



New Hampshire College



1993-94 Catalog

New Hampshire College cordially welcomes campus visits and personal interviews. The Admission Office, located in Frost 37, is open year round and staff are available for tours and interviews Monday through Friday, 9 a.m. to 3 p.m. and Saturday, 9 a.m. to 1 p.m. Call the Admission Office (603) 645-9611 to make specific arrangements.

The Culinary Institute admission hours are Monday through Friday, 8 a.m. to 4:30 p.m. Call 603-668-2211 extension 3295 for an appointment.

Students interested in receiving financial aid should contact the Financial Aid Office, located in Frost Hall. Office hours are Monday through Friday, 8 a.m. until 4:30 p.m. Call 603-645-9645 for financial aid information.

Non-Discrimination

New Hampshire College does not discriminate on the basis of race, color, national origin, citizenship, religion, marital status, age, sex or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Academic Dean, New Hampshire College, 2500 North River Rd., Manchester, N.H. 03106-1045.

Family Educational Rights and Privacy Act

New Hampshire College complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be referred to the registrar.

Sexual Harassment

New Hampshire College seeks to create and maintain an academic and work environment in which all members of the community are free of harassment based on gender. It is the policy of New Hampshire College that no member of the community may sexually harass another. The intent of this policy is to foster responsible behavior in an environment free of discrimination. Sexual harassment is illegal as it makes the educational and working environment hostile, intimidating and offensive.

The information contained in this catalogue is correct as of the date of publication. All information including but not limited to costs, rules, and regulations, program requirements, course content and staff, is subject to change at any time. The college reserves the right to modify aspects of college operations, as well as to change tuition and other charges without notice.

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**Academic Calendar Undergraduate Day School
1993-1994**

Fall

Returning Student Check-in	September 7
Staff Meeting Day	September 7
Classes Begin	September 8
Mid-Term Holiday	October 11
Thanksgiving Recess	November 24-26
Classes Resume	November 29
Last Class Day	December 15
Reading Day	December 16
Final Exams	December 17-22
Intersession	January 3-14

Spring

Returning Student Check-in	January 17
Staff Development Day	January 17
Classes Begin	January 18
Mid-term Holiday	March 7-11
Classes Resume	March 14
Last Class Day	May 4
Reading Day	May 5
Final Exams	May 6-12
Graduation	May 14

**Academic Calendar Undergraduate Day School
1994-1995**

Fall

Returning Student Check-in	September 6
Staff Meeting Day	September 6
Classes Begin	September 7
Mid-Term Holiday (Columbus Day Observed)	October 10
Thanksgiving Recess	November 23-25
Classes Resume	November 28
Last Class Day	December 15
Reading Day	December 16
Final Exams	December 17-22
Intersession	January 2-13

Spring

Returning Student Check-In	January 16
Staff Meeting/Development Day	January 16
Classes Begin	January 17
Mid-Term Holiday	March 6-10
Classes Resume	March 13
Last Class Day	May 3
Reading Day	May 4
Final Exams	May 5-10
Graduation	May 13

New Hampshire College

Mission

New Hampshire College provides its graduates with the intellectual and social foundations which prepare them to lead fulfilling lives as competent, committed and compassionate members of a global society. As an institution dedicated to teaching, New Hampshire College offers accessible, innovative and challenging educational experiences of high quality.

New Hampshire College is a private, independent institution dedicated to teaching undergraduate and graduate academic programs of high quality and to giving personal support to its students. The college develops instructional programs which blend theory with practice, thus preparing graduates for personal growth and professional development.

Whether in business, liberal arts, teacher education or related disciplines, the college is committed to the education of the whole person in a caring, challenging and friendly environment. So that its students may make positive contributions to society, the college acknowledges the importance of intellectual, professional and ethical development, community service, cultural involvement and social responsibility.

The college fosters learning partnerships among students, faculty and staff. Students become actively involved in the learning process which encompasses opportunities for community service and work experience. The college faculty includes individuals who bring practical, professional experience to the learning environment.

The college offers a diverse living and learning environment that reflects many ages, races and cultures. The multi-cultural, multi-national community promotes mutual respect and understanding of others as an integral part of its globally-oriented educational purpose.

New Hampshire College leads in the development of educational programs and services which reflect the changing demands and needs of students and society, thus enabling graduates to compete in the global economy.

Goals of the Undergraduate School

Instructors, students and administrators in the undergraduate school recognize and subscribe to the mission of the college. In addition, the undergraduate school has the following specific, supporting goals:

- To offer high quality academic programs worthy of regional, national and international recognition.
- To support a campus community which is flexible, responsive, caring and dedicated to student development.
- To teach with high expectations for student performance; to involve them actively in the learning process, to provide frequent feedback on their progress, and to recognize their success.

- To achieve enrollment strength through active recruitment and improved retention.
- To achieve greater financial strength in support of academic programs and co-curricular activities through careful management of resources and expanded development efforts.
- To be a responsive, affordable private college which successfully prepares graduates for personal growth and career advancement.
- To be a dynamic college which successfully prepares graduates for personal growth and career advancement.
- To be a dynamic and innovative college which actively seeks partnerships with other schools, colleges, businesses and organizations in the United States and abroad.
- To be a multi-cultural and multi-national college which welcomes diversity and demonstrates mutual respect and understanding.

To meet these goals, the faculty is committed to the art of teaching and strives to stimulate critical thought and inquiry in the classroom. Although teaching is primary at New Hampshire College, the living-learning environment that exists given the undergraduate school's significant international student body provides the basis for intercultural and effective development of its students.

A Teaching Institution

For all its apparent diversity and educational pluralism, a single, strong and unbroken theme runs throughout the entire college, linking its schools, institutes and programs: New Hampshire College is first and foremost an institution committed to teaching.

At New Hampshire College, the student and the students' needs to learn, to grow, and to experience that exhilarating sense of competence and commitment that always accompany mastery are the foundations upon which the educational adventure is based and assumes its meaning. This reality, above all others, is what the college is all about, and it is this reality which has enabled the college to self-consciously define itself as an educational community in which creative teaching is the most important and wondrous of all activities.

As a teaching institution, New Hampshire College takes seriously the fact that not only do we learn in different ways, but that learning occurs both inside and outside of the classroom, and can take place only if an individual successfully integrates the intellectual, social and emotional aspects of his or her development.

Commitment to Intercultural and International Education

The world as we know it has become a "global village." We live in a time when events often transcend national boundaries, and our thinking, both as professionals and as human beings, must now take very seriously the fact that we all are seeking a sense of meaning and relatedness in an increasingly interdependent world. Whether

we know it or not, we have become “citizens of the world,” people whose careers will both influence, and be influenced by, countries and cultures beyond our national borders.

New Hampshire College, both as part of its mission and as a conscious educational decision, has chosen to embrace the full meaning and potential of preparing its students to live in an increasingly complex world of competing beliefs, ideologies and values. Toward this end, it has positioned itself as an institution in the forefront of educational efforts aimed at increasing the exchange of ideas and experiences between the United States and other nations around the world.

New Hampshire College is presently the host institution for students from almost 40 different countries. From Malaysia to Nigeria, from Holland to Venezuela, from Ghana to Japan, our student body is a reflection of our world as it is, and as it is becoming. The presence of these students, coupled with our American students, has created a climate of growth and change. The benefits of international and intercultural exchange do not show up in grades or grade point averages; they manifest themselves in the maturity and wisdom we develop as a consequence of learning about and sharing ourselves with people from other cultures.

New Hampshire College’s commitment to this form of educational pluralism is symbolized by the creation, in 1981, of the American Language and Culture Center (ALCC), and the establishment, in 1983, of the Center for International Exchange (CIE).

The American Language and Culture Center is designed to assist international students achieve English proficiency levels appropriate for admission to the various degree granting programs offered by the college. In addition, it provides students with the experience, exposure and information necessary to adjust to a new and often different environment.

The Center for International Exchange was created to explore the broader educational and social opportunities inherent in a serious and self-conscious commitment to developing innovative and progressive programs of intercultural sharing. The center also provides a variety of support services for international students.

New Hampshire College, in its educational philosophy, is responsive to the needs and aspirations of all its students. Our goal is to prepare students to achieve their full professional and human potential in a world that is changing and becoming increasingly interdependent. Toward this end, the college will continue to support and recognize those within its community whose efforts and actions are consistent with this institutional goal.

History of the College

New Hampshire College was founded in 1932 by H.A.B. Shapiro as the New Hampshire School of Accounting and Secretarial Science. The school remained relatively small until 1961 when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

In 1963 the state of New Hampshire granted the college its charter which gave it degree-granting authority. That same year the first associate’s degrees were awarded and three years later the first bachelor’s degrees were conferred.

The college became a non-profit institution under a board of trustees in September, 1968. In 1969 the name was shortened to New Hampshire College. In 1971 the college moved from its downtown Manchester site to a new 200 acre campus on the Merrimack River, and during 1974 the college introduced a master of business administration program. In 1978 the college assumed the degree programs in human services originally started by Franconia College. These two programs were later organized into the Graduate School of Business and the School of Human Services.

During the Spring of 1981 the General Court of New Hampshire authorized New Hampshire College to award the master of human services degree and the master of science degree in business-related subjects. That same year, to accommodate the two new rapidly expanding programs, the college purchased the former Mount Saint Mary College in Hooksett, just under five miles from the south campus.

In 1983 the college established the Culinary Institute which offers a two-year degree program to prepare students for career opportunities in the hospitality field.

In 1988 the School of Human Services was transferred to Springfield College in Springfield, Massachusetts. In 1992, new liberal arts and teacher education majors were added to the undergraduate school.

Over the years New Hampshire College has extended its academic programs to off-campus locations to better serve adult learners. Currently programs are being offered in Concord, Laconia, Manchester, Nashua, Portsmouth and Salem, NH, Brunswick, Maine, and Roosevelt Roads, Puerto Rico.

New Hampshire College now has a day college enrollment of nearly 1,000 students, 1,500 in the graduate school of business, and nearly 4,000 in the division of continuing education. In recent years international student enrollment has enriched the cultural diversity of the college.

Today New Hampshire College offers associate's degrees in culinary arts and several business-related fields. Bachelor of science degrees in eighteen areas of business and liberal study and master's degrees in business administration, accounting, business education, computer information systems, community economic development and international business to meet the needs of professionals who seek career advancement. Seventy full-time faculty, supported by dedicated and experienced part-time faculty, serve the educational needs of the college's diverse student body.

Accreditation and Membership

Accredited by:

- New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the association indicates that the institution has been carefully evaluated and found to meet the standards agreed upon by qualified educators.
- The New Hampshire Post-Secondary Department of Education Commission.
- The New Hampshire State Department of Education for Teacher Certification.

New Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

New Hampshire College is also:

- Approved for the education of veterans and the children of veterans.
- Approved for the rehabilitation training of disabled students.
- Listed in the Department of Education's Education Directory, Part 3, Higher Education.

Campuses

The south campus is located in the Manchester/Hooksett area of southern New Hampshire. Manchester, known as the Queen City, has a growing population of 100,000 and is hub to a wheel of progress with industrial and business growth to its south, and vacation and tourist areas to its north. Convenient interstate highways bisect Manchester's bustling perimeters; air service connects Manchester to all major cities in the United States. New Hampshire College's south campus borders Interstate 93 and is within an hour of Boston.

South campus facilities include 200 acres with twenty major buildings: classroom/administrative buildings, residence halls, a computer center, a library complex with a TV studio, a student center with dining facilities and an athletic/recreational complex featuring two gymnasiums, a competition-size swimming pool, a hockey rink, athletic fields and lighted tennis courts.

The north campus is 4.7 miles from the south campus on Daniel Webster Highway, Route 3. Located on 500 wooded acres, this campus is comprised of faculty and administrative offices, classrooms and dining facilities. Alumni Hall houses the graduate school of business, while the community economic development program, the American Language and Culture Center and the Culinary Institute are quartered in New Hampshire Hall.

Academic Programs

Undergraduate School

The undergraduate school, under the leadership of its faculty and dean, prepares its students for distinctive careers by offering the following major courses of study leading to the bachelor of science degree:

- Accounting
- Business Administration
- Business Studies (with concentrations in:)
 - Accounting
 - Business Administration
 - Business Finance
 - Computer Information Systems
 - Human Resource Management

- International Business
- Marketing
- Materials Management
- Production and Inventory Control
- Restaurant Management
- Small Business Management
- Sport Management
- Communication
- Computer Information Systems
- Economics/Finance
- English Language and Literature
- Food and Beverage Management
- Hospitality Administration (Applied Science)
- Hotel Management
- Humanities
- International Business
- Management Advisory Services
- Marketing
- Retailing
- Social Science
- Sport Management
- Teacher Education
 - Business
 - English
 - Marketing
 - Mathematics
- Technical Management
- Travel and Tourism

Minors:

- Accounting
- Business/Marketing Teacher Education
- Computer Information Systems
- Economics
- Finance
- Marketing

Associate of Science Degree Programs

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

- Accounting
- Business Administration
- Computer Information Systems
- Culinary Arts

- Fashion Merchandising
- Liberal Arts

Certificate Programs

- Accounting
- Computer Programming
- Education and the Family
- Human Resource Management
- Microcomputer
- Production and Inventory Control
- Retailing

The Culinary Institute

Established in 1983, The Culinary Institute is a result of the college's commitment to meet newly-defined consumer and student needs in the New Hampshire area as well as the adjacent tourist locale. Students are prepared to meet the challenge of careers in the food service industry.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, is designed to combine academic knowledge with "Real World Experience." Students learn and then practice: basic and advanced skills in food preparation and service; bookkeeping and effective cost control; menu planning; layout and work flow of kitchens, and professional equipment found in the food service industry.

The Graduate School of Business

Inaugurated in 1974, and established as a separate graduate school in 1981, the college's graduate programs in business have grown steadily both in size and stature. Its basic orientation of combining both concept and practice have enabled it to develop programs of study that reflect the changing and emerging needs of contemporary businesses, both on a domestic and international scale.

The Graduate School of Business offers the following degree programs:

- Master of Business Administration (M.B.A.)
 - Basic program in Administration
 - Administration plus Graduate Certificate in:
 - Accounting
 - Artificial Intelligence/Expert Systems
 - Computer Information Systems
 - Finance
 - Health Administration
 - International Business
 - Manufacturing and Service Management
 - Marketing
 - Personnel Administration/Industrial Relations
 - School Business Administration
 - Taxation

- **Master of Science (M.S.)**
 - Accounting-preparation for qualification as a certified public accountant
 - Business Education
 - Community Economic Development
 - Computer Information Systems
 - International Business

All programs of the Graduate School of Business are designed to:

- promote students' understanding of organizations, environments and their interaction.
- help students to model and simulate organizations, environments and their interaction.
- enhance students' skills in directing and administering the affairs of organizations, based on these abilities.

The alumni of the programs offered through the Graduate School of Business offer students a substantial breadth of contacts in the business community, which itself provides exceptional resources for research, cooperative education opportunities and post-graduate employment.

For further information about the Graduate School of Business and its programs call 603-644-3102 or write New Hampshire College, Graduate School of Business, 2500 North River Road, Manchester, NH 03106-1045.

Community Economic Development

The Community Economic Development programs of the Graduate School of Business were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED program views community development as a strategy for addressing economic problems in communities and societies faced with "changing business, social and personal needs." Such development calls for social and economic activities and programs which promote total community benefit rather than individual financial gain. The program promotes community development efforts through:

- creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision of community-based development strategies; and,
- providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

For further information about the CED Program call (603) 644-3103 or write to the Graduate School of Business at the address provided above.

Academic Support Services and Student Affairs

Recognizing that effective teaching and personal development go hand-in-hand, the college is committed to the inclusion of academic support services and student affairs as an integral part of the life of the community.

To assist in the growth, development and academic success of its students, New Hampshire College has established resources and services to add to the learning environment and assist students to enlarge their educational horizons.

New Hampshire College academic support services include:

- Harry A.B. and Gertrude C. Shapiro Library
- The Learning Center
- New Hampshire College Computer Center
- The American Language and Culture Center

New Hampshire College student affairs include:

- A Philosophy of Development
- Orientation
- Admission (Domestic and Foreign)
- Athletics and Athletic Facilities
- Campus Ministry
- Counseling
- Student Activities
- Center for International Exchange
- Residence Life
- Health Center
- Public Safety
- Wellness Center
- Student Organizations and Publications
- Fraternities and Sororities

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of attempting to create a learning environment worthy of all those who become a part of it. At New Hampshire College this attempt is both conscious in nature and ongoing in character. It is a continual process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility



Admission

Candidates for admission to New Hampshire College are evaluated individually on the basis of academic credentials and personal characteristics. Emphasis is placed on identifying the strengths that each applicant can draw upon to achieve academic success at New Hampshire College. Separate consideration is given to admission decisions for freshman, transfer, culinary arts, non-traditional and international applicants.

Freshman Admission

The following items are required to be submitted for consideration:

- A completed application and essay.
- An official high school transcript including at least first quarter senior year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- SAT or ACT scores. (These may be reported directly by the College Board or by your high school. College Board Code #3649).
- Guidance counselor recommendation.

Personal Interviews and Campus Tours

Personal interviews and campus tours are strongly recommended. The campus visit will help the student become familiar with the college, and receive personal assistance with the admission process. The admission office is open year-round. Tours and interviews are conducted Monday through Friday, 9:00 a.m. to 4:00 p.m. throughout the year and on Saturday mornings during the academic year. Open houses are held for prospective students and guests in October, November and April. Appointments for interviews and/or tours may be arranged by calling the admission office at (800) NHC-4YOU or (603) 645-9611.

Rolling Admission

Most students apply under the rolling admission plan, in which applications are reviewed throughout the year. It is recommended however, that students apply prior to March 15 for the fall term and before December 1 for the spring term. Applicants can usually expect to receive an admission decision within 30 days from receipt of their completed application.

Early Action

The early action option is for students who wish to receive the earliest possible response regarding their admission to New Hampshire College and who apply prior to November 15. Successful early action candidates will have maintained above average work through their junior year of high school, and taken the SAT or ACT as a junior. Early action applicants will either be accepted within 30 days or requested

to submit first quarter senior year grades. Early action, unlike “early decision”, does not require an early commitment to enroll or restrict the student from applying to other colleges.

Assessment

Occasionally, after reviewing a completed application, the admission committee determines that additional information is necessary before making a decision. Applicants who fit this profile are invited to campus to participate in an assessment. Assessment consists of a half-day visit to the campus during which the student will participate in academic skill tests in reading and mathematics. At the conclusion of the day, the test results are reviewed with the applicant and an admission decision is reached.

The Culinary Institute Admission

The Culinary Institute seeks students who have a strong interest in the culinary field, and who have the motivation and ability to achieve success through practical career preparation. Applicants to the Culinary Institute program are evaluated individually. The following items are required to be submitted for consideration as a student in the Culinary Institute:

- A completed application and essay.
- An official high school transcript including at least first quarter senior year grades or official GED certificate with scores. (Final transcript to be submitted following high school graduation.)
- Guidance counselor or personal letter of recommendation.

Personal interviews and campus tours are strongly recommended. The admission office invites interested students and guests to culinary open house programs each fall and spring. In addition, prospective students may arrange a personal interview and campus tour by contacting the admission office at (800) NHC-4YOU or (603) 645-9611.

International Student Admission

A complete application for an international student requires the following:

- A completed International Student Application form. The admission form used for US students is not acceptable.
- Official copies of academic records translated into English, including:
 - proof of graduation or completion of program.
 - copies of transcripts or mark sheets of all course work taken with grades or marks for each course indicated (photocopies certified as true copies of originals are acceptable).
- Proof of English proficiency or agreement to enter our full time intensive English as a Second Language (ESL) program. New Hampshire College provides conditional admission for students needing ESL prior to entering a degree program.

- Documentation of financial support. Applicants must complete the Certification of Financial Support in the application as well as submit documentation that funds are available. A demonstrated level of support not only for actual tuition and room and board, but also for living expenses, pocket money, books, etc. is necessary.

Admission of Non-Traditional Age Students

New Hampshire College encourages high school graduates of all ages to pursue college studies during the day or evening. Those interested in taking courses in the evening may enroll through the Division of Continuing Education. Those interested in taking courses during the day enroll through the undergraduate school. In the admission process for non-traditional age applicants, additional consideration is given for life and work experiences. Standardized tests (SAT or ACT) are not required for applicants who have been away from formal education for more than five years.

Transfer Admission

Transfer students are accepted at New Hampshire College for enrollment beginning in either the fall or spring semester. New Hampshire College recognizes the work completed at other accredited institutions and welcomes transfer applications. In reviewing applications for transfer admission, emphasis is placed on the quality of academic work completed in college.

Items required to be submitted for consideration:

- A completed application and essay.
- An official high school transcript.
- Official college transcripts from all colleges previously attended.
- A supplemental transfer form listing the courses the applicant is currently enrolled in, or plans to take prior to enrollment at New Hampshire College.
- A letter of recommendation.

Transfer Policy for New Hampshire College Students

New Hampshire College recognizes credit earned at other accredited collegiate institutions and encourages transfer applications. Credit for courses which fit the applicant's degree program and in which the student earned a grade of "C" or higher may be transferrable. Transfer students may be awarded advanced standing classification with ranking determined after an evaluation by the Registrar of credit earned elsewhere. Grades earned in courses taken at other institutions are not considered in the calculation of the student's grade point average at New Hampshire College.

