Government
(2 Semesters) 3 Credits each semester

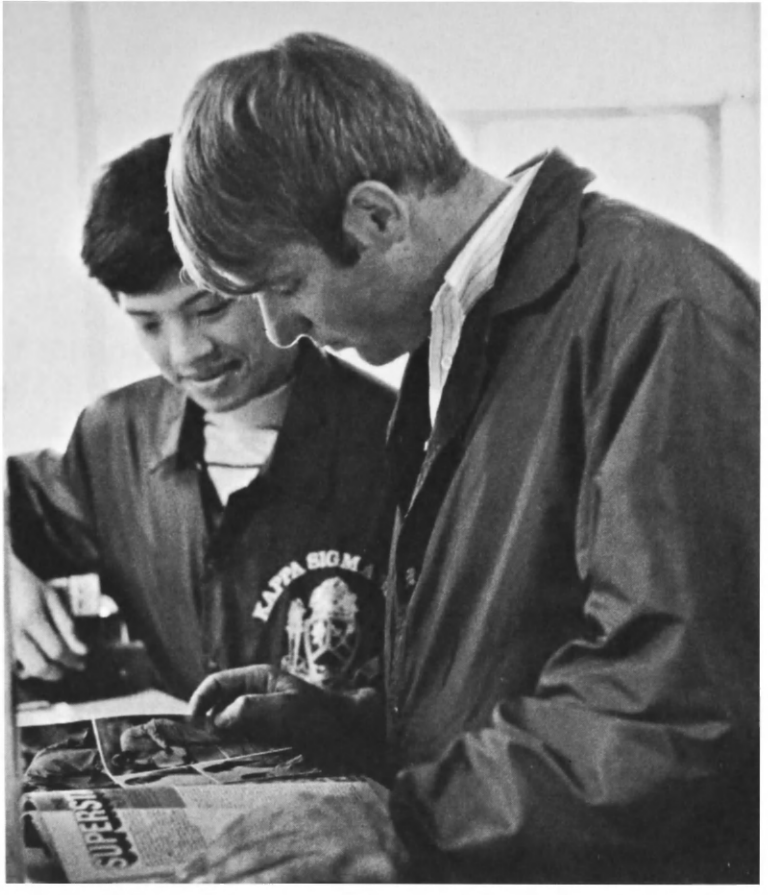
The purpose of the course is to study the organization and operation of federal, state, and local governments in the United States. The first half of the course will be devoted to an analysis of the organization of the federal government and the formal and informal powers of each branch. Emphasis will be placed upon the relationships between the President, Congress and the judiciary — an attempt will be made to explain how all three are involved in the decision-making process. The second half of the course will be devoted to the study of the federal system and the organization and functions of state and local governments. In this part of the course, major emphasis will be given to the changes in the federal relationship in response to the changing needs of the people.

Prerequisite: None

Government 11 International Relations
3 Credits

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

Prerequisite: None



Government 13 Comparative Government
3 Credits

A descriptive and analytical survey of the national governments and political practices of the United States, England, France, and the Soviet Union. The course will explore the differences and similarities of each system and attempt to familiarize the student with the philosophical and institutional underpinnings of the governments discussed.

Prerequisite: None

Government 14 Political Theory *3 Credits*

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

Prerequisite: None

Government 16 Constitutional Freedoms
3 Credits

The course is intended to give the student a basic understanding of the fundamental freedoms or rights protected by the United States Constitution and of the structure and operations of the judiciary within the American political process.

Prerequisite: Government 9 or 10

History

History 9 & 10 History of Western Civilization
(2 Semesters) 3 Credits each semester
A course designed to emphasize an understanding and appreciation of those movements in ancient, medieval and modern history that contributed to the development of modern culture.
Prerequisite: None

History 13 American History 1 *3 Credits*
The political, economic and social development of the United States from the colonial period to the end of the Civil War.
Prerequisite: None

History 14 American History 2 *3 Credits*
The political, economic and social development of the American people from the end of the Civil War to the present. History 13 is not a prerequisite.
Prerequisite: None

History 17 & 18 Foreign Relations of the United States
(2 Semesters) 3 Credits each semester
This course traces the 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. The conflict between ideals and national self-interest is a point of departure for an analysis of basic American policies. The underlying purpose of the course is to acquaint the student with the process by which the President and the Congress formulate policy and how public opinion can influence and shape major policy decisions.
Prerequisite: History 13 & 14 or Government 9 & 10

History 20 Europe in the Twentieth Century
3 Credits

European history in the twentieth century will be treated from the point of view of a civilization in a constant state of crisis. World War I, the inter-war period, World War II, and the attempts to solve the conflicts of modern society after that war in terms of new economic, political and cultural patterns will represent the core of the study.