A maximum of 90 credits may be transferred toward a bachelor's degree; a maximum of 30 credits may be applied toward an associate's degree.

Transfer students are expected to meet all graduation requirements of New Hampshire College.

Credit Evaluation Process

Transfer students receive official transfer credit evaluations with their letter of acceptance. The credit evaluation lists all courses that transfer into the student's degree program so that the student knows exactly the courses needed to complete his or her bachelor's degree. Credits for courses in which the applicant earned a grade of 'C' or better, and which fit the student's degree program are generally transferable. In most cases, transfer applicants with associate's degrees from accredited institutions are granted junior (upper division) standing. A maximum of 90 credits may be transferred toward a bachelor's degree and 30 credits may be applied to an associate's degree. Transfer students are expected to meet all graduation requirements of New Hampshire College.

Articulation Agreements

New Hampshire College continues to establish and update articulation agreements with accredited two-year colleges. Articulation agreements and course equivalency guides identify the courses that are transferable from a two-year college to New Hampshire College. A current copy of the course equivalency guide for each institution is available in the New Hampshire College admission office and at each institution's transfer office.

New Hampshire Technical College Transfer Credits

New Hampshire College welcomes students who wish to transfer from any of the New Hampshire technical colleges or the New Hampshire Technical Institute. All academic and technical course work in which a student has earned a grade of C or higher is fully transferable into the technical management major.

The technical management major is designed specifically for technical college transfer students who wish to combine their technical background with business course work, while applying a maximum number of technical courses toward a bachelor's degree.

Advanced Placement for Life Experience

New Hampshire College recognizes that many students possess knowledge and skills that may deserve recognition through the awarding of college credits. The college has adopted an advanced placement system which allows students to be granted college credit through a variety of testing options.

Awarding of Credit by Examination

New Hampshire College accepts the results of nationally accredited testing programs or institutionally developed examinations to satisfy the prerequisites of certain courses or degree requirements. Before deciding on a testing program, the student should review his or her worksheet with an advisor, center director, or with the registrar to determine if testing is a practical alternative.

Standardized Testing Programs

The college accepts for credit test results from the College Level Equivalency Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and high school Advanced Placement (AP) tests.

Institutional Examinations

If students believe their experience and background have prepared them to meet the requirements of any course, they can challenge a course through an institutional examination. Some courses are not eligible to be challenged. Please consult the registrar as to which courses may be challenged. Before challenging a course, students should discuss the course content with the appropriate department chairperson. If after this discussion students feel capable of passing an institutional examination for the course, they should apply in writing to the registrar. The registrar will arrange for the preparation of the institutional exam and notify students of the date and time the examination will be administered. A fee of \$50.00 is charged each time a challenge examination is administered. Higher fees are charged for certain courses in which substantial evaluation of student work is required. The examination results are evaluated by the appropriate academic department, and the course is listed on the student's transcript for each successful challenge.

Awarding of Credit for Courses Taken in Other Post-secondary Settings

New Hampshire College awards credit for some formal course work taken in non-accredited post-secondary educational settings. These settings include: post-secondary vocational and technical training, in-service training courses in the work place, military service training programs and career related workshops and seminars.

In many cases, this type of training has been evaluated by the American Council on Education (ACE) and criteria for awarding college credit is available in the various ACE guides. Where there is no ACE criteria, New Hampshire College may have to conduct an independent review of the training for the purpose of granting transfer credit.

Students wishing to have their non-accredited post-secondary course work evaluated should submit a letter requesting this evaluation, along with official transcripts or some original form of verification of successful completion of these courses to the college registrar. You will be notified by the registrar if the experience warrants credit, and if so, the number of credits awarded and the requirements they satisfy.

Internal Transfer

Any students currently enrolled in any of the New Hampshire College continuing education programs who wish to enroll in the undergraduate day division must file an internal transfer application with the admission office. Students will be evaluated

on their academic performance in their current program. Being admitted to another New Hampshire College program does not guarantee acceptance to the undergraduate day division.

Admission and Service To Students With Disabilities

I. The Mission and Philosophy

New Hampshire College seeks to enroll students who can present evidence that they are able to successfully pursue its curricula. The college seeks students of diverse backgrounds, interests and talents. Each applicant is considered and evaluated in terms of his or her individual qualities. Among the factors considered in the admission process are:

- High school academic record
- SAT or ACT scores
- Letters of recommendation
- Personal interview

II. Section 504 Compliance

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. New Hampshire College intends to comply fully with Section 504. New Hampshire College's 504 policy was coordinated in conjunction with the 504 Compliance Committee (known as the Help Committee) which endeavors to ensure that reasonable accommodations are made to provide program and physical access. The college also acknowledges that learning disabilities, as defined by Section 504, are included in this discussion of disabled individuals.

III. Self-Identification of Learning Disabilities

While the college makes no pre-admission inquiry about an applicant's disability, such knowledge can often be helpful in the admission process. We recognize that to disclose any disability is a personal choice which every applicant may exercise. We respect that choice. However, we encourage applicants with hidden disabilities, such as learning disabilities or chronic medical conditions, to self disclose such conditions and provide us with all necessary data. It is only through self disclosure that informed and fair decisions can be made by both the student and the college regarding the suitability of New Hampshire College in the pursuit of a collegiate education. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. The following information can be especially valuable: history; assessment; measures taken; treatment of the disability; disability-related needs in the pursuit of a college education; accommodations made at the secondary level; coping skills that have been developed as a result of the disability; and relationship, if any, between the disability and the academic record.

IV. Academic Responsibility

While personal services and personal aides cannot be provided, reasonable accommodations will be arranged to aid a disabled student based on a plan to be developed by the student and the Compliance Committee (also known as the Help Committee). Such services may include the use of specialized examination conditions, tutoring, and other reasonable classroom and learning accommodations. In all instances, the classroom instructor is responsible for facilitating the learning and examination process (with aid and advice from appropriate NHC support services).





Financial Aid

At New Hampshire College we realize that the cost of a college education can be a burden to many students and their families. We therefore encourage all students to apply for financial assistance. During the 1993-1994 academic year, we processed aid in excess of \$7 million, with awards ranging from \$500 to \$12,000.

Although the primary financial responsibility for a student's education rests with the family, we make every effort to address the needs of applicants, within the boundaries of federal and institutional guidelines. A limited number of merit scholarships, awarded on the basis of academic performance and ranging from \$1,000 to \$1,500, are also available to academically qualified students.

Student aid programs administered by New Hampshire College include federal, state and institutional funds as well as private dollars. The comprehensive, fully coordinated scholarship and assistance program includes three basic types of aid: gift, loan and work. The types of assistance may be awarded singly; but it is usually the college's policy to award them in various combinations called financial aid packages. All scholarship and assistance programs are subject to prevailing federal and state laws or regulations. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.

Selection Criteria

New Hampshire College participates in the Federal Title IV student aid programs and utilizes the required federal methodology for determining student eligibility for federally funded assistance. In addition, New Hampshire College supports its own financial aid program and utilizes the College Scholarship Service (CSS) institutional methodology to determine eligibility for its own funds.

For dependent students, both methodologies estimate the parents' contribution toward education on the basis of the amount of parents' income and assets as well as consideration of taxes, medical expenses, and other liabilities of the family. The student's income and assets are also considered in estimating the total family resources which may be utilized to meet the student's cost of education.

For independent applicants, both methodologies estimate the student or family contribution on the basis of student's (or spouse's) income and assets. Taxes and other liabilities of the student (and his/her family) are taken into consideration in the formula.

The difference between a student's cost of education and the estimated family contribution, as well as support received from sources outside the college, is the student's demonstrated financial need. The financial aid office will attempt to fund demonstrated need through a combination of financial aid sources available.

The Application Process, Rolling Financial Aid and Priority Dates

Students who wish to apply for any federal student aid program must complete the Free Application for Federal Student Aid (FAFSA). Students who also wish to apply for additional assistance from New Hampshire College must also complete the CSS Financial Aid Form (FAF). New Hampshire College makes its determination on an annual basis and awards are for the academic year, which includes terms starting on or after the next July 1.

Complete applications received in the financial aid office will be considered on a rolling basis whereby the application is processed as soon as it is received, assuming that all admission criteria have been met. Priority will be given to completed applications received by: March 15 for freshmen, transfer students and readmitted students; April 15 for returning upper-class students. Applications received after those dates will be considered when available funds permit.

Applicants selected for verification by the federal government will not be considered until all documentation, including income tax returns, is received in the financial aid office.

The Free Application for Federal Student Aid (FAFSA) and the CSS Financial Aid Form (FAF) may be obtained from either the admission office or the financial aid office at the college or from your high school guidance office. The FAF should be completed carefully and accurately. All items must be answered. If no figure is to be entered, please do not leave the space blank, enter a zero (0) or draw a line through the space. Properly completed forms should be submitted through the College Scholarship Service. You should indicate that you want a copy of your FAF and Need Analysis Report forwarded to New Hampshire College, code #3649.

In addition, the student will receive a Student Aid Report (SAR) directly from the federal student aid processor several weeks after the FAFSA has been submitted. Students must submit all pages of their SAR to the New Hampshire College financial aid office in order to finalize any offer of financial assistance.

Normal processing time for the Free Application for Federal Student Aid and the Financial Aid Form is about four weeks. Please keep this time frame in mind in relationship to the priority dates. Applicants who have attended another post-secondary institution must have a Financial Aid Transcript (FAT) completed by the financial aid office at each school previously attended. The complete FAT must be sent directly to the New Hampshire College financial aid office from the other school. Federal financial aid cannot be distributed to a student until appropriate FAT's have been received.

All information submitted in support of an applicant's aid request is held in strict confidence by the college. The data, however, is subject to verification through the Internal Revenue Service. The college reserves the right and recognizes the responsibility to cancel awards and rebill the student and/or parents in cases where awards were authorized on the basis of incorrect or incomplete information.

Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility

Review

Academic progress will be determined by the financial aid office at least once each year based upon the information contained on the student's academic transcript as of the date of the review. A student must meet both of the established standards in order to continue to receive financial assistance.

Standards

Quantitative Measure

Students must successfully complete at least 75 percent of all the credits attempted at New Hampshire College during the entire period of enrollment. Total credits earned divided by total credits attempted equals the percentage.

For the purposes of financial aid, a student may attempt a maximum of 166 semester hours of credit (inclusive of remedial and non-degree courses), less the total number of credits accepted for transfer from other institutions.

Credits attempted are those for which the student has enrolled, as of the end of the add/drop registration period. The courses/credits appear on the academic transcript.

Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.

Courses that are repeated will be counted in the calculation of credits attempted and credits earned (if the student received a passing grade).

Qualitative Measure

Students must maintain a minimum cumulative grade point average (G.P.A.) of 2.00 (a C average) on a 4.00 scale.

Enforcement

First and second year undergraduate students are defined as those students having attempted less than 48 semester hours of credit (including transfer credits).

Failure to meet either standard will result in the student being placed on Financial Aid Probation. The probationary period for all programs will be a maximum of twelve months. During the period of probation students will be able to receive the financial aid for which they may be eligible.

At the end of the probation period students whose academic records meet both standards will have their academic eligibility for future financial aid reinstated, or students whose academic records do not meet both standards will have their eligibility for financial aid suspended.

Students may appeal the suspension of financial aid to the Financial Aid Appeals Committee. Appeal procedures are available from the financial aid office upon request.

Third and fourth year undergraduate students and all graduate students are defined as those students having attempted 48 or more semester hours of credit (including transfer credits)

Failure to meet the qualitative standard as of the close of any term/semester will result in the suspension of eligibility for financial aid without a period of probation. The adherence to the qualitative standard is to comply with U.S. Department of Education rules.

The suspension may be appealed on the basis of an undue hardship, such as the death of a relative or an injury to or illness of the student, as the cause of the deficient academic performance. Information concerning appeal procedures is available from the financial aid office upon request.

Failure to meet the quantitative standard will result in students being placed on Financial Aid Probation.

The probationary period for all programs will be a maximum of twelve months. During the period of probation students will be able to receive the financial aid for which they may be eligible.

At the end of the probation period:

- students whose academic records meet both standards will have their academic eligibility for future financial aid reinstated, or
- students whose academic records do not meet both standards will have their eligibility for financial aid suspended.

Reinstatement

Students will have their academic eligibility for future financial assistance reinstated upon compliance with the standards. However, eligibility is not retroactive for periods of enrollment wherein they were not in compliance with the standards.

Outside Assistance

All students are encouraged to seek assistance from sources outside the college, in addition to making application through the financial aid office. Students should consider local programs such as Dollars for Scholars, service clubs and trust programs which may be known to the trust offices at local banks. Guidance counselors may be able to provide information concerning available reference material.

Although awards of \$100 or more are required to be reported to the financial aid office, success in obtaining support from sources outside the college does not automatically reduce assistance through the college. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve its students by having the most accurate and current information available concerning their situations.

New Hampshire College Grants and Scholarships

New Hampshire College Academic Scholarship Program

The Academic Scholarship is merit-based and awarded to all freshmen and transfer students regardless of financial need. Applicants with a minimum cumulative 3.0 grade point average (or equivalent) will receive \$1,000 and those with a minimum cumulative grade point average of 3.5 (or equivalent) will receive \$1,500. International applicants who have the equivalent of a 3.0 grade point average will receive a \$1,000 scholarship.

New Hampshire College Alumni Scholarship Program

The Alumni Scholarship Program is funded by contributions from New Hampshire College alumni and from the institution. Alumni scholarships are awarded to continuing students who have proven academic success at New Hampshire College. Criteria for the program are the same as the New Hampshire College Academic Scholarship Program. Application forms are available directly from the New Hampshire College financial aid office. Application deadline is May 15 prior to the academic year of the award.

Granite State Scholarship

The Granite State Scholarship program is designed to assist deserving individuals enrolled (or planning to enroll) as commuting students in the New Hampshire College Undergraduate School (day program). Scholarships of up to \$3,000 per academic year (\$1,500 per semester) are awarded under this program.

Continuing students, who have received a Granite State Scholarship beginning with their first semester of enrollment at New Hampshire College, may apply each year for renewal of their scholarship award. Individuals must maintain continuous full-time enrollment to be considered for renewal of the scholarship. Renewal application forms are available directly from the New Hampshire College financial aid office.

New Hampshire College Grant Program

New Hampshire College grants are based on demonstrated financial need. Awards range from \$500 to \$4,000 and total more than \$1,150,000 annually.

New Hampshire College Athletic Scholarship Program

Athletic scholarships are available to outstanding athletes in several sports. Amounts of the scholarships vary. Information regarding these scholarships can be obtained by contacting the appropriate coach in the New Hampshire College athletic department at (603) 645-9604.

Resident Assistant Scholarship Program

The Resident Assistant Scholarship Program awards work scholarships to students who are chosen for positions as resident assistants in the dorms, apartments and townhouses on the college campus. The program is limited to upper-class students enrolled full-time who have a cumulative grade point average of at least 2.0. Application is through the Office of Residence Life.

New Hampshire College Future Business Leaders of America Scholarship

New Hampshire College awards one Future Business Leaders of America Scholarship of \$1,000 each year to the student chosen by the State FBLA Group as the New Hampshire College recipient. Applications are available to any freshman and are judged on a letter written to the State FBLA Group.

New Hampshire College DECA Scholarship

New Hampshire College awards one DECA Scholarship of \$1,000 each year to the student chosen by the State DECA Group as the New Hampshire College recipient. Applications are available to any freshman and are judged on highest point total in the participatory competency-based competition at the NH DECA Career Development Conference.

New Hampshire Cooperative Work Experience Education Scholarship Program

The New Hampshire Cooperative Work Experience Program awards up to \$4,000 annually to New Hampshire residents who participated in a cooperative education program in high school. Applicants should request a letter of recommendation from the vocational center.

Robert E. Plourde Scholarships

In recognition of his many years of service to the college, a number of scholarships are funded each year by the college in the memory of Robert E. Plourde. Plourde Scholarships are designated for high school graduates from the Pembroke/Suncook, N.H. area and are based on financial need and academic excellence or promise.

Endowments

Gertrude C. Shapiro Scholarship

The Gertrude C. Shapiro Scholarship was established as a gift to the college by Gertrude C. Shapiro to assist women from the state of Maine as they pursue undergraduate studies at New Hampshire College.

H.A.B Shapiro Memorial Scholarships

In honor of the founder of New Hampshire College, a limited number of partial tuition scholarships are available. Awards are made on the basis of demonstrated need and academic success.

William S. Green Scholarship

Established in honor of William S. Green, charter member of the New Hampshire College Board of Trustees and Chancellor Emeritus, scholarships from this fund are designated for junior or senior level students who have maintained a cumulative grade point average of 3.0 or better and have conducted themselves in a manner which has served and brought credit to the college. Awards are also based on financial need.

Teloian Scholarship Fund

George Teloian, professor of accounting, has made provisions for an endowment fund in his name. Scholarships are awarded to juniors and seniors majoring in Accounting or Management Advisory Services. Awards are based on academic achievement in the accounting major, overall record, excellence in involvement in college life and activities and financial need.

Phi Delta Psi Fraternity Scholarship

The New Hampshire College Alumni Association and the Phi Delta Psi Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Phi Delta Psi Fraternity.

Kappa Delta Phi National Fraternity Scholarship

The New Hampshire College Alumni Association and the Kappa Delta Phi National Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Delta Phi National Fraternity.

Kappa Sigma Fraternity Scholarship

The New Hampshire College Alumni Association and Kappa Sigma Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Sigma fraternity.

Frank and Eleanor Barnes Alumni Scholarship Program

Frank and Eleanor Barnes, professors in the computer information systems department of New Hampshire College, have created an endowment fund to assist students majoring in computer information systems or management advisory services.

Edward Nassar Memorial Scholarship

In memory of Edward Nassar, a former student at New Hampshire College, the New Hampshire College Alumni Association has created a scholarship fund designed to provide assistance to deserving, needy New Hampshire College students. Preference is given to veterans of the armed forces and/or their dependents.

Ronald L. Woodward Memorial Scholarship

The Ronald L. Woodward Memorial Scholarship was created in honor of a former New Hampshire College student for students from upstate New York. Funding for this scholarship is provided through the New Hampshire College Alumni Association and the greater Rochester/Buffalo, New York area chapter.

Scott Caswell Memorial Scholarship

Friends of Scott Caswell, who died in 1987 in an unfortunate accident, created the Scott Caswell Memorial Scholarship Fund. Scholarships are for computer related majors of junior or senior status who have a minimum grade point average of 3.0. Recipients must be residents of New Hampshire.

Federal and State Programs

Federal Pell Grant

Pell Grants range from \$250 to \$2,300 per year. Applicants must be enrolled on at least half time basis in a degree program and have not obtained a baccalaureate degree. Student eligibility and grant amounts are determined by the Pell Grant program but vary with enrollment status and program of attendance.

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant program with awards ranging from \$200 to \$4,000 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need.

State Student Incentive Grant (SSIG)

New Hampshire has a reciprocal agreement with Maine, Vermont, Massachusetts, Rhode Island, Connecticut and Pennsylvania through which residents of those states may be eligible for state aid for attendance at a post secondary institution in New Hampshire. New Hampshire also has an incentive grant program for its residents. The state agency in your state can provide eligibility requirements.

Governor's Success Grant

The Governor's Success Grant program is a new program to provide assistance to New Hampshire students who are full-time undergraduate students and have completed their freshman year. Funds are provided by the State of New Hampshire with a matching contribution from New Hampshire College.

Loans and Jobs

Federal Perkins Loan Program

The Perkins Student Loan Program is a long term, low interest educational loan program administered by the college through a revolving fund comprised of contributions from the federal government, previous borrowers and the college. The maximum annual loan amounts are \$3,000 for undergraduate students and \$5,000 for graduate students. Loans are based on financial need and the current interest rate when in repayment is five percent.

Federal Stafford Loans

To determine a student's eligibility for this federally-regulated loan, the student must file the FAFSA and the Stafford Loan application. Only a college financial aid office can determine the student's eligibility based on the cost and financial need at the particular college. The student must then obtain a loan application through a local lender after fall enrollment plans become definite.

Maximum loans: \$2,625 for first year students, \$3,500 for second year students, and \$5,500 for third, fourth and fifth year students.

The portion of Federal Stafford loan eligibility equal to the demonstrated need and not exceeding the maximum loan amount is subsidized by the federal government. Principle and interest payments are deferred until after the student ceases enrollment. Applicants whose demonstrated need is less than the maximum loan amount may receive the balance of the maximum loan amount as an unsubsidized Federal Stafford loan.

The current interest rate, established by the federal government, varies but will not exceed 9%. No interest accrues and no repayment of interest or principal begins until six months after the student graduates or withdraws from college. The federal government pays the interest to the lender while the student is enrolled.

G.A.P. (Stafford) Loans

The New Hampshire Higher Education Assistance Foundation has established the G.A.P. program to assist NH residents and out-of-state students attending NH colleges. For students determined by the college to be totally or partially eligible for the federally-subsidized Stafford Loan but having been denied a loan by a lender of their choice, NHHEAF will process the loan through a bank in NH.

Federal PLUS Loans

Parent Loan (PLUS) is a program designed to provide assistance to parents who wish to borrow money to help pay for their dependent son or daughters education. The maximum loan amount is equal to the total cost of attendance minus the amount of financial assistance received by the student. Repayment of principle and interest begins immediately with minimum monthly payments of \$60 plus interest. Repayment may be spread over ten years. Applications are available in late spring through local lenders. The college financial aid office determines eligibility based upon federal need analysis procedures; the lender determines credit worthiness.

Federal SLS Loans

Supplemental Loans for Students is a program designed to provide assistance to independent students who wish to borrow money to help pay for their education. The maximum loan amounts are \$4,000 for first and second year students and \$5,000 for third and fourth year students. Repayment of principle and interest begins immediately with minimum monthly payments of \$60 plus interest. Repayment may be spread over ten years. Applications are available in late spring through local lenders. The college financial aid office determines eligibility based on federal need analysis procedures; the lender determines credit worthiness.

Alternative Loans for Parents and Students (ALPS)

The Alternative Loans for Parents and Students Program (ALPS) was developed by the New Hampshire Higher Education Assistance Foundation and is a form of special financing for families that do not qualify for, or need to supplement, other forms of financial assistance. It is the first student loan program developed just for New Hampshire residents attending in-state or out-of-state schools or out-of-state students attending New Hampshire schools. Currently, the program allows students to borrow \$2,000 to \$20,000 per year, with a cumulative maximum of \$80,000. Unlike the federally sponsored Stafford program, there are no eligibility restrictions tied to income or asset limits. You are not required to demonstrate financial need. Rather, you need to show sufficient income to meet current obligations and have a

good credit history and stable employment. ALPS loans currently carry a variable annual percentage rate (prime plus 2 percent) and are unsecured, meaning that there is no need to tie up other valuable family assets or place them in a risk position. ALPS allows a twelve year repayment term, and repayment begins 30 days after disbursement of the funds.

ALPS applications can be obtained by contacting the New Hampshire Higher Education Assistance Foundation at 1-800-444-3796, or through the New Hampshire College financial aid office.

Federal College Work Study Program (CWSP)

The Federal College Work Study Program is an employment program funded by the federal government and the college. It allows students with financial need to work on campus and receive an hourly wage. Currently no job is paid at a rate of less than \$4.25 per hour. The financial aid office will assist students in locating employment; however, neither employment nor earnings will be guaranteed. Typical jobs are found in the library, cafeteria, department offices, gymnasium and maintenance department.

New Hampshire College Student Part-Time Payroll

In addition to the College Work Study Program, New Hampshire College maintains a student part-time payroll for those students who are deemed ineligible for Work Study. Before a student may be placed on the part-time payroll, an analysis of financial need must be performed by the financial aid office to determine whether the student could be eligible for work study. Pay periods, pay rates and job duties are the same as with the Work Study Program; however, there is no total earnings ceiling per academic year.

Off-Campus Employment

Manchester is New Hampshire's Queen City and the population center of the state. Part-time employment opportunities do exist in the local area and although not part of the college's aid program, earnings from such sources can contribute significantly toward meeting college costs. The college's placement director coordinates information concerning these opportunities and acts as liaison with local employers.

Veterans' Benefits

New Hampshire College is approved for the education of veterans and the children of veterans. Questions regarding benefits for veterans should be directed to the veterans affairs office.

New veterans should submit: a) an application for admission; b) a registration form for the next term; c) an official high school transcript or copy of G.E.D. test scores; d) official college transcripts, if any; e) copy of DD-214 and any service school data; f) the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first check. If no check has been received by the seventh week of the term, contact the veterans affairs office.

If a veteran student is transferring directly from another school where he/she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of the veteran's effective date of termination.

Students must notify the registrar of any past college credits that are transferable to New Hampshire College. If, after two terms, the veteran does not supply the required official transcripts of past studies, he/she will be certified only for cost of courses.

In the Division of Continuing Education, two courses per eight-week term constitute a full time academic load and qualify the veteran for full time benefits.

New veteran students should matriculate immediately, and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.

Veteran students who take courses that are not applicable to or not required for the chosen degree will not be certified to the VA for those courses. To maintain a full-time status, the only time you can take a course outside of your major is in your last term before graduation.

The VA requires strict compliance with a number of other regulations: maintenance of satisfactory academic progress, notification of any changes in status, such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his or her educational program.





Tuition and Expenses

1993-1994 Costs

Undergraduate School (Day)

	Per Semester	Annually
Tuition	\$5,100	\$10,200
Summer School/Intersession rate	\$384/course	
Room and Board		
(double dormitory)	\$2,317	\$4,634
Room and Board		
(single dormitory)	\$2,662	\$5,324
Apartment with 4 Beds		
Room Only	\$1,477	\$2,954
Room and Board	\$1,677	\$3,354
Apartment with 6 Beds		
Room Only	\$1,432	\$2,864
Room and Board	\$1,632	\$3,264
Townhouse		
Room Only	\$1,762	\$3,524
Room and Board	\$1,962	\$3,924
Board only		
Dormitory	\$990	\$1,980
Apt./Townhouse	\$200	\$400
More than 18 credits in the 120 credit curriculum per semester		\$345 per credit
More than 18 credits in the previous 129 credit curriculum		\$345 per credit
Less than 12 credits		\$345 per credit
Health Insurance (Domestic)		\$111 per year (payable with first semester charges)
Orientation		\$60 per year
Late Registration Fee		\$30
Comprehensive Fee		\$204 per semester
Auto Registration Fee		\$15 per year/per car
Transcript Fee (transcript is free)		\$3 each (first unofficial)
Graduation Fee		\$75
Duplicate Diploma Fee		\$20
Tuition Deposits:		
Domestic Day Undergraduate Tuition Deposit (non-refundable after May 1)		\$100
Domestic Culinary Tuition Deposit (non-refundable after May 1)		\$100
Housing deposit (non-refundable for returning students). Exception: Refundable for new students up to May 1.		\$100

Culinary Institute Fees

	Per Semester	Annually
Tuition	\$4,350	\$8,700
Room and Board	\$2,317	\$4,634

Students are subject to additional college fees applicable to full time day students, including health insurance, graduation fee, late registration fee, and others.

ALCC Fees

Academic Calendar and Fees

Term	Tuition	Room & Board
15 Week Terms:		
September 7, 1993 - December 22, 1993	\$2,765	\$2,317
January 13, 1994 - May 6, 1994	\$2,765	\$2,317
12 Week Term:		
May 6, 1994 - July 29, 1994	\$2,204	\$1,860
8 Week Terms:		
October 22, 1993 - December 22, 1993	\$1,476	\$1,236
March 11, 1994 - May 6, 1994	\$1,476	\$1,236
June 3, 1994 - July 29, 1994	\$1,476	\$1,236

Payment of College Bills

All bills are due and payable upon presentation. It is usually the college's policy to bill in advance of a term and to insist on payment in full prior to the first day of class.

Installment Payment Programs: Educational loans are probably available through your local lenders and other organizations such the New Hampshire Education Assistance Foundation. The College will be pleased to see that information is forwarded to you concerning such options.

Veterans Payment Plan: The college has available a special installment payment plan for students receiving education assistance from the Veterans Administration. Inquiries regarding the Veterans Payment Plan should be directed to the business office. New Hampshire College has veterans' specialists on its staff and a VA representative on campus.

Financial Obligations

All tuition bills must be settled before the first day of classes. No student will be allowed to attend classes until all financial obligations have been met. Tuition may be paid on a yearly basis. Interest will be charged on an overdue account. The student is responsible for all collection costs of past due accounts. Transcripts will

not be issued to students whose financial obligations have not been met. Students' accounts must be current in order for them to participate in advance registration or room selection. Contact the Business Office for further information.

Tuition must be paid before attending the first class of a term. Tuition can be paid by cash, check, money order, or bank draft. New Hampshire College has a deferred payment option for new students who need start up help and all students who face sudden financial trouble.

Deposit Policies

New Students: Upon receipt of acceptance by the college, a new student is required to submit a tuition deposit of \$100 and, if applicable, a room reservation deposit of \$100. These deposits are billed by the Admission Office, payable to the Business Office, and are credited to the student's account.

Damage Deposit

A \$100 damage deposit is required of all students residing in college housing. The deposit is refunded when the student no longer resides on campus. Damage charges are assessed as they occur. The student's account is charged for the damages and the student is required to pay for the damages in order to maintain the deposit at \$100.

Admission Deposit Refund Policy

September Admission: The deposit is fully refundable up to May 1. After May, the deposit is not refundable.

January Admission: The deposit is fully refundable up to December 1. After December 1, the deposit is not refundable.

Tuition Refund

Accepted students not yet enrolled in the college, may withdraw by written notification to the director of admission. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the director of admission.

Students who withdraw from the undergraduate school will be entitled to a refund of tuition if the withdrawal occurs:

prior to the first scheduled day of class	100% minus \$100
within two weeks of the first day of class	80%
within three weeks of the first day of class	60%
within four weeks of the first day of class	40%
within five weeks of the first day of class	20%
after five weeks of the first day of class	NO REFUND

There is no refund for room charges.

Part-time Day Enrollment

New Hampshire College provides opportunities for students to enroll on a part-time basis in the undergraduate school and Culinary Institute.

Non-matriculated part-time students may enroll for up to six credit hours in a semester not to exceed nine credit hours per academic year or more than twelve credit hours in total. Enrollment is on a space available basis or by special arrangement. Enrollment is by recommendation of the director of admission, the director of continuing education or the director of the Culinary Institute and must be approved by the registrar.

For the 1993-94 academic year, the per course tuition is \$384 for those non-matriculated students granted permission to enroll on a part-time basis.

Credit Overload

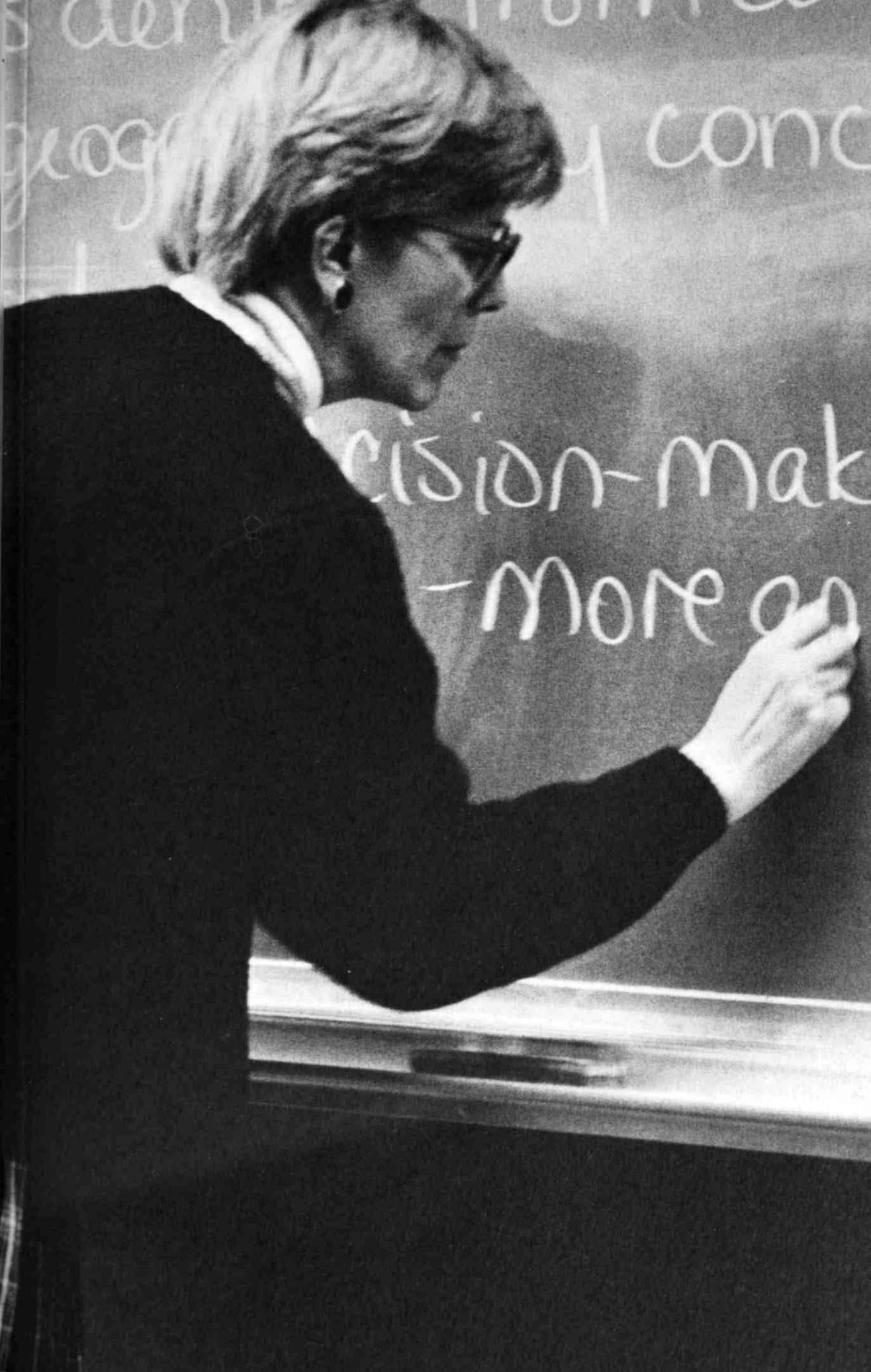
A student who wants to take more than 15 credit hours in the 120 credit bachelor's degree program in a single semester, including all day and continuing education credits, must receive permission to take these extra credit hours from the academic dean. Credit hours for courses from which the student withdraws are included in the total number of credit hours being taken by that student.

A student will be required to pay for each credit hour he or she takes in excess of 18 credit hours in the 120 credit program.

Full tuition

Full tuition covers 12 to 18 credits for all students, regardless of grade point average. Students who take over 18 credits will be charged additional tuition per credit at the rate of \$345 per credit.

All New Hampshire College tuition and fees are subject to change at any time by action of the Board of Trustees.



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Division of Continuing Education

The purpose of the Division of Continuing Education at New Hampshire College is to make available to adults, courses of study at the college level designed to improve their position in their current field of employment, or to help them acquire the skills and knowledge necessary to pursue a new career.

Through the Division of Continuing Education, New Hampshire College is able to be a school for working people. Our course selections, schedules, curricula and methods of instruction are designed with the adult working population in mind.

Convenience and accessibility are the keys to the division's success. With seven locations in New Hampshire, Maine and Puerto Rico, we are near our students. Our class schedules, which meet evenings, weekends and weekdays in some centers, are designed for working adults.

Continuing education terms are generally eight weeks in length with six terms per year. A student who enrolls in two courses per term can complete a certificate program in one year, an associate's degree program in two years and a bachelor's degree program in just four years.

In many cases, the adult learner can receive credit for acquired skills and knowledge or previous life experience through our advanced placement for life experience program. This can enable the adult student to achieve a degree even more quickly.

New Hampshire College is proud of its success in continuing education. We have been a leader in this field and will continue to emphasize academic excellence and individual achievement.

The variety of degree programs, course offerings and schedules is too extensive to be listed here. For further information contact one of the following continuing education centers:

In New Hampshire:

Concord Center

130 Pembroke Road, Concord, NH 03301 (603)225-8230

Laconia Center

McGrath Street, Laconia, NH 03246 (603) 524-3527 or 524-3554

Manchester Center

2500 North River Road, Manchester, NH 03106-1045 (603) 645-9624

Nashua Center

546 Amherst Street, Nashua, NH 03063 (603) 881-8393

Portsmouth Center

150 Greenleaf Ave., Portsmouth, NH 03801 (603) 436-2831

Salem Center

19A Keewaydin Drive, Salem, NH 03079 (603) 893-9600

In Maine:

Brunswick Center

Box 4, Naval Air Station, Brunswick, ME 04011 (207) 725-6486 or 729-9238

In Puerto Rico:

Roosevelt Roads Center

P.O. Box 3602 U.S. Naval Station, Ceiba, PR 00635 (809) 865-8598



Academic Support Services

Harry A.B. and Gertrude C. Shapiro Library

Located on the south campus, the Harry A.B. and Gertrude C. Shapiro Library serves as an information resource center for the students, faculty, and staff of New Hampshire College. The constantly expanding collection contains approximately 85,430 volumes, 962 magazines and journals, and 12,070 company financial and annual reports on 232,818 microfiche. The library subscribes to various business, computer, tax and financial services, is a U.S. and State document depository, and has access to computerized information services. The Shapiro Library also supports New Hampshire College centers in Roosevelt Roads, Puerto Rico, and Brunswick, ME and works with public and academic libraries to provide services to NHC students and faculty. Collection development is aimed at meeting the research needs of undergraduate and graduate level students. Several conference rooms are available for group study projects. Librarians provide reference assistance and instruction in the use of library resources.

The Shapiro Library exists to strengthen and enhance the education of all New Hampshire College students by teaching them to learn independently, by providing opportunities to increase the depth and scope of their research and by aiding them in effectively using available information to make informed judgments and decisions. The library staff recognizes the differences and similarities among its various users and responds appropriately to the diverse needs of each. The library aims to have all New Hampshire College graduates familiar with basic information sources appropriate to their academic areas. To achieve this goal, the library's policies and procedures are designed to meet the needs of the academic community, based on its assessment of student and faculty needs, and on its work with students, faculty and administration.

The library features an art gallery which offers exhibits of New England artists. A separate, but functionally integrated wing of the library, contains the Audio Visual Center and 120-seat studio. The center includes a listening room where its library of compact discs, cassettes, film and video programs can be reviewed by students and faculty. A wide range of A/V equipment is circulated from the center for classroom instruction. Computer-generated transparencies are produced by students and faculty with assistance from audio-visual personnel. The studio is the broadcast point for Channel 8, the college's closed-circuit television system.

Learning Center

Success in academic matters is the result of a joint partnership between students and teachers. Students who are willing to learn will find the Learning Center a valuable part of that teaching-learning partnership. They are offered the assistance needed to be academically successful and to become independent learners.

Services include:

- Tutoring: individual, group, and walk-in
- Study skills instruction
- Academic counseling
- Supplemental workshops in various academic subjects
- Study labs for various courses
- A developmental reading program
- Writing assistance
- Computer and video assisted instruction

Learning Center services are available at no additional cost to all NHC students. Students who want to achieve better academic results are welcome to discuss their needs with a staff member anytime. The center is open during the day and evening during the academic year.

New Hampshire College Computer Center

The Computer Center's 4381 mainframe provides service in excess of 100 hours weekly to the academic and administrative communities in the college's facilities in New Hampshire and Maine, via an interconnected network of more than 150 terminals. One priority of the Computer Center is to support the academic computing activities of faculty and students related to mainframe hardware and software requirements.

New Hampshire College also supports a network of Digital VAX computers that provide computing services to various student computing laboratories. Industry standard computers are also located in all student computing laboratories to support the computing requirements of students.

In a manner less visible to students but equally important, the Computer Center also serves as the hub of the college's many administrative functions, again supporting mainframe and micro hardware and all software currently used, to assist NHC in administrative operations.

The graduate school is supported by its own cluster of mainframe terminals, networked microcomputers and terminals connected to the host VAX computer located in the student laboratory.

Career Development Center

The Career Development Center is responsible for providing services aimed at assisting students in personal growth and career planning throughout their college careers. Workshops and individual advising, as well as assistance in resume writing and placement preparation, are available to all students.

Cooperative education options that integrate classroom study with related on-the-job training offer experience in the business community while providing credits toward a degree. These opportunities bridge the gap between textbook theory and the actual practices of the working society and allow students to apply classroom knowledge to actual employment situations, thus building confidence for future employment. Career choices can be tested early and realistically through the cooperative education program.

The college maintains a working relationship with current and potential local, regional, national and international employers. Students are also encouraged to develop business contacts that will assist them and the college in developing new options.

Cooperative Education

Recognizing that learning and education do not take place in the classroom alone, New Hampshire College offers an active program of cooperative education. The cooperative education program provides students with opportunities to work in the business community and receive credit and income for work performed. Cooperative education experiences are coordinated by the Career Development Center in consultation with faculty and students. Cooperative education work sites are available in all regions of the United States, and, on a limited basis, in foreign countries. All students are encouraged to build a cooperative education option into their academic program as it provides an excellent opportunity to gain practical experience and is often the basis for enhanced career opportunities upon graduation.

New Hampshire College offers cooperative education in three, six and 12 credit hour blocks in most majors. Each co-op experience is supervised by a member of the college faculty or staff and requires written assignments.

When cooperative education is taken during an academic semester it may be integrated with regular classroom work. Regular college tuition and fees are charged for cooperative education taken during the academic year.

However, students often elect to take their co-op experience during the summer months as it affords them the opportunity to concentrate on full-time work for an extended period of time. Summer co-op carries separate tuition charges.