Prerequisite: None

History 23 The Far East in Modern Times
3 Credits

This course traces the history of China and Japan from the 1840s to the present. The political, economic and social impact which the western nations had upon Chinese and Japanese developments will be analyzed. Topics to be covered include the Opium War, the opening of Japan, western imperialism in China, the origin and nature of the Chinese Revolution, the rise of militarism in Japan, the emergence of Communist China as a world power and the Sino-Soviet split.

Prerequisite: None

Psychology

Psychology 9 & 10 Introduction to Psychology
(2 Semesters) 3 Credits each semester

This course provides an introduction to the contemporary science of psychology covering three aspects of the problems of psychology, the factual and theoretical backgrounds to the understanding of these problems, and the methods necessary to the solutions of these problems. Thus, the course serves as a basis for further study in related fields and is a prerequisite for Sociology 13.

Prerequisite: Sociology 9 or 10

Psychology 11 Human Growth and Development *3 Credits*

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

Prerequisite: Psychology 9

Psychology 13 Patterns of Adjustment
3 Credits

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

Prerequisite: Psychology 9

Psychology 16 Psychology of Personality
3 Credits

An intensive investigation and review is made of the development and dynamics of personality. Various methods and approaches to the study of and analysis of personality are examined and there is a general review of learning, biological, perceptual, emotional factors of personality development.

Prerequisite: Psychology 9

Psychology 17 Industrial Psychology
3 Credits

The approach of this course will be to examine the application of scientific psychology to industrial problems. Specific areas covered are analysis and measurement of jobs and job proficiences, rating methods, effective personnel selection procedures, interview techniques, application of psychological testing, conditions affecting work productivity, mental illness — its impact upon industry and counseling techniques within industry to combat same, and motivational analysis of employer and employee in western culture.

Prerequisite: Psychology 9

Sociology

Sociology 9 & 10 Introduction to Sociology
(2 Semesters) 3 Credits each semester

The course aims to impart the basic concepts and tools of sociological inquiry, to convey a comprehensive picture of society by examining the workings of the major forms of social organization, and to pursue both the causes and consequences of social change and social order.

Prerequisite: None

Sociology 13 Contemporary Social Problems of the United States *3 Credits*

A study of contemporary human problems in their historical context. Such problems as crime and delinquency, poverty, racial and religious prejudice and alcoholism are considered.

Prerequisite: Sociology 9

Sociology 17 The Family in Social Context *3 Credits*

Through a comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world the student will be given a greater understanding of the family as a universal social institution.

Prerequisite: Sociology 9 & 10

Sociology 18 Social Change *3 Credits*

The 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 9 & 10

Mathematics

Math 8· Business Mathematics *3 Credits*

This course in business mathematics is designed for a student preparing for a career in the secretarial areas of business. It offers elementary mathematical techniques to enable the student to understand basic topics in business more thoroughly.

Prerequisite: None

Math 9 Introduction to College Mathematics *3 Credits*

This course offers a student the opportunity to acquire an adequate background for college level mathematics. The student learns terminology and develops competence with basic mathematics. This course, by its nature, satisfies *no* credit requirements for graduation.

Prerequisite: None

Math 10 Mathematics: Introduction to Algebra *3 Credits*

This course has been developed to present a more sophisticated mathematical tool — *algebra* — to the business student. It should enable the student to utilize mathematics in business operations to a greater degree.

Prerequisite: None

Math 11 Advance Mathematics: First Course *3 Credits*

This course has been designed as an introduction to higher mathematics for the business student. It includes an analysis of business functions which are linearly related thus introducing the student to linear programming. The course presents an opportunity to learn the methods and terminology of automated systems analysis as a tool of mathematics. Such topics as logarithms, compact notation and mathematics of finance are included to build additional skills for the student.

Prerequisite: Mathematics: 10 (or an equivalent background in high school.)

Math 12 Advanced Mathematics: Second Course
3 Credits

This course is offered for the student seeking a one semester terminal course in higher mathematics, but may be used as a preparatory course to Math 13 and 14. It will introduce the student to such mathematical tools as differential and integral calculus, and probability and their applications to some basic problems in business and economics.

Prerequisite: Mathematics 11

Math 13 Applied Mathematics: First Course
3 Credits

This course will continue to expose the student to the applications of mathematics to problems from various areas of business. It includes Boolean algebra with its applications, functions and their use in business and economics, and advanced linear programming.

Prerequisite: Mathematics 11 by permission of one instructor, or Mathematics 12

Math 14 Applied Mathematics: Second Course
3 Credits

This course will continue to fulfill the objective of Mathematics 13. It will point out to the student the advantages and limitations of these developed quantitative techniques in decision-making. The course will increase student's knowledge of calculus with applications in business operations and probability with statistical applications.

Prerequisite: Mathematics 13

Math 18 Statistics *3 Credits*

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting and promoting statistical data. The application of statistical techniques in hypothesis testing, cancellation and regression analysis, time service analysis and index numbers.