Career Planning And Placement

Career planning and placement services are aimed at assisting students to develop self-awareness through classification of interests, values, aptitudes and skills. Workshops and one-on-one counseling are provided by professional staff year-round, from freshman year to after graduation. Traditional job-seeking assistance is offered, and contacts are made with representatives of business, government, and industry to recruit on and off campus. Career objectives and values as related to personal goals and lifestyles are challenged by career assessment inventories. An on-premise career library contains material on career trends, job hunting techniques, employment opportunities. "How to" books and directories as well as a computerized employer data bank are also available, including SIGI PLUS, a software program which provides career, occupational and educational information and assists students in learning about career needs and goals.

American Language and Culture Center

The American Language and Culture Center offers intensive English language instruction and culture study from September through July. The center's goals are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at New Hampshire College or other colleges and universities in the United States.

A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of ALCC's program is its content-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest. The fall term includes such topics as study skills, business management, occupational knowledge, marketing; the spring semester topics are civil rights, sports, health, business communications, criminal justice, and the environment; summer topics include travel and tourism, banking, United States history, and literature.

Frequent field trips and access to community resources address students' academic, career, and personal development needs. The ALCC staff believes that the uniqueness of its program lies in the emphasis on close teacher/student relationships and structured interaction with the business and professional men and women who live and work in the Manchester community.

Small class sizes (limited to 12 students) and appropriate levels ensure individualized learning. Students cooperate in peer tutoring, counseling, and multilevel group work. Video programming and activities are an integral part of the program. Computer-assisted instruction is provided, and all levels have access to and classes in the computer lab. Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. A comprehensive lending library of audio-cassettes and listening texts is available to students for personal use. Advanced level students are permitted to take courses for degree credit in the evening division of New Hampshire College. TOEFL preparation classes are offered at frequent intervals throughout the year.

Curriculum

The intensive English as a Second Language program is a full-time program with a minimum of 20 hours of language instruction and guidance. Students are tested and assigned to low-intermediate, intermediate, and advanced level classes. At the end of each term, students are given the TOEFL exam, among other tests, and are evaluated as to their progress, attendance, participation, and readiness for academic work at the college or university level. Mandatory individual teacher-student conferences are scheduled at mid-term as well as the end of each term.

Skill Sections

Listening Comprehension

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their ability to extract meaning from spoken English sentences. They learn to pay attention to grammatical relationships within the flow of natural spoken English.

Reading and Writing

The reading and writing sections address the difficulties that pre-university and college ESL students generally experience when reading unsimplified material for information. As much as possible, real life reading materials are used at all levels. Emphasis is placed on context reading and word analysis. Punctuation is studied in order to interpret complex sentences accurately. Scanning and skimming practice is developed as a reading skill. In the writing segment, students learn how to analyze and organize thoughts and information, to outline, and to paragraph. They also learn to develop a topic, to make and support points, to compare and contrast, and to show causal relationships.

Culture Studies

This segment focuses on cross-cultural awareness and sensitivity while giving students an opportunity to use the target language and develop new vocabulary. In addition to the structured cross-cultural activities, study skills are reviewed and students are introduced to libraries and research skills and to student rules in American colleges and universities.

Structure

Students study the grammar of the English language and review and drill various structures in traditional and communicative activities. Students who have demonstrated satisfactory skills and who have completed the advanced level ESL course are accepted into the undergraduate school and are placed into English 070, a pre-freshman course consisting of more hours of ESL reading, writing, and study skills program, along with two courses from the core curriculum.

Requirements for Completion

It is impossible to predict how many terms a student will need to acquire fluency, to meet the English proficiency required at New Hampshire College, or to pass the TOEFL exam. Students at the lowest level must recognize that it may require up to 3 full terms or more before undertaking a full-time degree program.

Students who have demonstrated satisfactory acquisition of skills for each level will be promoted to a higher level either at mid-term or at the end of a term. Conditionally accepted graduate school students, who have completed the advanced

level ESL course, and who have TOEFL scores of 500 or better, are placed in Graduate Language Studies, an English language support program for international graduate students and two courses in the graduate school. The focus of the Graduate Language Studies course is business writing, analysis of case studies, and oral communication for business presentations.

Admission Procedures

Admission to the intensive program is open to anyone who has completed secondary school and who has already acquired low-intermediate level English proficiency (approximately 370 - 400 TOEFL scores). Applicants must complete an application and give evidence of financial support. Admission to the American Language and Culture Center does not constitute admission to a degree program at New Hampshire College.

Academic Calendar and Fees

Term	Tuition	Room & Board
15 Week Terms:		
September 7, 1993 - December 22, 1993	\$2,765	\$2,317
January 13, 1994 - May 6, 1994	\$2,765	\$2,317
12 Week Term:		
May 6, 1994, - July 29, 1994	\$2,204	\$1,860
8 Week Terms:		
October 22, 1993 - December 22, 1993	\$1,476	\$1,236
March 11, 1994 - May 6, 1994	\$1,476	\$1,236
June 3, 1994 - July 29, 1994	\$1,476	\$1,236
English 070 Tuition:	\$1,350	\$2,700
Undergraduate Courses (2)	\$2,070	
Graduate Language Studies	\$925	
The insurance rate is	\$276.	
Insurance is for six months and is good internationally.		
Damage Deposit	\$ 100.00	

Room prices vary. Prices quoted are for a typical room based on double occupancy. Other room rates are listed in the tuition and expense section.





Special Academic Programs

Academic Advising

Advising is a service provided to all students enrolled at New Hampshire College. For freshmen, a special freshman advisor is assigned to help with the transition to college and to address the many transitional and adjustment issues which all freshmen encounter. All freshmen are required to enroll in the Freshman Experience Seminar (FEX 100). The instructor for that course is the student's freshman advisor. Freshmen who have questions about advising should consult with the director of freshman programs.

After the freshman year, students are assigned advisors from the department in which they have elected to major. The associate dean's office coordinates the assignment of advisors.

Basic Studies Program

The Basic Studies Program provides a structured living and learning environment for a limited number of freshmen. The program's purpose is to assure that students acquire all the skills necessary to succeed not only in the freshman year, but in successive years as well. The Basic Studies Program offers courses that are identical to the regular freshman courses. Full college credit is awarded for courses in the Basic Studies Program. The significant difference, however, is that while a typical course meets for three hours each week, some basic studies courses meet for five hours a week. The additional two hours are devoted to study skills instruction, structured study, tutorial and other assistance to assure that, for each student, the freshman year is academically sound and complete.

Students enrolled in the program live in a designated dormitory. The dormitory atmosphere, while warm and friendly, maintains a climate of quiet and mutual support to assure that both the academic and social aspects of collegiate life get appropriate attention.

Application to, or inquiries about the New Hampshire College Basic Studies Program should be directed to the undergraduate school admission office.

Developmental Studies Program

The Developmental Studies Program is designed for applicants who may lack the necessary academic skills to pursue a full college program. The Developmental Studies Program offers a combination of credit and non-credit courses tailored to individual student needs and designed to build the necessary academic foundation to undertake college level courses. The program lasts one semester. Upon successful

successful completion students then matriculate into the undergraduate school and are able to pursue the major of their choice. Students in the Developmental Studies Program are eligible for all financial considerations.

Application to the program is through the admission office.

The Honors Programs

The Honors Programs represent the college's commitment to encouraging exceptional intellectual work. They are not honor societies for students with high grades. The purpose of the programs is to enrich outstanding students by offering them an opportunity to entertain ideas from a variety of perspectives. The programs' mission is to enhance students' educational experiences by ensuring them a rigorous curriculum that fosters independent thinking and scholarship. There are two honors programs: math and honors.

The approval of the mathematics department's Honors Program in 1986 afforded students whose ability in mathematics, as determined by achievement in high school and by math SAT scores, the opportunity to participate. In order to successfully complete the nine credits of mathematics dictated by the program, students must be careful to follow the sequence recommended for their majors:

- For all majors requiring nine or fewer credits of MAT 150, MAT 250, and a MAT elective to be selected from the following list (MAT 210, MAT 300, MAT 305, MAT 310 or MAT 320)
- For all majors requiring twelve credits of mathematics
- CIS Majors
- MAT 150, MAT 250, MAT 320. The remaining three credits may be filled with either MAT 210, MAT 300, MAT 305, MAT 310, MAT 320 or an appropriate free elective.
- MAS Majors
- MAT 150, MAT 250, MAT 210. Three remaining three credits may be filled with either MAT 300, MAT 305, MAT 310, MAT 320 or an appropriate free elective.
- Retailing Majors
- MAT 105, MAT 150, MAT 250, and a MAT elective to be selected from the following list (MAT 210, MAT 300, MAT 305, MAT 310, or MAT 320).
- In certain cases, as determined by the mathematics department chair, MAT 220 may be substituted for MAT 250.

The Honors Program offers

- yearly seminars on three different levels that
 - are small in size.
 - are taught by outstanding, committed faculty.
 - are interdisciplinary in focus.
 - emphasize class participation/discussion/exchange.
 - emphasize student initiative.
 - offer independent study on a topic and with a mentor of each student's choice.
- provide opportunities to participate in special activities, projects and initiatives.

The Honors Program is college-wide rather than departmental. Students participate in two-semester seminars (September to May) that examine selected topics in detail and that meet on a regular basis. For each of these seminars students receive three credits. To complete the program successfully, students must complete a minimum of nine honors credits while maintaining an overall GPA of 3.0. Three of those credits must be for an independent honors project (designated HON 401), undertaken with the guidance of a faculty mentor, on a topic of each student's choice (subject to approval by the Honors Committee). Credits with the HON designation are recorded on student transcripts as free electives, and may not be substituted for other required or elective courses in the curriculum. Three seminars are offered each year, each with a different focus. The rationale for honors seminars is dictated by the college's commitment to prepare individuals to participate in a complex world and to create conditions for intercultural and international exchange. Students' undergraduate studies are placed in the context of historical, cultural, intellectual, philosophical, social and political ideas and movements. Seminars are offered in the following categories.

HON 101 Perspectives on Idealism: Aspirations and Limitations (Open to freshmen and sophomores)

HON 201 Continuity and Change in Western Culture (Open to sophomores and juniors)

HON 301 Issues and Values: An International Perspective (Open to juniors and seniors)

HON 401 Independent Study

Students may be admitted to the program either as freshmen or sophomores.

Students are selected for the program based on their intelligence, initiative, imagination, and inspiration. While there is no formula for acceptance, the following criteria will be taken into consideration:

- student applications (including an essay)
- class rank
- grade point average
- recommendations (from guidance counselors or faculty)
- an interview with members of the honors committee

For more information about the program, contact the director.

New Hampshire College in England

A valuable opportunity for international learning is provided for junior or senior students who meet the academic requirements for study at the University of North London, London, England, during the fall term of the academic year. One of the largest universities in the United Kingdom, the University of North London offers a wide range of courses in the humanities, social sciences, business and science.

Situated in north central London, the University of North London offers students access to London's many cultural and historical opportunities. Students enjoy apartment living in central London which allows considerable freedom and responsibility. The apartments have fully-equipped kitchens allowing students to prepare their own meals. Extensive travel opportunities are also available to students participating in the program.

The program is open to juniors and seniors with a GPA of 2.25 or better. Students take courses along with their British counterparts and are graded on two written papers submitted for each course. Because of the varied curriculums of New Hampshire College and North London, no guarantee can be made that certain course requirements associated with a particular major at New Hampshire College will be satisfied at the university.

Students planning to participate in the London program should use their free electives for this purpose. Students should seek assistance from Dr. James Grace, the coordinator of the program.

University of Greenwich

Juniors (or seniors under certain circumstances) may elect to attend the University of Greenwich for a spring term (not available in the fall). The term is based on the British academic calendar. Classes begin in February and end in July with a three week vacation period in April. The program gives the students a longer period abroad which can be extended over the summer. Course offerings are more limited so that utilization of free electives becomes more important in planning to attend Greenwich.

New Hampshire College students will take the same courses as their British counterparts and will be evaluated by the same criteria which is usually by final examination. A 2.75 GPA or better is required.

The University of Greenwich is located in Woolwich, in southeast London (near Greenwich) about one-half hour by train from central London. Frequent train service allows quick access to London.

New Hampshire College students attending Greenwich will be housed on the Woolwich campus with a meal plan. Costs are generally less than the central London arrangements for North London.

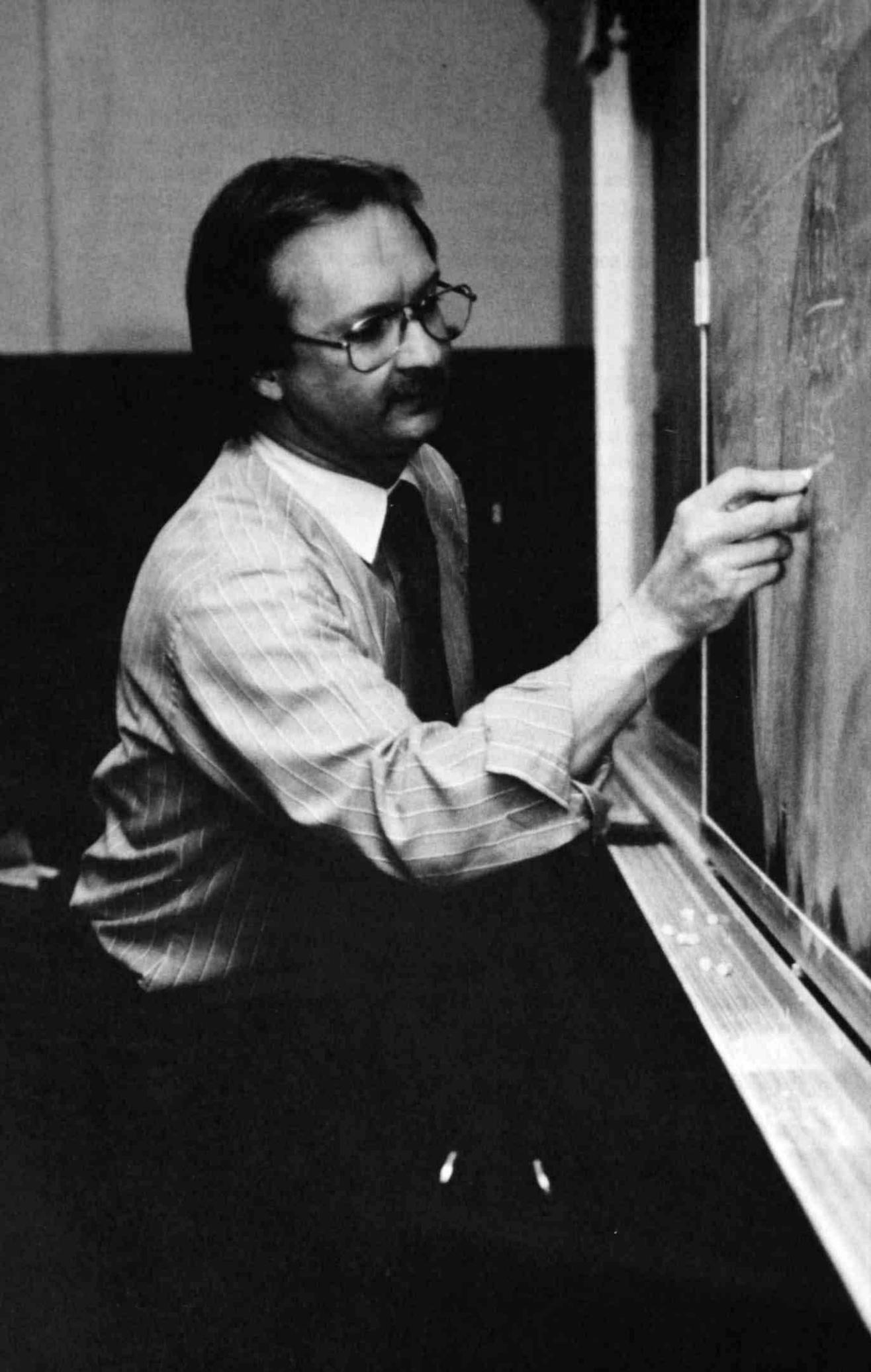
Student Exchange Courses

New Hampshire College students are eligible to take courses at New Hampshire College and University Council (NHCUC) member institutions during the regular academic year. Courses must be approved in advance by the registrar and are subject to available space. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts, and grades are computed into the New Hampshire College average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Daniel Webster College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire and the University of New Hampshire, Manchester.

Students involved in the exchange program are subject to the rules, regulations, and restrictions in both the home and visited institutions. Students should, therefore, seek the counsel of the exchange representative, the registrar.

Spectrum

Spectrum is a series of special programs, held at various times throughout the academic year, designed to create greater student awareness for contemporary issues in the humanities, business and the arts. Students are encouraged to attend the series of programs. Individual faculty members at the college may require attendance at certain lectures and may integrate lecture material into their classes. The overriding purpose of the Spectrum series is to provide for student enrichment above and beyond the classroom.



Academic Programs

Division of Liberal Arts

The Liberal Arts Curriculum

New Hampshire College believes that a liberal arts education is the beginning of a life-long pursuit of knowledge, appreciation, and understanding. The liberal arts programs include a structured foundation of general knowledge, a focused in-depth study in the major area, and the flexibility to minor in another liberal arts or business area. Students choosing a liberal arts major may also select a pre-MBA option, a cooperative work experience, or teacher certification in English or Math. Accordingly, the Liberal Arts curriculum at New Hampshire College affords both flexibility and focus, allowing students to challenge themselves intellectually, experience the joy of learning, and also prepare to earn a living.

The Liberal Arts Core Curriculum

The liberal arts core curriculum provides a structured approach to attaining the general knowledge that makes the focused studies more meaningful and assures both breadth and focus. The curriculum has at its center an introductory sequence in interdisciplinary humanities (HUM 301 and 302), from which the core curriculum and, ultimately, the majors, radiate. This sequence covers western culture from ancient Greece through the twentieth century. It stresses the interrelationships between art, history, architecture, economic thought, literature, philosophy, psychology, political thought, religion, science, and social development.

Students also choose introductory courses in literature, history, psychology, sociology, government, economics, mathematics, and sciences. These courses provide a broad and integrated perspective to issues and ideas through which students approach their major subjects. In particular, the two history and two literature core components integrate closely with the humanities sequence.

General Education Elements in the Core

Because the college is committed to producing graduates who are proficient in communicating their ideas, the core contains a public speaking course and a three-course writing sequence. Public Speaking (ENG 212) teaches oral communication skills applicable to all speaking situations. In Basic Writing (ENG 101) students learn to express their thoughts in clear, correct, and well organized writing. At the end of this course, they must successfully pass a proficiency examination before enrolling in Process Writing (ENG 102) where they strengthen their written communication skills. Finally, students learn research and analytical skills in Analytical Writing (ENG 103). In addition to the liberal arts core of courses and the written and oral communication sequences, students will take an introductory computer course (CIS 100) and a freshman experience course (FEX 100). The computer course will assure basic computer literacy,

necessary in today's technological society, by teaching students to use word processing, spreadsheets, and MS-DOS. The Freshman Experience Seminar, required of all freshmen, helps students adjust to the collegiate experience and covers a broad range of issues from career planning, to study skills, to interpersonal relationships.

Students complete the liberal arts and general education core courses during their first two years. During the last two years, students focus on their major course of study.

Major Credits

Except for the English and math education majors, which require state mandated courses, the liberal arts majors call for 30 credits beyond the core. While many of these credits must be filled by specifically designated courses, other major requirements offer choices, and depending on the major, students have a number of options. The major programs are designed to give students both a broad knowledge of the discipline and also an opportunity to concentrate in an area of interest.

Free Electives and Allied Courses

Each major, except the education majors, provides up to twenty-four free elective credits, giving students the opportunity to minor in a second liberal arts field, to minor in a business field, to complete prerequisites for an MBA degree, to study foreign languages, or to choose a cooperative education work experience. In addition, each major requires allied courses outside but closely related, to the major area which help strengthen and broaden the students knowledge of their academic discipline.

The liberal arts core of knowledge, the focused majors, and the generous number of elective courses provide students with the flexibility to pursue individual intellectual interests while preparing for a future in business or the professions. Because a liberal arts education involves a study of how human beings think, behave, and express themselves, students will learn communication, thinking, and research skills critical for success in a rapidly changing world. Discussions with business leaders suggest that they want to hire liberal arts students because such students have the flexibility of mind to think creatively and broadly. These attributes make liberal arts majors ideal candidates for graduate school in law, business, social services, and education.

Not only is a liberal arts education practical, but it allows students to challenge themselves intellectually and to expand their knowledge of the individual's place in society and of the human condition. Thus, studying liberal arts helps individuals develop a "self" that transcends job skills and paves the way for a thoughtful, creative, fulfilled life.

Bachelor of Science Degree Programs

The Liberal Arts Core

The liberal arts core curriculum offers a structured approach to attaining the general knowledge necessary for meaningful study in the major area. Beginning with the liberal arts core, students in each major program will add major electives and free electives that match their individual needs and interests.

Courses	Credits
ENG 101, ENG 102, ENG 103, ENG 212	12
ENG 213 or ENG 223	3
ENG 214 or ENG 224	3
HIS 109 or HIS 113	3
HIS 110 or HIS 114	3
PSY 108	3
SOC 112	3
GOV 109 or GOV 110	3
ECO 201 and ECO 202	6
HUM 201 and HUM 202	6
CIS 100	3
Mathematics Elective	3
Science Elective	3
FEX 100	<u>3</u>
	57

In order to graduate, students must complete a minimum of 120 credits with a standard course load of five (5) per semester.

All students will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to choosing a math elective.

MAT 050 does not fulfill the liberal arts math requirement.

Requirements pertaining to each liberal arts major and major worksheets can be obtained from the humanities department office.

Humanities/Social Sciences Department

Chairperson: Professor Ernest H.S. Holm

The humanities/social sciences department of the undergraduate school has a dual mission: to offer its own liberal arts majors and to provide balanced liberal arts support for the schools' business programs.

The department offers five liberal arts majors in communication, English, english education, humanities, and social sciences. Students choosing any one of these majors complete the liberal arts core curriculum and the major and allied course requirements. The generous number of free electives in these majors allows students to minor in a business or liberal arts area, to choose a cooperative education experience, or to prepare for graduate study.

In support of the general education component of the college's business curriculum, the humanities department offers liberal arts courses that equip students with:

- the basis to deal with ambiguity;
- a reference point to examine, appreciate and participate in the values and traditions of their culture and the culture of others;
- a variety of perspectives in order to address and resolve issues and problems;
- the ability to write and speak clearly.

All candidates for the bachelor's degree in business must have completed liberal arts courses according to the requirement of their major course of study; these courses constitute approximately 40 percent of a student's total course credits.

Communication

The special strength of the communications major lies in the combination of training in communication skills and theory with a thorough grounding in the liberal arts. In addition, students take at least two marketing courses to help prepare them for work in a variety of fields including public relations, government relations, employee communication and training, advertising and commercial and industrial writing.

Students are encouraged to develop special competence in particular areas. For example, students can choose courses in graphics & print media, desktop publishing, public relations, public relations campaign planning, journalism and technical writing. Many courses incorporate hands-on training and experience with "real world" clients. In addition, students may apply for a cooperative education program.

Communication Curriculum - Bachelor of Science

Liberal Arts Core	Credits 57
Major Courses	Credits
COM 226 Mass Communication	3
COM 322 Advanced Public Speaking	3
COM 235 Introduction to Journalism	
or	
COM 231 Writing for Public Communications	3
COM 335 Principles of Public Relations	3
COM 440 Graphics and Layout in Print Media	3
COM 441 Desktop Publishing	3
Communications Electives	<u>6</u>
	24
Elective and Allied Courses:	
ENG 220 Business Communication	3
MKT 113 Introduction to Marketing	3
MKT 329 Principles of Advertising	3

English Electives (beyond core)	6
Social Science Electives (beyond core)	6
Free Electives	<u>18</u>
	39

Total Credits 120

Communication Electives include:

COM 452	Public Relations Campaign Planning Seminar
COM 341	Technical Report Writing
COM 435	Feature Writing
COM 444	Video Production

Communication Curriculum - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ENG 101	Basic Writing 3	CIS 100	Fundamental Concepts 3
SOC 112	Intro to Sociology 3	ENG 102	Process Writing 3
GOV 109	Intro to Politics	MKT 113	Intro to Marketing 3
	or	PSY 108	Intro to Psychology 3
GOV 110	American Politics 3		Science Elective <u>3</u>
	Math Elective for LA majors 3		15
FEX 100	Freshman Experience Seminar		
	or		
	*Free Elective <u>3</u>		
	15		
Second Year		Second Semester	
First Semester		COM 322	Advanced Public Speaking 3
COM 226	Mass Communication 3	ECO 202	Macroeconomics 3
ECO 201	Microeconomics 3	ENG 220	Business Communication 3
ENG 103	Analytical Writing 3	MKT 329	Principles of Advertising 3
ENG 212	Public Speaking 3	HIS 109	Ancient & Medieval History
	Free Elective <u>3</u>		or
	15	HIS 113	American History I <u>3</u>
			15
Third Year		Second Semester	
First Semester		COM 335	Principles of Public Relations 3
HUM 201	Intro to Humanities I 3	HUM 202	Intro to Humanities II 3
COM 231	Writing for Public Communications	ENG 214	American Literature II
	or		or
COM 235	Intro to Journalism 3	ENG 224	English Literature II 3
ENG 213	American Literature I		English Elective 3
	or		Free Elective <u>3</u>
ENG 223	English Literature I 3		15
	Communication Elective 3		
	Social Science Elective <u>3</u>		
	15		

Fourth Year

First Semester			Second Semester			
COM	440	Graphics & Layout in Print Media	3	COM	441 Desktop Publishing	3
HIS	110	Modern European History			Communication Elective	3
		or			English Elective	3
HIS	114	American History II	3		Free Elective	3
		** Social Science Elective	3		Free Elective	3
		Free Elective	3			
		Free Elective	3			
			15			

Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students.

A six-credit cooperative education experience is available in the communication curriculum by replacing six (6) free elective credits with six (6) cooperative education credits. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

Communication Electives:

- COM341 Technical Report Writing
- COM435 Feature Writing
- COM444 Video Production
- COM452 Public Relations Campaign Planning Seminar
- COM490B Cooperative Education Experience

The following marketing courses can be substituted for communication electives:

- FMK 101 Basic Design and Color Theory
- MKT337 Marketing Research
- MKT428 Promotional Advertising Research & Media Measurement
- MKT429 Advertising Campaigns
- ** Social Science Elective (SOC, PSY, GOV, ECO, ATH)

English

The English major develops students' ability to read, write, and think critically through the study of English language and literature. Building on the humanities based liberal arts core, this major provides the broad education that employers increasingly say they prefer in college graduates. Students majoring in English have the flexibility to choose a business or liberal arts minor, a teaching certification program, a pre-MBA program, or a cooperative education experience. This major also prepares students for graduate study in business, liberal arts, or the professions.

English Language and Literature Curriculum - Bachelor of Science

Liberal Arts Core	Credits
	57
Major Courses	Credits
ENG 213 American Literature I } one beyond	
ENG 214 American Literature II } core	3
ENG 223 English Literature I } one beyond	

ENG 224	English Literature II	} core	3
ENG 331	American Business in Literature		
	or		
ENG 332	The Nature Writers		
	or		
ENG 336	Thoreau and His Contemporaries		3
ENG 319	Shakespeare		3
ENG 226	Contemporary Poetry		
	or		
ENG 234	Modern Authors		3
ENG 330	Seminar in Advanced Writing		3
ENG 333	Introduction to Linguistics		3
ENG 355	English Grammar		3
ENG 450	Seminar in American Literature		3
	English Literature Elective		<u>3</u>
			30

Elective and Allied Courses:

PHL 110	Introduction to Philosophy	3
	History Elective	3
	Fine Arts Elective	3
	Free Electives	<u>24</u>
		33

Total Credits 120

English Language and Literature Curriculum - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG 101	Basic Writing	3	CIS 100	Fundamental Concepts	3		
SOC 112	Intro to Sociology	3	ENG 102	Process Writing	3		
HIS 109	Ancient & Medieval History		PSY 108	Intro to Psychology	3		
	or		HIS 110	Modern European History			
HIS 113	American History I	3		or			
	Mathematics Elective	3	HIS 114	American History II	3		
FEX 100	Freshman Experience Seminar			Science Elective	<u>3</u>		
	or				15		
	*Free Elective	<u>3</u>					
		15					
Second Year				Second Semester			
First Semester				Second Semester			
ECO 201	Microeconomics	3	ECO 202	Macroeconomics	3		
ENG 103	Analytical Writing	3	ENG 212	Public Speaking	3		
ENG 223	English Literature I	3	ENG 224	English Literature II	3		
HUM 201	Intro to Humanities I	3	HUM 202	Intro to Humanities II	3		
GOV 109	Intro to Politics		PHL 110	Intro to Philosophy	<u>3</u>		
	or				15		
GOV 110	American Politics	<u>3</u>					
		15					

Third Year

First Semester				Second Semester			
ENG	213	American Literature I	3	ENG	214	American Literature II	3
ENG	330	Seminar Advanced Writing	3	ENG	355	English Grammar	3
ENG	333	Intro to Linguistics	3	ENG	226	Contemporary Poetry	
		Fine Arts Elective	3			or	
		Free Elective	<u>3</u>	ENG	234	Modern Authors	3
			15			History Elective	3
						Free Elective	<u>3</u>
							15

Fourth Year

First Semester				Second Semester			
ENG	319	Shakespeare	3	ENG	450	Seminar/American Literature	3
ENG	331	American Bus in Literature				English Literature Elective	3
		or				Free Elective	3
ENG	332	Nature Writers				Free Elective	3
		or				Free Elective	<u>3</u>
ENG	336	Thoreau & His Contemp	3				15
		Free Elective	3				
		Free Elective	3				
		Free Elective	<u>3</u>				
			15				

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to choosing a Math elective. Students placed in MAT 150 should consult a math instructor.

Students may choose a cooperative education experience for free electives, the number of credits to be approved by the department.

English Education

Coordinator: Professor Carolyn Hollman

The English education major prepares students to be effective, qualified, and dedicated English teachers for grades 7 through 12. The liberal arts core courses provide a broad humanities foundation for a major in English language and literature; the professional education component provides the prospective English teacher the techniques and understandings necessary to help senior high school and junior high school students develop to their highest potential.

Admission to English Education Program

Prior to being officially admitted to an undergraduate teacher program at New Hampshire College, usually at the end of the sophomore year, each student must be interviewed by the program coordinator and the committee on teacher education and meet the following requirements:

- Have accumulated a minimum of 63 semester hours of credit.
- Have an accumulated grade point average of at least 2.5 on a scale of 4.0 and have a minimum 2.8 grade point average in English courses.
- Demonstrate the personal and social fitness necessary for success as a teacher.

- Have the physical and mental capabilities for success in the teaching profession.
- Display competencies in oral and written communication.
- Submit a letter of recommendation from a college English teacher.

English Education Curriculum - Bachelor of Science

Liberal Arts Core *	Credits 57
Major Courses	Credits
ENG 213 American Literature I } one beyond	
ENG 214 American Literature II } core	3
ENG 223 English Literature I } one beyond	
ENG 224 English Literature II } core	3
ENG 330 Seminar in Advanced Writing	3
ENG 333 Introduction to Linguistics	3
ENG 355 English Grammar	3
ENG 319 Shakespeare	3
ENG 215 Survey of the Theater	
or	
ENG 316 Contemporary Drama	3
ENG 450 Seminar in American Literature	3
English Literature Electives	<u>6</u>
	30
Elective and Allied Courses:	
EDU 200 Introduction to Education	3
EDU 201 Educational Psychology	3
EDU 290 Field Experience	3
EDU 301 Evaluation, Measurement and Testing	3
EDU 320 Methods of Teaching English I	3
EDU 490 Student Teaching	12
PSY 211 Human Growth and Development	3
PSY 320 Psychology of Individual Differences in Special Needs	<u>3</u>
	33

Total Credits 120

*English education majors should elect at least one American history course (HIS 213 or 214) as part of their core.

English Education Curriculum - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG	101	Basic Writing	3	CIS	100	Fundamental Concepts	3
PSY	108	Introduction to Psychology	3	ENG	102	Process Writing	3
HIS	109	Ancient & Medieval History		SOC	112	Introduction to Sociology	3
		or		GOV	109	Introduction to Politics	
HIS	113	American History I	3			or	
		Math Elective	3	GOV	110	American Politics	3
FEX	100	Freshman Experience Seminar				English Literature Elective	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year				Second Semester			
First Semester				Second Semester			
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
EDU	200	Introduction to Education	3	ENG	212	Public Speaking	3
ENG	103	Analytical Writing	3	ENG	214	American Literature II	3
ENG	213	American Literature I	3	ENG	330	Seminar in Advanced Writing	3
HUM	201	Intro to HUM I: Greece through Renaissance	<u>3</u>	HUM	202	Intro to HUM II: Baroque through Modern	<u>3</u>
			15				15
Third Year				Second Semester			
First Semester				Second Semester			
EDU	201	Educational Psychology	3	EDU	290	Field Experience	3
ENG	223	English Literature I	3	EDU	301	Evaluation, Measurement and Testing	3
ENG	333	Introduction to Linguistics	3	ENG	224	English Literature II	3
PSY	211	Human Growth & Development	3	ENG	215	Survey of the Theatre	
		Science Elective	<u>3</u>			or	
			15	ENG	316	Contemporary Drama	3
				HIS	110	Modern European History	
						or	
				HIS	114	American History II	<u>3</u>
							15
Fourth Year				Second Semester			
First Semester				Second Semester			
EDU	320	Methods of Teaching English I	3	EDU	490	Student Teaching	12
ENG	319	Shakespeare	3	ENG	450	Seminar/American Lit	<u>3</u>
ENG	355	English Grammar	3				15
PSY	320	Psy of Ind Diff & Special Needs	3				
		English Literature Elective	<u>3</u>				
			15				

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101.

MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

English education majors should elect at least one American history course (HIS 213, or HIS 214) as part of their core.

Humanities

Humanities is an interdisciplinary major that explores philosophy, art, culture, and history, and which stresses their mutual relationships. The humanities have traditionally included the study of those qualities that distinguish the human race from other life forms. This major is the broadest and most varied of the liberal arts programs at New Hampshire College and offers a multi-faceted perspective on cultural history and the development of the human condition.

Humanities Curriculum - Bachelor of Science

Liberal Arts Core		Credits
		57
Major Courses		Credits
ENG 213 American Literature I } one beyond		
ENG 214 American Literature II } core		3
ENG 223 English Literature I } one beyond		
ENG 224 English Literature II } core		3
ENG 301 World Mythology		3
HUM 230 Changing Roles of Men and Women in Western Society		3
PHL 110 Introduction to Philosophy		3
PHL 230 Comparative Religion		3
ATH 111 Introduction to Cultural Anthropology		3
ENG Elective		3
FAS Electives		<u>6</u>
		30
Elective and Allied Courses:		
HIS 113 American History I } one beyond		
HIS 109 Ancient and Medieval History } core		3
HIS 114 American History II } one beyond		
HIS 110 Modern European History } core		3
PSY 216 Psychology of Personality		3
EDU 200 Introduction to Education		3
Free Electives		<u>21</u>
		33

Total Credits 120

Note: Students may choose a cooperative education experience for free electives, the number of credits to be approved by the department.

Humanities Curriculum - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG	101	Basic Writing	3	ATH	111	Intro to Anthropology	3
SOC	112	Intro to Sociology	3	CIS	100	Fundamental Concepts	3
HIS	109	Ancient & Medieval History		ENG	102	Process Writing	3
		or		PSY	108	Introduction to Psychology	3
HIS	113	American History I	3	GOV	109	Introduction to Politics	
		Mathematics Elective	3			or	
FEX	100	Freshman Experience Seminar		GOV	110	American Politics	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year				Second Semester			
First Semester				Second Semester			
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	EDU	200	Introduction to Education	3
ENG	223	English Literature I	3	ENG	212	Public Speaking	3
HUM	201	Intro to HUM I: Greece		ENG	224	English Literature II	3
		Renaissance	3	HUM	202	Intro to HUM II: Baroque	
HIS	110	Modern European History				Modern	<u>3</u>
		or					15
HIS	114	American History II	<u>3</u>				
			15				
Third Year				Second Semester			
First Semester				Second Semester			
ENG	213	American Literature I	3	ENG	214	American Literature II	3
HIS	113	American History I	3	HIS	114	American History II	3
PHL	110	Intro to Philosophy	3	PHL	230	Comparative Religion	3
		English Elective	3			Science Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
Fourth Year				Second Semester			
First Semester				Second Semester			
ENG	301	World Mythology	3	PSY	216	Psychology of Personality	3
HUM	230	Changing Roles of Men and				Fine Arts Elective	3
		Women in Western Society	3			Free Elective	3
		Fine Arts Elective	3			Free Elective	3
		Free Elective	3			Free Elective	<u>3</u>
		Free Elective	<u>3</u>				15
			15				

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101. MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor. Students may substitute cooperative education only for free electives.

Social Science

The social science major is an interdisciplinary course of study designed for students who want a focused concentration in one or more of the social sciences. Thus, a student can design a program which includes psychology, sociology, anthropology, government, economics, and history. Students determine their own concentration in consultation with their academic advisors.

Social Science Curriculum - Bachelor of Science

Liberal Arts Core	Credits 57
Major Courses	Credits
GEO 201 World Geography	3
GOV 211 International Relations	3
GOV 213 Comparative Government	3
PSY 211 Human Growth and Development	3
PSY 316 Psychology of Personality	3
MAT 220 Statistics	3
Social Science Concentration Electives (4 courses in SOC, PSY, GOV, ECO)	<u>12</u>
	30
Elective and Allied Courses:	
ECO 345 History of Economic Thought	3
History Elective	6
Free Electives	<u>24</u>
	33

Total Credits 120

Social Science Curriculum - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ENG 101 Basic Writing	3	CIS 100 Fundamental Concepts	3
SOC 112 Introduction to Sociology	3	ENG 102 Process Writing	3
HIS 109 Ancient and Medieval History		GEO 201 World Geography	3
		PSY 108 Introduction to Psychology	3
		GOV 109 Introduction to Politics	3
HIS 113 American History I	3	or	
Mathematics Elective	3	GOV 110 American Politics	<u>3</u>
FEX 100 Freshman Experience Seminar			15
or			
* Free Elective	<u>3</u>		
	15		
Second Year		Second Semester	
First Semester		Second Semester	
ECO 201 Microeconomics	3	ECO 202 Macroeconomics	3
ENG 103 Analytical Writing	3	ENG 212 Public Speaking	3
HUM 201 Intro to Humanities I	3	HUM 202 Intro to Humanities II	3
ENG 213 American Literature I		SOC 213 Sociology of Social Problems	3
		ENG 214 American Literature II	
		or	
ENG 223 English Literature I	3	ENG 224 English Literature II	<u>3</u>
Science Elective	<u>3</u>		15
	15		

Third Year**First Semester**

PSY	211	Human Growth & Development	3
GOV	211	International Relations	
		or	
GOV	213	Comparative Government	3
		** Concentration	3
		Free Elective	3
		Free Elective	<u>3</u>
			15

Second Semester

HIS	110	Modern European History	
		or	
HIS	114	American History II	3
		**Concentration	3
		*** Social Science Elective	3
		Free Elective	3
		Free Elective	<u>3</u>
			15

Fourth Year

ECO	345	History of Economic Thought	3
		History Elective	3
		** Concentration	3
		Free Elective	3
		Free Elective	<u>3</u>
			15

SCS	444	Social Science Capstone	3
		** Concentration	3
		*** Social Science Elective	3
		Free Elective	3
		Free Elective	<u>3</u>
			15

Total Credits: 120

***Social Science Elective (SOC, PSY, GOV, ECO, ATH)

**Concentration of four courses in one discipline (SOC, PSY, or GOV or ECO)

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101.

MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

Students may substitute six cooperative education for free electives.

Liberal Arts - Associate in Science

Liberal arts is a two-year program leading to an associate's degree. Students completing this program might transfer to a four-year liberal arts major or a four-year business program.

Liberal Arts Curriculum

Courses:			Credits
ENG	101	Basic Writing	3
ENG	102	Process Writing	3
ENG	103	Analytical Writing	3
ENG	212	Public Speaking	3
		Math Elective	
		or	
		Science Elective	3
CIS	100	Fundamental Concepts	3
HUM	201	Introduction to Humanities I	3
HUM	202	Introduction to Humanities II	3
FEX	100	Freshman Experience Seminar	
		or	
		Liberal Arts Elective	<u>3</u>
			27

Core Electives:

		English Literature Elective	3
PSY	108	Introduction to Psychology	
		or	
SOC	112	Introduction to Sociology	3
		History Elective	
		or	
		Government Elective	3
		Liberal Arts Electives	6
		Free Electives	<u>18</u>
			33

Total Credits 60

Liberal Arts Curriculum - Associate in Science

First Year		Credits	Second Semester		Credits		
First Semester			Second Semester				
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
CIS	100	Fundamental Concepts		PSY	108	Intro to Psychology	
		or				or	
		Liberal Arts Elective	3	SOC	112	Intro to Sociology	3
		Mathematics Elective				Government Elective	
		or				or	
		Science Elective	3			History Elective	3
FEX	100	Freshman Experience Seminar	3			Liberal Arts Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
Second Year							
First Semester			Second Semester				
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
HUM	201	Intro to Humanities I	3	HUM	202	Intro to Humanities II	3
		Liberal Arts Elective	3			English Literature Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
						Total Credits: 60	

A student will take ENG 101 is necessary prior to ENG 102. All students are required to pass the English Basic Writing Competency Exam.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

**Students must select a liberal arts course from one of the following areas: (1) psychology/sociology (2) English (3) history/government (4) humanities (5) economics (6) mathematics/science (7) fine arts (8) education (9) anthropology.

Mathematics/Science/Education Department**Chairperson: Associate Professor Alec Ingraham****Mathematics/Science/Education Department**

In order for our graduates to survive and prosper in the business world, they must be able to deal intelligently with quantitative information. Many businesses consider a familiarity with mathematical techniques and a critical numerical eye as valuable assets. Although the emphasis in all courses is on problem solving, it is hoped that students will appreciate mathematics as being more than a practical tool. Consequently, courses are tailored to suit the needs of the students and the major areas of study at New Hampshire College. The mathematics department offers all the mathematics courses required by each major, as well as offering a series of science liberal arts electives. Math electives are offered for students who wish to emphasize mathematics in their business education and for those students who intend to take graduate business courses requiring more sophisticated mathematics. The mathematics department also oversees majors in business, marketing, and math teacher education.