Prerequisite: Mathematics 10 & 11, MIS 20

Science

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. A qualitative approach is employed whenever possible in order that an appreciation is obtained of how scientific data is evolved and how this data is used by man to further his knowledge of the universe. A discussion of historical developments within various sciences is integrated where practical, thereby enabling the student to understand how the science evolved and its resulting impact on society. Basic knowledge of algebra is recommended but not required.

Prerequisite: None

Science 11 Survey of the Biological Sciences
3 Credits

Consists of a study of selected topics within the various biological sciences. Emphasis is placed on areas in basic biology and related fields. A discussion of historical developments within the science is integrated when possible. In addition, the student is exposed to the relationships between modern society and the resulting physiological impact on the ecology of our biological environment.

Prerequisite: None

Science 12 Introduction to Anatomy and Physiology *3 Credits*

The course is intended to introduce the student to the fundamental principles of anatomy and physiology. It covers the study of the structural and physiological unit of the body with the organization of tissues, organs and systems, the integumentary *(skin)* — Musculo-Skeletal and the nervous system.

Prerequisite: Open only to Medical Secretarial students.

Science 13 Anatomy and Physiology

3 Credits

A study of anatomy and physiology and the relationships of all the body systems and their functions including the abnormal functions. The aim of the course is to give the student a keen knowledge of the subjects involved, and also the psychology of the sick person.

Prerequisite: Science 12; open only to Medical Secretarial students.

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New Hampshire College

APPLICATION FOR ADMISSION

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

Name ..... Social Security .....
(Last) (First) (Middle)

Home Address ..... Tel. No. .....
(Street) (City) (State) (Zip)

Date of Birth ..... Sex: ( ) M ( ) F Marital Status.....

Name of Father (or guardian) .....

Address of Father (or guardian) .....
(Zip)

Place of Employment.....Occupation.....

Name of Mother .....

Address of Mother .....
(Zip)

Place of Employment ..... Occupation.....

If retired, previous occupation(s).....

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

Parents' bank or credit reference .....

Address .....
(Zip)

Have you made application to New Hampshire College before? ..... Year.....

When do you plan to enter College? .....
Date

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

Course taken in High School .....

Name of High School Guidance Director ....Principal.....

High Schools and Preparatory Schools attended. List in order of attendance.

School ..... Dates Attended.....

Address ..... Year Graduated.....

School ..... Dates Attended.....

Address ..... Year Graduated.....

NEW HAMPSHIRE COLLEGE 1932

FOR ADMISSIONS OFFICE ONLY

Action	Date	Initial

F.A. R.A. P.A. Re. N/S

Fee: Rec'd $ Date By

Have you attended other colleges or universities?.....Give names and dates of attendance.

.....

.....

Name Address Dates of Attendance

Do you intend to apply for transfer of credits earned there? .....

If you have attended another college or university an official transcript covering all academic work must be submitted before this application can be processed.

If you have left school are are not applying directly from school, indicate how you have been occupied since leaving.

.....

.....

.....

Are you a veteran? Yes ( ) No ( ) Number of Years in the service .....

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

Have you made application to any other college? .....
(Yes or No)

State names of any relatives or friends who attend or have attended New Hampshire College and relationship .....

How did you first learn of New Hampshire College? .....

.....

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

.....

.....

.....

Have you any physical handicaps? If so, please explain .....

.....

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

BACHELOR OF BUSINESS SCIENCE DEGREE

( ) Accounting
( ) Business Management
( ) Management Information Systems
( ) Secretarial Science
( ) Business Teacher Education

ASSOCIATE IN BUSINESS SCIENCE DEGREE

( ) Accounting
( ) Business Management
( ) Data Processing
( ) Executive Secretarial
( ) Legal Secretarial
( ) Medical Secretarial
( ) Technical Secretarial

CHECK: ( ) RESIDENT STUDENT

( ) College to provide housing.
( ) Wish Home-Study Plan for Females.

( ) COMMUTING STUDENT

College housing not required.

Signature .....

Address .....

City..... State..... Zip.....

To expedite processing of your application please have the high school or college you are now attending submit a transcript of your grades when application is made. An application fee of $15 must accompany this application.

Academic Calendar 1970-1971

Orientation Week, Registration	September 8-13
Fall semester classes begin	September 14
Thanksgiving Recess	November 26-27
Winter Vacation begins	December 18
Classes resume	January 4
Fall semester classes end	January 13
Fall semester final examinations	January 15-22
Spring semester begins	February 1
Spring vacation begins	April 10
Classes resume	April 19
Spring semester classes end	May 20
Spring semester final examinations	May 22-29
Commencement	June 6

Summer School

Evening Division	June 14 - August 5
First semester, day division	June 21 - July 30
Second semester, day division	August 2 - September 3

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NEW HAMPSHIRE COLLEGE

1932