Business Education Program**Coordinator: Professor Jean Silver****Business Education Program**

The business education program is dedicated to educating men and women who intend to enter the field of business and marketing education. The business and marketing teacher education programs are designed to prepare graduates for business and marketing education positions at the secondary school level.

Students may complete the teacher education program along with a B.S. program in another field in four and a half years. For appropriate scheduling, contact the program coordinator.

Admission to the Business or Marketing Teacher Education Programs

Prior to being formally admitted to the business and/or marketing teacher education programs at New Hampshire College, each student must be interviewed by the committee for teacher education and meet the following requirements:

Have accumulated a minimum of 63 hours of credit

Have a cumulative grade point average of at least 2.50

Demonstrate the capabilities for success in the teaching profession

Display competency in oral and written communications.

Business/Marketing Teacher Education Minor

A student may declare a minor in business/marketing teacher education by successfully completing six of the following courses; including a minimum of four at NHC.

EDU 200 Introduction to Education

EDU 201 Educational Psychology

EDU 300 Principles of Business and Vocational Education

EDU 301 Evaluation, Measurement and Testing

EDU	310	Methods of Teaching Keyboarding and Office Technology
EDU	313	Methods of Teaching Accounting and General Business
EDU	314	Coordination of Realistic Work Experience
EDU	315	Methods of Teaching Marketing Education
PSY	211	Human Growth and Development
PSY	320	Psychology of Individual Differences and Special Needs

Requirements for a Major in the Business Teacher Education Program

Students seeking comprehensive business education certification must demonstrate proficiency in keyboarding and office skills. This proficiency can be met through courses or demonstrated competency.

Work Experience: All business/ marketing teacher education majors must present 2,000 hours of work experience in an area of certification. In the absence of this, 400 supervised hours will be arranged.

Business Teacher Education - Bachelor of Science

	Credits
Business Core	72

Note: For the Business Education major PSY 211 (Human Growth and Development) should be taken as the social science elective in the core. PSY 108 (Introduction to Psychology) should be taken as part of the core.

Major Courses		Credits
EDU	200 Introduction to Education	3
ADB	110 Introduction to Business	3
EDU	201 Educational Psychology	3
EDU	290 Field Experience	3
EDU	300 Principles of Business and Vocational Education	3
EDU	301 Evaluation, Measurement and Testing	3
EDU	310 Methods of Teaching Keyboarding and Office Technology	3
EDU	313 Methods of Teaching Accounting and General Business	3
EDU	314 Coordination of Realistic Work Experience	3
OAD	220 Word Processing I	3
OAD	230 Office Simulation or Free Elective	3
PSY	320 Psychology of Individual Difference and Special Needs	<u>3</u>
		36
Allied Courses:		
EDU	490 Student Teaching	12

Total Credits 120

Business Teacher Education - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
MAT	110	Finite Mathematics I	3	MAT	111	Finite Mathematics II	3
CIS	100	Fundamental Concepts	3	EDU	200	Introduction to Education	3
PSY	108	Intro to Psychology	3	ADB	110	Intro to Business	3
FEX	100	Freshman Experience Seminar		ADB	125	Human Relations in Admin.	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year				Second Semester			
First Semester				Second Semester			
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
MAT	220	Statistics	3	PSY	211	Human Growth & Development	3
MKT	113	Introduction to Marketing	3	ADB	206	Business Law I	3
ACC	210	Financial Accounting	<u>3</u>	EDU	290	Field Experience	<u>3</u>
			15				15
Third Year				Second Semester			
First Semester				Second Semester			
EDU	300	Principles of Business & Voc Ed	3	EDU	310	Meth/Teach Keyboard	3
EDU	301	Eval/Meas/and Testing	3	EDU	201	Educational Psychology	3
FIN	320	Intro to Business Finance	3	ENG	220	Business Communication	3
PSY	320	Psy Ind Diff & Sp Needs	3	OAD	220	Word Processing I	3
CIS	200	Information Systems Concepts	<u>3</u>	OAD	230	Office Simulation	
			15			or	
						Free Elective	<u>3</u>
							15
Fourth Year				Second Semester			
First Semester				Second Semester			
EDU	313	Method of Teaching ACC & Gen Bus	3	EDU	490	Student Teaching	12
EDU	314	Coord/ of Realistic Work Exp	3			HUM/FAS/PHL Elective	<u>3</u>
ADB	421	Business Capstone Course	3				15
		Literature Elective	3				
		History Elective					
		or					
		Government Elective	<u>3</u>				
			15				

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

For dual certification in marketing and business education you need 123-129 credits.

Marketing Teacher Education Curriculum - Bachelor of Science

	Credits
Business Core	72

Note: For the marketing teacher education major PSY 211 (Human Growth and Development) should be taken as the social science elective in the core. PSY 108 (Introduction to Psychology) should be taken in the core.

Major Courses	Credits
ADB 110 Introduction to Business	3
EDU 200 Introduction to Education	3
EDU 201 Educational Psychology	3
EDU 290 Field Experience	3
EDU 300 Principles of Business and Vocational Education	3
EDU 301 Evaluation, Measurement and Testing	3
EDU 313 Methods of Teaching Accounting and General Business	3
EDU 314 Coordination of Realistic Work Experience	3
EDU 315 Methods of Teaching Marketing Education	3
PSY 320 Psychology of Individual Differences and Special Needs	3
Marketing Electives	<u>6</u>
	36

Allied Courses:

EDU 490 Student Teaching	12
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Total Credits 120

All marketing electives are to be approved by the coordinator of the business/marketing teacher education program and the chairperson of the marketing department.

Marketing Teacher Education Curriculum - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MAT 110 Finite Mathematics I	3	MAT 111 Finite Mathematics II	3
PSY 108 Intro to Psychology	3	EDU 200 Intro to Education	3
CIS 100 Fundamental Concepts	3	ADB 110 Intro to Business	3
FEX 100 Freshman Experience Seminar	3	ADB 125 Human Relations in Admin.	<u>3</u>
or			15
* Free Elective	<u>3</u>		
	15		
Second Year		Second Semester	
First Semester		Second Semester	
ENG 103 Analytical Writing	3	ENG 212 Public Speaking	3
ECO 201 Microeconomics	3	ECO 202 Macroeconomics	3
MAT 220 Statistics	3	ADB 206 Business Law I	3
MKT 113 Intro to Marketing	3	EDU 290 Field Experience	3
ACC 210 Financial Accounting	<u>3</u>	PSY 211 Human Growth & Development	<u>3</u>
	15		15

Third Year

First Semester			Second Semester			
ENG	220	Business Communication	3	EDU	314 Coordination of Real Work Exp	3
EDU	300	Principles of Bus & Voc Ed	3	EDU	201 Educational Psychology	3
EDU	301	Evaluation, Measurement & Testing	3	EDU	315 Method/Teach MKT Ed	3
FIN	320	Intro to Business Finance	3	PSY	320 Psychology of Ind Diff & Special Needs	3
		Marketing Elective	<u>3</u>	CIS	200 Information Systems Concepts	<u>3</u>
			15			15

Fourth Year

First Semester			Second Semester			
EDU	313	Methods of Teaching ACC & Gen Business	3	EDU	490 Student Teaching	12
ADB	421	Business Capstone Course	3	HUM/FAS/PHL	Elective	<u>3</u>
		Literature Elective	3			15
		Marketing Elective	3			
		History Elective				
		or				
		Government Elective	<u>3</u>			
			15			

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to the beginning of the Math sequence. Students placed in MAT 150 should consult a math instructor. Students pursuing dual certification in marketing and business education need 126-129 credits.

Mathematics Teacher Education**Coordinator: Professor Christopher J. Toy**

The mathematics teacher education program prepares students to teach mathematics at the secondary level. Courses are distributed between three areas: the mathematics segment provides academic competency; the education segment prepares students to enter the classroom with a varied and current repertoire of teaching skills; the business core which broadens the teachers' knowledge of applications and uniquely prepares them to explain the relevance of their subject to life beyond the classroom. While giving the student every opportunity to discover the theoretical elegance of mathematics, the program will especially emphasize the ability of mathematics to serve our culture and find solutions for difficult problems.

Students entering the mathematics education major may select either of two worksheets. Worksheet I is supported by courses from the business core while Worksheet II is supported by the liberal arts core.

Mathematics Teacher Education - Bachelor of Science

Business Core	Credits
	72
Major Courses	Credits
*MAT 150 Honors Finite Mathematics	-

*MAT 210	Calculus I	-
MAT 211	Calculus II	3
*MAT 250	Honors Statistics	-
MAT 305	Introduction to Quantitative Methods	3
MAT 315	Modern Algebra	3
MAT 320	Discrete Structures	3
MAT 330	Modern Geometry	3
MAT 410	Historical Trends in Mathematics	3
EDU 200	Introduction to Education	3
EDU 201	Educational Psychology	3
EDU 290	Field Experience	3
EDU 301	Evaluation, Measurement and Testing	3
EDU 325	Methods of Teaching Mathematics	3
		--
		33
EDU 490	Student Teaching	12
*PSY 211	Human Growth and Development	-
PSY 320	Psychology of Individual Differences and Special Needs	3
		<u>15</u>

Total Credits 120

* Meets core requirements.

Mathematics Teacher Education - Bachelor of Science (with Business Core)

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ECO 201	Microeconomics	3	CIS 100	Fundamental Concepts	3
ENG 101	Basic Writing	3	ECO 202	Macroeconomics	3
MAT 150	Honors Finite Mathematics	3	ENG 102	Process Writing	3
	History Elective		MAT 250	Honors Statistics	3
	or		PSY 108	Introduction to Psychology	
	Government Elective	3		or	
FEX 100	Freshman Experience Seminar		SOC 112	Intro to Sociology	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			
Second Year			Second Semester		
First Semester			Second Semester		
ADB 206	Business Law I	3	ACC 210	Financial Accounting	3
CIS 200	Information Systems Concepts	3	ADB 125	Human Relations in Admin.	3
EDU 200	Introduction to Education	3	EDU 290	Field Experience	3
ENG 103	Analytical Writing	3	MAT 211	Calculus II	3
MAT 210	Calculus I	<u>3</u>	MAT 320	Discrete Structures	<u>3</u>
		15			15

Third Year

First Semester

EDU 201	Educational Psychology	3
ENG 212	Public Speaking	3
MAT 305	Intro. to Quantitative Methods	3
MAT 315	Modern Algebra	3
MKT 113	Introduction to Marketing	3
		<u>15</u>

Second Semester

ENG 220	Business Communication	3
FIN 320	Introduction to Business Finance	3
MAT 330	Modern Geometry	3
MAT 410	Historical Trends in Mathematics	3
PSY 211	Human Growth and Development	3
	Humanities Elective	<u>3</u>
		18

Fourth Year

First Semester

ADB 421	Business Capstone Course	3
EDU 301	Evaluation, Measurement Testing	3
EDU 325	Methods of Teaching Mathematics	3
PSY 320	Psych of Indiv Diff & Spec Needs	3
	Literature Elective	<u>3</u>
		15

Second Semester

EDU 490	Student Teaching	<u>12</u>
		12

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning of the math sequence.

Mathematics Teacher Education - Bachelor of Science

Liberal Arts Core	Credits
	57
Major Courses	Credits
*MAT 150 Honors Finite Mathematics	-
MAT 210 Calculus I	3
MAT 211 Calculus II	3
MAT 250 Honors Statistics	3
MAT 305 Introduction to Quantitative Methods	3
MAT 315 Modern Algebra	3
MAT 320 Discrete Structures	3
MAT 330 Modern Geometry	3
MAT 410 Historical Trends in Mathematics	3
EDU 200 Introduction to Education	3
EDU 201 Education Psychology	3
EDU 290 Field Experience	3
EDU 301 Evaluation, Measurement, Testing	3
EDU 325 Methods of Teaching Mathematics	3
EDU 490 Student Teaching	12
PSY 211 Human Growth and Development	3
PSY 320 Psychology of Individual Differences & Special Needs	3
CIS Elective	3
Free Elective	<u>3</u>
	Total Credits 120

* Meets core requirements

Mathematics Teacher Education Curriculum - Bachelor of Science

(Liberal Arts Worksheet)

First Year				Credits					Credits
First Semester					Second Semester				
ECO	201	Microeconomics	3	CIS	100	Fundamental Concepts	3		3
ENG	101	Basic Writing	3	ECO	202	Macroeconomics	3		3
MAT	150	Honors Finite Mathematics	3	ENG	102	Process Writing	3		3
PSY	108	Introduction to Psychology	3	GOV	109	Introduction to Politics			
FEX	100	Freshmen Experience Seminar				or			
		or		GOV	110	American Politics	3		3
		Free Elective	<u>3</u>	MAT	250	Honors Statistics	<u>3</u>		<u>3</u>
			15						15
Second Year									
First Semester					Second Semester				
EDU	201	Introduction to Education	3	EDU	290	Field Experience	3		3
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3		3
HIS	109	Ancient and Medieval History		HIS	110	Modern European History			
		or				or			
HIS	113	American History I	3	HIS	114	American History II	3		3
MAT	210	Calculus I	3	MAT	211	Calculus II	3		3
SOC	112	Introduction to Sociology	<u>3</u>	MAT	320	Discrete Structures	<u>3</u>		<u>3</u>
			15						15
Third Year									
First Semester					Second Semester				
EDU	201	Introduction to Education	3	HUM	202	Introduction to Humanities	3		3
ENG	213	American Literature I		MAT	330	Modern Geometry	3		3
		or		MAT	410	Historical Trends in Mathematics	3		3
ENG	223	English Literature II	3	PSY	211	Human Growth & Development	3		3
HUM	201	Introduction to Humanities	3			Science Elective	3		3
MAT	305	Introduction to Quantitative Methods	3			Free Elective	<u>3</u>		<u>3</u>
			15				18		
MAT	315	Modern Algebra	<u>3</u>						
			15						
Fourth Year									
First Semester					Second Semester				
EDU	301	Evaluation, Measurement, Testing	3	EDU	490	Student Teaching	<u>12</u>		<u>12</u>
							12		
EDU	325	Methods of Teaching Mathematics	3						
ENG	214	American Literature II							
		or							
ENG	224	English Literature II	3						
PSY	320	Psychology/Ind. Diff. & Spec Needs	3						
		CIS Elective	<u>3</u>						
			15						

Total Credits: 120

Division of Business

The Business Curriculum

The curriculum of the undergraduate school's business programs contains a common core of courses that gives every student a solid foundation not only in the basic business courses that prepare students to make immediate contributions at the beginning of their careers but also a distribution of liberal arts courses that provide a basis for the growth and development that students must experience to be successful later in both their careers and in their communities.

Business Foundations in the Core

All students in bachelor's degree programs take one semester of Financial Accounting (ACC 210), a semester of Microeconomics (ECO 201) and a second semester of Macroeconomics (ECO 202), an introductory semester to computers (CIS 100) and a semester's Introduction to Systems (CIS 200), a survey of the Marketing function of business (MKT 113), and a semester of Human Relations in Administration (ADB 125). With this foundation in basic business subjects, students can choose from many major areas of studies that will provide a depth of knowledge allowing them to make contributions to a chosen business specialty upon graduation. Students will take a maximum of thirty-six credits in their major. At the end of their four years of study, all students will take a capstone course that provides an opportunity to synthesize the knowledge and skills they have attained in their own major with other areas of the business environment.

General Education Elements in the Core

The undergraduate school believes that success requires that students receive a broad preparation in liberal arts, and intense practice in oral and written communication.

As part of its recognition that successful leaders be able to view problems from a variety of perspectives, the undergraduate school mandates that all students complete a basic course in psychology (PSY 108) or sociology (SOC 112) and a course in each of the following four areas: literature, history or government, the humanities, and the social sciences. Students may choose to add additional breadth to their preparation by enrolling in more advanced general education courses as part of their free elective credits.

In addition to the perspectives offered by the preceding discipline areas, all bachelor's degree candidates in the liberal arts division are required to take at least one course in mathematics while their counterparts in the business and hospitality administration divisions are required to take at least three courses in mathematics to provide them basic quantitative skills. Math courses teach students to use mathematical concepts while the course in Statistics (MAT 220) provides students with analytical tools that will be reinforced by research assignments in a number of majors.

One of the competencies most frequently emphasized by those when they hire college graduates is the ability to communicate. The undergraduate school is committed to improving the communication skills of its students by requiring that

all bachelor's degree students demonstrate the competencies required by taking English courses as part of its general education core. Students will learn to express their thoughts in clear, correct, and well organized writing in English 101. At the end of this course, they must successfully pass a proficiency exam before taking the next English course in the sequence. Students will further strengthen their written communication skills in ENG 102 and in ENG 103 learn the research skills they will apply in both business and liberal arts courses. All students will be asked to master oral communication skills in ENG 212 as part of their core curriculum. Finally, students will learn the specific business applications of their communications skills in ENG 220.

Major Credits

Each college department requires that students selecting a specific business-related major complete up to 36 credits in that major. The record of the college alumni's success in specialized business areas and the continued review of business needs provided by faculty result in major course offerings that provide students the knowledge and skills to enter focused business positions upon graduation. Some of the major credits may be designated by a major department for a cooperative education experience. The credit-bearing cooperative education program allows students to apply the theory and practice the skills learned in the classroom in actual work experience.

Allied Courses and Free Electives

Each bachelor degree student will have an opportunity to select free electives that students and their advisors believe best meet students' individual needs. Some students may select courses that would comprise a minor area of studies, while others may use a part of their elective credits to complete a cooperative education experience; still others may opt for additional advanced courses in areas of business or the liberal arts. In some majors there are allied courses outside of the major area that students are required to take in order to give them a stronger preparation for their chosen careers.

Bachelor of Science Degree Programs

The Business Core

The following courses comprise the basic core of business and general education courses that the college believes are essential in providing students with a solid foundation for business careers. Students in each bachelor of science degree business program will add to these core courses both major electives and free electives that will match their career goals.

Courses	Credits
ENG 101, ENG 102, ENG 103, ENG 212, ENG 220	15
MAT 110, MAT 111, MAT 220	9
PSY 108, or SOC 112	3
** Literature Elective	3
History Elective/Government Elective	3
Humanities Elective (includes HUM, FAS, PHL,)	3

Social Science Elective— SOC, PSY, GOV, ECO, ATH,	3
ECO 201, ECO 202	6
FIN 320	3
ACC 210	3
ADB 125	3
ADB 206 or a major specific law course	3
MKT 113	3
CIS 100, CIS 200	6
ADB 421 (Business Capstone Course)	3
FEX 100 Freshman Experience or *** Free Elective	<u>3</u>
	72

** Does not include: ENG 101, ENG 102, ENG 103, ENG 212, ENG 220, ENG 235, ENG 330, ENG 333

*** For transfer students with more than 15 credits and continuing education students
Minimum 120 credits for graduation with a standard course load of five (5) per semester.

Accounting Department

Chairperson: Associate Professor John VanSantvoord

Accounting

Accounting is one of the fastest growing professions in the world today. Professional accountants are growing not only in number, but also in influence and prestige. Rapid advancement in the fields of public accounting and private industry are limited only by individual desire, initiative and ability.

Rules and regulations in the accounting profession have been changing dramatically in the past few years and New Hampshire College's accounting program is continuously updated to meet these changes.

Graduates of the accounting program will be prepared for careers in public accounting, or private industry, or government. This would be with national, regional or local CPA firms, in the corporate sector, with large or small companies, or in the public sector with federal, state, and local government.

During the four-year accounting program a cooperative education program with suitable remuneration is available to students during two semesters or in the summer, for 3 or 6 credits.

	Credits
Business Core	72*
Note: Accounting majors are advised to take a liberal arts course as their free elective in the college core.	

Major Courses	Credits
ACC 102 Elementary Accounting II	3
ACC 203 Intermediate Accounting I	3
ACC 204 Intermediate Accounting II	3
ACC 207 Cost Accounting I	3
ACC 208 Cost Accounting II	3
ACC 305 Advanced Accounting I	3

ACC 315	Accounting Systems Applications	3
ACC 306	Advanced Accounting II	3
ACC 322	Institutional Accounting	3
ACC 411	Auditing Principles	3
ACC 415	Federal Taxation I	3
ACC 416	Federal Taxation II	<u>3</u>
		36

Electives and Allied Courses

FIN 435	Financial Policy and Decision Making	3
	Free Electives	<u>9**</u>

Total Credits 120

* Accounting majors take ACC 101 (Elementary Accounting I) in place of ACC 210 (Financial Accounting).

Note: Students who wish to complete a 3 or 6 credit cooperative education experience in accounting may replace either 3 or 6 free elective credits. Students should contact the Career Development Center for more specific information.

**Students pursuing a CPA certificate should take ADB 307 in place of a free elective.

Accounting Curriculum - Bachelor of Science

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ACC 101	Elementary Accounting I	3	ACC 102	Elementary Accounting II	3
ENG 101	Basic Writing	3	ADB 125	Human Relations in Admin.	3
MAT 110	Finite Mathematics I	3	CIS 100	Fundamental Concepts	3
PSY 108	Introduction to Psychology		ENG 102	Process Writing	3
	or		MAT 111	Finite Mathematics II	<u>3</u>
SOC 112	Introduction to Sociology	3			15
FEX 100	Freshman Experience Seminar				
	or				
	* Free Elective	<u>3</u>			
		15			
Second Year			Second Semester		
First Semester			Second Semester		
ACC 203	Intermediate Accounting I	3	ACC 204	Intermediate Accounting II	3
ACC 207	Cost Accounting I	3	ACC 208	Cost Accounting II	3
ECO 201	Microeconomics	3	CIS 200	Information Systems Concepts	3
ENG 103	Analytical Writing	3	ECO 202	Macroeconomics	3
	Social Science Elective	<u>3</u>	MAT 220	Statistics	<u>3</u>
		15			15
Third Year			Second Semester		
First Semester			Second Semester		
ACC 305	Advanced Accounting I	3	ACC 306	Advanced Accounting II	3
ACC 315	Accounting Systems Applications	3	ACC 322	Institutional Accounting	3
FIN 320	Introduction to Business Finance	3	ENG 220	Business Communication	3
MKT 113	Introduction to Marketing	3		Literature Elective	3
	HUM/FAS/PHL Elective	<u>3</u>		History Elective	
		15		or	
				Government Elective	<u>3</u>
					15

Fourth Year**First Semester**

ACC 411	Auditing Principles	3
ACC 415	Federal Taxation I	3
ADB 206	Business Law I	3
ENG 212	Public Speaking	3
FIN 435	Fin. Policy & Decision Making	<u>3</u>
		15

Second Semester

ACC 416	Federal Taxation II	3
ADB 421	Business Capstone Course	3
	** Free Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		15

Total Credits: 120

** Students pursuing a CPA certificate should take ADB 307 in place of a free elective.

*For transfer students with more than 15 credits and for continuing education students. Students may substitute six (6) credit hours of cooperative education for two (2) free electives.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult the instructor.

Minor in Accounting: A student may declare a minor in Accounting by successfully completing all of the following courses, including a minimum of four at New Hampshire College:

Elementary Accounting I & II (ACC 101 & ACC 102)

Intermediate Accounting I & II (ACC 203 & ACC 204)

Cost Accounting I & II (ACC 207 & ACC 208)

Business Administration Department

Chairperson: Assistant Professor C. Eric Nieuwejaar

Business Administration

The past two decades have witnessed unparalleled change in business, industry and society. Emerging trends suggest that change is going to continue to be rapid, at times unpredictable and frequently disruptive.

As business and society grow more complex, the demand for trained managers and leaders has increased. Managers can no longer make business decisions based on hunches and guesses or look for old solutions to solve new problems.

Students in the business administration program will learn how to be leaders and managers in this changing and hectic business environment.

New Hampshire College's Business Administration major, with its emphasis on communication, accounting, behavioral dynamics and quantitative analysis, is strengthened by a broad selection of liberal arts electives. These business and management skills, when complemented with a solid foundation in the liberal arts, enable the students to obtain the knowledge and skills necessary to be a complete manager.

Business Administration Curriculum—Bachelor of Science

Business Core	Credits 72
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Note: The department requires students to take ECO 301 (Managerial Economics) as their social science elective.

Major Courses:	Credits
ADB 110 Introduction to Business	3
ADB 211 Human Resource Management	3
ADB 215 Principles of Management	3
ADB 326 Social Environment of Business	3
ADB 331 Introduction to Operations Management	3
ADB 342 Organizational Behavior	3
ADB International Elective	3
ADB Electives (300/400 level)	<u>12</u>
	33

Elective and Allied Courses:	Credits
ACC 214 Management Accounting	3
Free Electives	<u>12</u>
	15

Total Credits 120

**Business Administration - Bachelor of Science
(Without Cooperative Education)**

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ADB 110 Intro to Business	3	ADB 125 Human Relations in Admin.	3
ENG 101 Basic Writing	3	CIS 100 Fundamentals Concepts	3
MAT 110 Finite Mathematics I	3	ENG 102 Process Writing	3
		MAT 111 Finite Math II	3
		PSY 108 Intro to Psychology	
		or	
	3	SOC 112 Intro to Sociology	<u>3</u>
FEX 100 Freshman Experience Seminar			15
	<u>3</u>		
	15		

Second Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ADB 215 Principles of Management	3	ADB 206 Business Law I	3
ADB 326 Social Environment of Business	3	ADB 211 Human Resource Mgt	3
ECO 201 Microeconomics	3	CIS 200 Information Systems Concepts	3
ENG 103 Analytical Writing	3	ECO 202 Macroeconomics	3
ENG 212 Public Speaking	<u>3</u>	MKT 113 Intro to Marketing	<u>3</u>
	15		15

Third Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ACC 210 Financial Accounting	3	ACC 214 Management Accounting	3
ADB 342 Organizational Behavior	3	**ECO 301 Managerial Economics	3
MAT 220 Statistics	3	FIN 320 Intro to Business Finance	3
		Literature Elective	3
		ADB Elective (300-400 level)	<u>3</u>
	<u>3</u>		15
	15		

Fourth Year

First Semester		Second Semester		
ADB 331	Intro to Operations Management	3	ADB 421 Business Capstone Course	3
ENG 220	Business Communication	3	ADB Elective 300-400 Level	3
	ADB Elective 300-400 Level	3	ADB International Elective	3
	Free Elective	3	Free Elective	3
	Free Elective	<u>3</u>	Free Elective	<u>3</u>
		15		15
				Total Credits: 120

Notes:

1. Students who intend to do cooperative education must use the cooperative education worksheet.
2. All business administration majors must take an international course which has the prefix ADB.
3. Students who desire a concentration in human resource management (HRM), small business management (SBM), or international management (IM) must take the following business administration elective courses:
 - a. HRM: ADB 325 Compensation and Benefit Administration and ADB 442 Advanced Seminar in Human Resource Management and Development
 - b. SBM: ADB 307 Business Law II, ADB 317 Small Business Management, and ADB 320 Entrepreneurship
 - c. IM: Any five (5) of the following: ADB 309 Legal Environment of International Business, ADB 310 International Business, ADB 311 International Human Resources Management, ADB 315 International Management, ADB 316 Cultural and Political Environment of International Business, ADB 422 International Strategic Management.
4. English and math department requirements must be completed by students in this major.
5. *For transfer students with more than 15 credits and for continuing education students.
6. **ECO 301 is counted as a core social science elective.

Business Administration - Bachelor of Science (With Cooperative Education)

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ENG 101	Basic Writing	3	ENG 102	Process Writing	3
ADB 110	Intro to Business	3	ADB 125	Human Relations in Admin.	3
MAT 110	Finite Mathematics I	3	CIS 100	Fundamental Concepts	3
PSY 108	Intro to Psychology		MAT 111	Finite Mathematics II	3
	or			History Elective	
SOC 112	Intro to Sociology	3		or	
FEX 100	Freshman Experience Seminar			Government Elective	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			

Second Year

First Semester				Second Semester			
ENG	103	Analytical Writing	3	CIS	200	Information Concepts	3
ECO	201	Microeconomics	3	ADB	206	Business Law I	3
ADB	215	Principles of Management	3	ECO	202	Macroeconomics	3
		Business Administration Elective	3	ADB	211	Human Resource Management	3
ADB	326	Social Environment of Business	<u>3</u>	MKT	113	Intro to Marketing	<u>3</u>
			15				15

Third Year

First Semester				Second Semester			
MAT	220	Statistics	3	** ECO	301	Managerial Economics	3
ADB	331	Intro to Oper Mgt	3	FIN	320	Intro to Business Finance	3
ACC	210	Financial Accounting	3	ACC	214	Management Accounting	3
ENG	212	Public Speaking	3	ADB	342	Organizational Behavior	3
		HUM/FAS/PHL Elective	<u>3</u>			Literature Elective	<u>3</u>
			15				15

Fourth Year

First Semester				Second Semester			
ENG	220	Business Communication	3	ADB	421	Business Capstone Course	3
		Free Elective or Cooperative Experience	3			ADB International Elective	3
		Free Elective or Cooperative Experience	3			ADB Elective (300-400 Level)	3
		Free Elective or Cooperative Experience	3			ADB Elective (300-400 Level)	3
		Free Elective or Cooperative Experience	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

Notes:

- Students who intend to do a cooperative education experience must use a cooperative education worksheet.
- All business administration majors must take an international course which has the prefix ADB.
- Students who desire a concentration in human resource management (HRM), small business management (SBM) and international management (IM) must take the following business administration elective courses:
 - HRM: ADB 325 Compensation and Benefits Administration and ADB 442 Advanced Seminar in Human Resource Management and Development
 - SBM: ADB 307 Business Law II, ADB 317 Small Business Management and ADB 320 Entrepreneurship
 - IM: Any five (5) of the following: ADB 309 Legal Environment of International Business, ADB 310 Introduction to International Business, ADB 311 International Human Resources Management, ADB 315 International Management, ADB 316 The Cultural and Political Environment of International Business, ADB 422 International Strategic Management.
- English and math department requirements must be completed by students in this major.
- Students in this business administration curriculum with cooperative education may opt for a 12 credit cooperative education experience by using six (6) ADB (any level) elective credits and six (6) free elective credits. Coops for fewer credits are also available.
- *For transfer students with more than 15 credits and for continuing education students.
- **ECO 301 is counted as core in the social science elective.

Business Studies

The business studies curriculum provides the opportunity for students to concentrate in a specific area of business, with the flexibility to tailor a degree to meet their specific needs.

Concentrations are available in accounting, business finance, business administration, data processing, human resource management, restaurant management, materials management (continuing education only), marketing, production and inventory control (continuing education only) and sport management. In addition to the major required courses, students are able to tailor the degree program depending upon their selection of ten courses (30 credits) of free electives.

The business studies degree also provides an option for transfer students who have completed two or more years at other colleges (particularly liberal arts or science majors) who now desire a business degree. The 30 free elective credits enable transfer students to receive credit for a wide variety of previous courses.

Business Studies Curriculum - Bachelor of Science

In the business studies curriculum the college core consists of 72 credits, with each of the nine concentrations consisting of 36 credits, followed by electives and free courses for a total of 120 credits.

	Credits
Business Core	72*
Major Courses:	
Accounting Concentration:	
ACC 102 Elementary Accounting II	3
ACC 203 Intermediate Accounting I	3
ACC 204 Intermediate Accounting II	3
ACC 207 Cost Accounting I	3
ACC 208 Cost Accounting II	3
ACC 415 Federal Taxation I	3
ADB 110 Introduction to Business	3
Free Electives	<u>15</u>
	36

* Business studies accounting concentration students should take ACC 101 instead of ACC 210.

Business Administration Concentration:

ACC 214 Management Accounting	3
ADB 110 Introduction to Business	3
ADB 215 Principles of Management	3
ADB 331 Introduction to Operations Management	3
ADB 342 Organizational Behavior	3
ADB International Elective	3
Free Electives	<u>18</u>
	36

Business Finance Concentration:

ADB	110	Introduction to Business	3
ECO	301	Managerial Economics	3
ECO	402	Business Cycles and Forecasting	3
FIN	220	Introduction to Investments	3
FIN	435	Financial Policy and Decision Making	3
		ECO/FIN Elective	3
		Free Electives	<u>18</u>
			36

Computer Information Systems Concentration:

ADB	110	Introduction to Business	3
CIS	201	Computer Concepts	3
CIS	210	Application Development	3
CIS	310	Application Design and Implementation	3
CIS	315	Systems Development I	3
		CIS Elective	3
		Free Electives	<u>18</u>
			36

Human Resource Management Concentration:

ADB	110	Introduction to Business	3
ADB	211	Human Resource Management	3
ADB	215	Principles of Management	3
ADB	325	Compensation and Benefits Adm.	3
ADB	342	Organizational Behavior	3
ADB	442	Advanced Seminar in Human Resource Management and Development	3
		Free Electives	<u>18</u>
			36

The concentration in international management is available to business administration and business studies majors. In order to qualify for this concentration, students must take any five international courses from those offered by the department of business administration.

International Management Concentration:

ADB	215	Principles of Management	3
ADB	300 or ADB 400	International Business Administration Electives (ADB 309, ADB 310, ADB 311, ADB 315, ADB 316) (ADB 422)	15
		Free Electives	<u>18</u>
			36

Materials Management Concentration:

(Available only in the Division of Continuing Education)

ADB	215	Principles of Management	3
ADB	331	Introduction to Operations Management	3
ADB	332	Purchasing Management	3
ADB	336	Production Management and Control	3
ADB	347	Inventory Management	3
ADB	355	Manufacturing Resource Planning	3
		Free Electives	<u>18</u>
			36

Marketing Concentration:

ADB	110	Introduction to Business	3
MKT	320	Sales Management	
		or	
MKT	335	Sales and Persuasion	3
MKT	337	Marketing Research	3
MKT	329	Principles of Advertising	3
MKT	345	Consumer Behavior	3
		Marketing Elective	3
		Free Electives	<u>18</u>
			36

Production and Inventory Control Concentration:

(Available only in the Division of Continuing Education)

ADB	333	Production Activity Control	3
ADB	335	Just in Time	3
ADB	336	Production Management and Control	3
ADB	339	Master Planning	3
ADB	346	Materials and Capacity Requirement Planning	3
ADB	347	Inventory Management	3
		Free Electives	<u>18</u>
			36

Restaurant Management Concentration

ADB	215	Principles of Management	3
REST	109	Food Purchasing	3
REST	110	Quantity Food Production I	3
REST	111	Quantity Food Production II	3
REST	319	Restaurant Management	3
LDG	421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
		Free Electives	<u>18</u>
			36

Note: It is recommended that the students in the restaurant management concentration try to include HRM 422 (Beverage Management and Control), HRM 424 (Wines and Beverages), and HRM 430 (Management of Institutional Feeding Operations) in lieu of three (3) free elective courses.

Small Business Management Concentration:

ADB 110	Introduction to Business	3
ADB 215	Principles of Management	3
ADB 307	Business Law II	3
ADB 317	Small Business Management	3
ADB 320	Entrepreneurship	3
	ADB Elective (300-400 Level)	3
	ADB International Elective	3
	Free Electives	<u>15</u>
		36

Sport Management Concentration:

ADB 111	Sport Management I	3
ADB 207	Law and Sport Management	3
ADB 461	Seminar in Sport Management	3
	Sport Management Electives	9
	Free Electives	<u>18</u>
		36

Cooperative education options exist in every concentration. Students would replace free electives with cooperative education credits.

Business Studies Curriculum - Bachelor of Science

In the business studies curriculum, the college core consists of 72 credits, with each of the nine concentrations consisting of 36 credits, followed by allied courses and free electives for a total of 120 credits.

**Sample Business Studies Curriculum - Bachelor of Science
(Concentration in Accounting)**

First Year				Credits	Second Semester				Credits
First Semester					Second Semester				
ENG	101	Basic Writing	3	ENG	102	Process Writing	3		
ACC	101	Elementary Accounting I	3	ACC	102	Elementary Accounting II	3		
ADB	110	Intro to Business (Bus. Con.)	3	CIS	100	Fundamental Concepts	3		
ADB	125	Human Relations in Admin.	3	MKT	113	Intro to Marketing	3		
FEX	100	Freshman Experience Seminar		PSY	108	Intro to Psychology			
		or				or			
		* Free Elective	<u>3</u>	SOC	112	Intro to Sociology	<u>3</u>		
			15						15
Second Year					Second Semester				
First Semester					Second Semester				
ENG	103	Analytical Writing	3	ENG	220	Business Communication	3		
MAT	110	Finite Mathematics I	3	MAT	111	Finite Mathematics II	3		
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3		
ACC	203	Inter Accounting I (Bus. Con.)	3	ACC	204	Inter. Accounting II (Bus. Con.)	3		
		HUM/FAS/PHL Elective	<u>3</u>	CIS	200	Information Systems Concepts	<u>3</u>		
			15						15

Third Year

First Semester			Second Semester			
ACC	207	Cost Accounting I (Bus. Con.)	3	FIN	320 Intro to Business Finance (Bus. Con.)	3
ENG	212	Public Speaking	3			
		Literature Elective	3	ACC	208 Cost Accounting II (Bus. Con.)	3
		History Elective		MAT	220 Statistics	3
		or		ADB	206 Business Law I	3
		Government Elective	3		Free Elective	<u>3</u>
		Free Elective	<u>3</u>			15
			15			

Fourth Year

First Semester			Second Semester			
		Social Science Elective	3	ACC	415 Federal Taxation I (Bus. Con.)	3
		Free Elective or Coop Exp	3	ADB	421 Business Capstone Course	3
		Free Elective or Coop Exp	3		Free Elective	3
		Free Elective or Coop Exp	3		Free Elective	3
		Free Elective or Coop Exp	<u>3</u>		Free Elective	<u>3</u>
			15			15

Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor. Students in the accounting concentration should take ACC 101 instead of ACC 210 in the core. Students may replace electives with cooperative education credits.

International Business

Coordinator: Professor Jack K. Evans

The world is becoming an economic market place without boundaries. Huge multinational corporations conduct business based on world-wide priorities while smaller domestic companies look for ways to tap into the growing markets of Europe, Asia and Third World countries. Successful managers must be able to work with a wide variety of people who use different currencies and systems to achieve their own economic and personal goals.

In recognition of this situation, New Hampshire College has developed an international business major. This program includes instruction in management skills and concepts, but places these skills in an international, multi-cultural setting. In this way, students learn about the different monetary, banking and accounting systems they will encounter, and about the myriad of cultural norms that make the rest of the world a diverse place to market American goods and services. International business is an interdisciplinary program which combines existing management courses with the possibility of cooperative education opportunities in the international arena.

International Business Curriculum

Business Core

Credits

72

Note: International Electives Required in History, Government

Major Courses		Credits
ADB 215	Principles of Management	3
ADB 310	Introduction to International Business	3
ADB 315	International Management	3
*ADB 342	Organizational Behavior or Language Elective	3
	ADB International Business Electives	9
	Accounting International Elective	3
	Economics International Elective	3
	Marketing International Elective	3
	*Language or ADB International Business Elective	<u>3</u>
		33
Free Electives (Including Cooperative Experience)		<u>15</u>
Total Credits		120

* 6 credits language required in language track

International Business Curriculum - Bachelor of Science (With Cooperative Education/With Language)

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ADB 310	Intro to International Business	3	ADB 125	Human Relations in Admin.	3
ENG 101	Basic Writing	3	ENG 102	Process Writing	3
MAT 110	Finite Math I	3	MAT 111	Finite Math II	3
PSY 108	Intro to Psychology		MKT 113	Intro to Marketing	3
	or			International Government Elective	
SOC 112	Intro to Sociology	3		or	
FEX 100	Freshman Experience Seminar			International History Elective	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			
Second Year			Second Semester		
First Semester			Second Semester		
ACC 210	Financial Accounting	3	ADB 206	Business Law I	3
ADB 215	Principles of Management	3	ADB 315	International Management	3
CIS 100	Fundamental Concepts	3	CIS 200	Information Systems Concepts	3
ECO 201	Microeconomics	3	ECO 202	Macroeconomics	3
ENG 103	Analytical Writing	<u>3</u>		Humanities Elective	<u>3</u>
		15			15
Third Year			Second Semester		
First Semester			Second Semester		
ENG 212	Public Speaking	3	ENG 220	Business Communication	3
MAT 220	Statistics	3	FIN 320	Intro Business Finance	3
	International Accounting Elective	3		International Economics Elective	3
	Language Elective	3		International Marketing Elective	3
	Social Science Elective	<u>3</u>		Language Elective	<u>3</u>
		15			15

Fourth Year

First Semester		Second Semester	
Literature Elective	3	ADB 421 Business Capstone Course	3
** Free Elective or Coop Experience	3	ADB Int Bus Elective 300/400 Level	3
** Free Elective or Coop Experience	3	ADB Int Bus Elective 300/400 Level	3
** Free Elective or Coop Experience	3	ADB Int Bus Elective 300/400 Level	3
** Free Elective or Coop Experience	<u>3</u>	Free Elective	<u>3</u>
	15		15
Total Credits: 120			

* For transfer students with more than 15 credits and for continuing education students.
 ** If the cooperative education experience is used, the elective becomes ADB 490.
 A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.
 MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.
 Students may replace free electives with cooperative education credits.

**International Business Curriculum - Bachelor of Science
 (With Cooperative Education/Without Language)**

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ADB 310 Intro to International Business	3	ADB 125 Human Relations in Admin.	3
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MAT 110 Finite Math I	3	MAT 111 Finite Math II	3
PSY 108 Intro to Psychology		MKT 113 Intro to Marketing	3
		International Government Elective	
SOC 112 Introduction to Sociology	3	or	
FEX 100 Freshman Experience Seminar		International History Elective	<u>3</u>
			15
	* Free Elective		
	<u>3</u>		
	15		

Second Year

First Semester	Credits	Second Semester	Credits
ACC 210 Financial Accounting	3	ADB 206 Business Law I	3
ADB 215 Principles of Management	3	ADB 315 International Mgt.	3
CIS 100 Fundamental Concepts	3	CIS 200 Information Systems Concepts	3
ECO 201 Microeconomics	3	ECO 202 Macroeconomics	3
ENG 103 Analytical Writing	<u>3</u>	Humanities Elective	<u>3</u>
	15		15

Third Year

First Semester	Credits	Second Semester	Credits
ENG 212 Public Speaking	3	ADB 342 Organizational Behavior	3
MAT 220 Statistics	3	ENG 220 Business Communication	3
International Accounting Elective	3	FIN 320 Intro to Bus Finance	3
ADB International Bus Elective	3	International Economics Elective	3
Social Science Elective	<u>3</u>	International Marketing Elective	<u>3</u>
	15		15

Fourth Year

First Semester	Credits	Second Semester	Credits
Literature Elective	3	ADB 421 Business Capstone Course	3
** Free Elective or Coop Experience	3	ADB Int Bus Elect 300/400 Level	3
** Free Elective or Coop Experience	3	ADB Int Bus Elect 300/400 Level	3
** Free Elective or Coop Experience	3	ADB Int Bus Elect 300/400 Level	3
** Free Elective or Coop Experience	<u>3</u>	Free Elective	<u>3</u>
	15		15
Total Credits: 120			

* For transfer students with more than 15 credits and for continuing education students.
 ** If the cooperative education experience is used, the elective becomes ADB 490.
 A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.
 MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.
 Students may replace free electives with cooperative education credits.

**International Business Curriculum - Bachelor of Science
 (Without Cooperative Education/With Language)**

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ADB 310	Intro to International Business	3	ADB 125	Human Relations in Adm	3
ENG 101	Basic Writing	3	ENG 102	Process Writing	3
MAT 110	Finite Math I	3	MAT 111	Finite Math II	3
PSY 108	Intro to Psychology		MKT 113	Intro to Marketing	3
	or			International Government Elective	
SOC 112	Intro to Sociology	3		or	
FEX 100	Freshman Experience Seminar			International History Elective	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			
Second Year			Second Semester		
First Semester			Second Semester		
ACC 210	Financial Accounting	3	ADB 206	Business Law I	3
ADB 215	Principles of Management	3	ADB 315	International Management	3
CIS 100	Fundamental Concepts	3	CIS 200	Information Systems Concepts	3
ECO 201	Microeconomics	3	ECO 202	Macroeconomics	3
ENG 103	Analytical Writing	<u>3</u>		Humanities Elective	<u>3</u>
		15			15
Third Year			Second Semester		
First Semester			Second Semester		
ENG 212	Public Speaking	3	ENG 220	Business Communication	3
MAT 220	Statistics	3	FIN 320	Intro to Bus Finance	3
	International Accounting Elective	3		Language Elective	3
	Language Elective	3		International Economics Elective	3
	Social Science Elective	<u>3</u>		International Marketing Elective	<u>3</u>
		15			15
Fourth Year			Second Semester		
First Semester			Second Semester		
	Literature Elective	3	ADB 421	Business Capstone Course	3
	Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
	Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
	Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
	Free Elective	<u>3</u>		Free Elective	<u>3</u>
		15			15

Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students.
 A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.
 MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

International Business Curriculum - Bachelor of Science (Without Cooperative Education/Without Language)

First Year		Credits	Second Semester		Credits	
First Semester			Second Semester			
ADB	310	Intro to International Business	3	ADB	125 Human Relations in Admin.	3
ENG	101	Basic Writing	3	ENG	102 Process Writing	3
MAT	110	Finite Math I	3	MAT	111 Finite Math II	3
PSY	108	Intro to Psychology		MKT	113 Intro to Marketing	3
		or			International Government Elective	
SOC	112	Intro to Sociology	3		or	
FEX	100	Freshman Experience Seminar			International History Elective	<u>3</u>
		or				15
		* Free Elective	<u>3</u>			
			15			
Second Year						
First Semester			Second Semester			
ACC	210	Financial Accounting	3	ADB	206 Business Law I	3
ADB	215	Principal of Mgt.	3	ADB	315 International Mgt.	3
CIS	100	Fundamental Concepts	3	CIS	200 Information Systems Concepts	3
ECO	201	Microeconomics	3	ECO	202 Macroeconomics	3
ENG	103	Analytical Writing	<u>3</u>		Humanities Elective	<u>3</u>
			15			15
Third Year						
First Semester			Second Semester			
ENG	212	Public Speaking	3	ADB	342 Organizational Behavior	3
MAT	220	Statistics	3	ENG	220 Business Communication	3
		International Accounting Elective	3	FIN	320 Intro to Bus Finance	3
		ADB International Bus Elective	3		International Economics Elective	3
		Social Science Elective	<u>3</u>		International Marketing Elective	<u>3</u>
			15			15
Fourth Year						
First Semester			Second Semester			
		Literature Elective	3	ADB	421 Business Capstone Course	3
		Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
		Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
		Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
		Free Elective	<u>3</u>		Free Elective	<u>3</u>
			15			15

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Sport Management

Coordinator: Professor Norton Phelps, Jr.

The business of sports has experienced phenomenal growth in recent years. This \$60 billion per year industry has been spurred by television's love affair with professional sports and fitness.

The growth of sports as a major industry has increased the need and opportunities for well-trained professional managers. A well-rounded business education with a focus on sport management skills is essential to this rapidly growing field.

New Hampshire College’s Sport Management program prepares students for successful employment in the dynamic sports industry. Students take specialized courses in sports management coupled with a strong mix of business and liberal arts courses. Students will have an opportunity to gain additional practical experience via cooperative education with a variety of recreational and sport related industries.

Field trips to meet managers of professional sports teams and guest speakers from sport businesses will enhance classroom lessons.

Sport Management Curriculum - Bachelor of Science

College Core	Credits 72
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Major Courses	Credits
ADB 111 Sport Management I	3
ADB 112 Sport Management II	3
ADB 207 Law and Sport Management	3
ADB 319 Sport Sales and Public Relations	3
ADB 321 Fitness Management	3
ADB 401 Sport Facilities Management	3
ADB 461 Seminar in Sport Management	3
MKT 208 Sport Marketing	3
Cooperative Education	<u>6</u>
	30

Elective and Allied Courses:

ADB 215 Principles of Management	3
ADB Elective (300-400 Level)	3
Free Electives	<u>12</u>
	18

Note: Students in the sport management curriculum may opt for a 12 credits cooperative education experience by substituting 6 free elective credits.

Sport Management - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ADB 111 Sport Management I	3	ADB 112 Sport Management II	3
ADB 125 Human Relations in Admin.	3	CIS 100 Fundamental Concepts	3
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MAT 110 Finite Math I	3	MAT 111 Finite Math II	3
FEX 100 Freshman Experience Seminar		MKT 113 Intro to Marketing	<u>3</u>
or			15
* Free Elective	<u>3</u>		
	15		

Second Year

First Semester	Credits	Second Semester	Credits
ACC 210 Financial Accounting	3	MKT 208 Sport Marketing	3
ADB 207 Law & Sport Management	3	CIS 200 Information Systems Concepts	3
ENG 103 Analytical Writing	3	ENG 212 Public Speaking	3
MAT 220 Statistics	3	PSY 108 Intro to Psychology	
Humanities Elective	<u>3</u>	or	
	15	SOC 112 Intro to Sociology	3
		Business Administration Elective	<u>3</u>
			15

Third Year**First Semester**

ADB	319	Sport Sales & Public Relations	3
ECO	201	Microeconomics	3
ENG	220	Business Communication	3
FIN	320	Intro to Bus Finance	3
		History Elective	
		or	
		Government Elective	<u>3</u>
			15

Second Semester

ADB	215	Principles of Mgt.	3
ADB	321	Fitness Management	3
ECO	202	Macroeconomics	3
		Literature Elective	3
		ADB Elective (300-400 Level)	<u>3</u>
			15

Fourth Year**First Semester**

ADB	401	Sport Facilities Mgt.	3
ADB	421	Business Capstone Course	3
ADB	461	Seminar in Sport Mgt.	3
		Social Science Elective	3
		Free Elective	<u>3</u>
			15

Second Semester

		Cooperative Education Exp.	3
		Cooperative Education Exp.	3
		**Free Elective	3
		**Free Elective	3
		Free Elective	<u>3</u>
			15

Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

** Six credits of cooperative education are mandatory for all sports management majors. A 2.0 cumulative grade point average is required for cooperative education experience eligibility. Six more credits of cooperative education may be taken and would replace free elective credits.

Technical Management

The technical management (formerly Techni-Business) curriculum was established to provide graduates of junior colleges and vocational-technical institutes who have earned a degree in a specialized skill other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) an opportunity to earn a baccalaureate degree in business. Students will combine courses in business and liberal arts with their technical skills to prepare for a career in business.

Opportunities are available in a wide variety of career programs, including preparation for small business management in non-profit agencies.

Technical Management Curriculum - Bachelor of Science*

Business Core	Credits
	72
Major Courses	Credits
ADB 215 Principles of Management	3
Business Administration Electives (300/400 level)	9
Free Electives	<u>36</u>

Total Credits 48

Note: Students in the technical management curriculum may take a cooperative education experience by replacing free elective credits with cooperative education credits.

Technical Management Curriculum - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG	101	Basic Writing	3	ADB	125	Human Relations in Admin.	3
MAT	110	Finite Mathematics I	3	CIS	100	Fundamental Concepts	3
MKT	113	Intro to Marketing	3	ENG	102	Process Writing	3
PSY	108	Intro to Psychology		MAT	111	Finite Mathematics II	3
		or				History Elective	
SOC	112	Intro to Sociology	3			or	
FEX	100	Freshman Experience Seminar				Government Elective	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year				Second Semester			
First Semester				Second Semester			
ACC	210	Financial Accounting	3	ADB	215	Principles of Management	3
ADB	206	Business Law I	3	ECO	202	Macroeconomics	3
ECO	201	Microeconomics	3	ENG	220	Business Communication	3
ENG	103	Analytical Writing	3	MAT	220	Statistics	3
ENG	212	Public Speaking	<u>3</u>			ADB Elective	<u>3</u>
			15				15
Third Year				Second Semester			
First Semester				Second Semester			
CIS	200	Information Systems Concepts	3	FIN	320	Intro to Business Finance	3
		Literature Elective	3			HUM/FAS/PHL Elective	3
		Social Science Elective	3			Free Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
Fourth Year				Second Semester			
First Semester				Second Semester			
		ADB Elective 300/400 level	3	ADB	421	Business Capstone Course	3
		Free Elective or Cooperative Experience	3			ADB Elective 300/400 level	3
		Free Elective or Cooperative Experience	3			Free Elective	3
		Free Elective or Cooperative Experience	3			Free Elective	3
		Free Elective or Cooperative Experience	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor. Students may replace free elective credits with cooperative education credits.

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Computer Information Systems program. The trend in industry is to hire graduates with expertise in both areas. The rapid growth of management services in accounting firms, consulting and industry offers NHC graduates many opportunities for growth and rapid advancement. Management advisory services students

will learn the skills required for the design and maintenance of financial accounting systems and general systems theory and management. Students will apply their classroom experiences to real-world situations through a combination of exercises and actual work experiences.

Graduates of this demanding and rewarding program will be prepared for careers in accounting, management information systems, computer related fields, management or a combination of these.

Management Advisory Services Curriculum - Bachelor of Science

Business Core	Credits 72*
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Major Courses		Credits
ACC 102	Elementary Accounting II	3
ACC 203	Intermediate Accounting I	3
ACC 204	Intermediate Accounting II	3
ACC 207	Cost Accounting I	3
ACC 208	Cost Accounting II	3
ACC 305	Advanced Accounting I	3
ACC 306	Advanced Accounting II	3
ACC 411	Auditing Principles	3
CIS 220	Principles of COBOL	3
CIS 242	Hardware/Software	3
CIS 330	Data Base Management Systems	3
CIS 402	MAS Project and Policy	3
FIN 435	Financial Policy and Decision Making	<u>3</u>
		39

Electives and Allied Courses:

ADB 307	Business Law II	3
ECO 306	Money and Banking	3
MAT 210	Calculus I	<u>3</u>
		9

Total Credits 120

The cooperative education option is available: 3 or 6 credits (These credits are in addition to those required for graduation).

* Management Advisory Services majors take ACC 101 (Elementary Accounting I) in place of ACC 210 (Financial Accounting) instead of Accounting 210 in the core.

Students may replace free electives with cooperative education credits.

Management Advisory Services - Bachelor of Science

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
CIS 100	Fundamental Concepts	3	ACC 102	Elementary Acc II	3
ACC 101	Elementary Accounting I	3	ENG 102	Process Writing	3
ENG 101	Basic Writing	3	MAT 111	Finite Mathematics II	3
MAT 110	Finite Mathematics I	3	ADB 125	Human Relations in Admin.	3

FEX 100	Freshman Experience Seminar or *Free Elective		PSY 108	Intro to Psychology or Intro to Sociology	
		<u>3</u>	SOC 112		<u>3</u>
		15			15
Second Year			Second Semester		
First Semester			Second Semester		
ACC 203	Intermediate Accounting I	3	CIS 200	Information Systems Concepts	3
ACC 207	Cost Accounting I	3	ACC 204	Intermediate Accounting II	3
ENG 103	Analytical Writing	3	ACC 208	Cost Accounting II	3
MAT 210	Calculus I	3	MAT 220	Statistics	3
ECO 201	Microeconomics	<u>3</u>	ECO 202	Macroeconomics	<u>3</u>
		15			15
Third Year			Second Semester		
First Semester			Second Semester		
CIS 220	Principles of COBOL	3	CIS 330	Data Base Management Systems	3
CIS 242	Hardware/Software	3	ACC 306	Advanced Accounting II	3
ACC 305	Advanced Accounting I	3	ENG 220	Business Communication	3
ENG 212	Public Speaking	3		HUM/FAS/PHL Elective	3
	Government Elective or History Elective	<u>3</u>	FIN 320	Intro to Business Finance	<u>3</u>
		15			15
Fourth Year			Second Semester		
First Semester			Second Semester		
CIS 402	MAS Project and Policy	3	ADB 421	Business Capstone Course	3
ACC 411	Auditing Principles	3	FIN 435	Fin. Policy & Decision Making	3
ADB 206	Business Law I	3	ADB 307	Business Law II	3
MKT 113	Intro to Marketing	3	ECO 306	Money and Banking	3
	Social Science Elective	<u>3</u>		Literature Elective	<u>3</u>
		15			15
Total Credits: 120					

*For transfer students with more than 15 credits and for continuing education students. Students may take three or six (3 or 6) credit hours of cooperative education in addition to the 120 credits.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Computer and Information Systems Department

Chairperson: Professor Eleanor H. Barnes

Computer and Information Systems Department

The basic philosophy of the CIS department's programs is based on the premise that graduates of the programs will be employed for major segments of their careers in positions involving organizational information systems. Graduates will be prepared to develop applications programs, be involved in defining and planning information systems, implement information systems applications and manage information systems in both development and operation.

Graduates will also be qualified to hold positions both in functional areas in organizations and in general management.

Students majoring in computer information systems will gain an understanding of organizations, organizational processes and functions within organizations.

Students will also learn human relations, interpersonal and communication skills. In addition to support courses in communications, English, and human relations, all CIS courses have writing, speaking and communication components included in their requirements.

The nature of the work to be performed by computer information systems graduates requires competency in three major areas:

1. information systems technology
2. information systems concepts and processes and
3. organizational functions and management.

It is assumed that students will be able to effectively communicate both orally and in writing.

Computer Information Systems

Computer information systems are normally those designed for use by middle managers to assist in structured problem solving. Computer information systems integrate information flow by function (production, marketing, personnel). Inquiry and report generation by use of data base is a by-product of many computer information systems.

This program combines the management and computer systems disciplines and is designed to highlight the use of computers in all areas of an organization. Students in this program are educated as generalists in areas of business and computer information systems. A graduate of this curriculum may enter the work force as an entry level programmer analyst with career objectives in such areas as systems analysis, information management, or general management in a computer system environment.

Computer Information Systems Curriculum - Bachelor of Science

	Credits
Business Core	72
Major Courses	Credits
CIS 201 Computer Concepts	3
CIS 210 Application Development	3
CIS 310 Application Design and Implementation	3
CIS 315 Systems Development I	3
CIS 415 Systems Development II	3
CIS 420 Systems Project	3
CIS 430 Management of Information Systems	3
ACC 214 Management Accounting	3
MAT 320 Discrete Structures	<u>3</u>
	27
Free Electives (Including Cooperative Experience)	<u>21</u>
	Total Credits 120

Cooperative education experience is available in place of a 3-credit elective.

Minor in computer information systems: A student may declare a minor in computer information systems by successfully completing the following five courses at New Hampshire College.

Required:

CIS	100	Fundamental Concepts of Information and Computer Technology
CIS	200	Information Systems Concepts
CIS	201	Computer Concepts
CIS	210	Application Development
CIS	310	Application Design and Implementation

Computer Information Systems - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ADB	125	Human Relations in Admin.	3	CIS	100	Fundamental Concepts	3
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
MAT	110	Finite Mathematics I	3	MAT	111	Finite Mathematics II	3
		Sociology Elective				History Elective	
		or				or	
		Psychology Elective	3			Government Elective	3
FEX	100	Freshman Experience Seminar				Sociology Elective	
		or				or	
		* Free Elective	<u>3</u>			Psychology Elective	<u>3</u>
			15				15
Second Year				Second Semester			
First Semester				Second Semester			
ACC	210	Financial Accounting	3	ACC	214	Management Accounting	3
CIS	201	Computer Concepts	3	CIS	210	Application Development	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
MAT	220	Statistics	<u>3</u>	MAT	320	Discrete Structures	<u>3</u>
			15				15
Third Year				Second Semester			
First Semester				Second Semester			
CIS	200	Information Systems Concepts	3	FIN	320	Introduction to Business Finance	3
CIS	310	Application Design & Implementation	3	CIS	315	Systems Development I	3
ENG	220	Business Communication	3	ADB	206	Business Law I	3
MKT	113	Introduction to Marketing	3			Literature Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
Fourth Year				Second Semester			
First Semester				Second Semester			
CIS	415	Systems Development II	3	CIS	420	Systems Project	3
ADB	421	Business Capstone Course	3	CIS	430	Management of Information Systems	3
		Free Elective	3			Humanities Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15
							Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students.

Students may substitute three (3) credit hours of cooperative education for one (1) free elective.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Economics/Finance Department

Chairperson: Assistant Professor Steven Widener

Economics/Finance

The Economics/Finance program has a dual mission: to examine the behavior of economies and their relationships to business firms and governments, and to study the funding needs of corporations and the investment needs of individuals and institutions. The primary goal of the program is the establishment of a firm grounding in both the applied and theoretical areas of international and domestic finance, business, and economics.

Students who choose to major in the Economics/Finance program will be prepared for careers in industry, financial organizations or the government.

Many go on to graduate school to continue their studies in finance, other business-related discipline, or law.

Economics/Finance Curriculum - Bachelor of Science

Business Core	Credits
	72
Major Courses	Credits
ACC 214 Management Accounting	3
ECO 301 Managerial Economics	3
ECO 306 Money and Banking	3
ECO 402 Business Cycles and Forecasting	3
FIN 220 Introduction to Investments	3
FIN 435 Financial Policy and Decision Making	3
Economics/Finance Electives	<u>15</u>
	33
Free Electives	<u>15</u>
	Total Credits 120

Economics/Finance Curriculum - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
CIS 100 Fundamental Concepts	3	ECO 202 Macroeconomics	3
ECO 201 Microeconomics	3	ENG 102 Process Writing	3
ENG 101 Basic Writing Composition I	3	MAT 111 Finite Mathematics II	3
MAT 110 Finite Mathematics I	3	PSY 108 Intro to Psychology	
FEX 100 Freshman Experience Seminar		or	
or		SOC 112 Intro to Sociology	3
* Free Elective	<u>3</u>	History Elective	
	15	or	
		Government Elective	<u>3</u>
			15

Second Year

First Semester		Second Semester	
ACC 210	Financial Accounting	3	
ADB 125	Human Relations in Admin.	3	
ECO 306	Money and Banking	3	
ENG 103	Analytical Writing	3	
ENG 212	Public Speaking	<u>3</u>	
		15	
			15

Third Year

First Semester		Second Semester	
CIS 200	Information Systems Concepts	3	
FIN 320	Introduction to Bus Finance	3	
MKT 113	Introduction to Marketing	3	
	HUM/FAS/PHL Elective	3	
	Economics/Finance Elective	<u>3</u>	
		15	
			15

Fourth Year

First Semester		Second Semester	
ECO 490	Cooperative Education	6	
FIN 435	Fin. Policy & Decision Making	3	
	Free Elective	3	
	Free Elective	<u>3</u>	
		15	
			15
FIN 435	Fin. Policy & Decision Making	3	
	Economics/Finance Elective	3	
	Free Elective	3	
	Free Elective	3	
	Free Elective	<u>3</u>	
		15	

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. Students may elect a cooperative education experience by changing free elective credits economics/finance elective credits to 6 or 12 cooperative education credits. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Minor in Economics:

Required courses

- ECO 201 Microeconomics
- ECO 202 Macroeconomics
- ECO 301 Managerial Economics
- ECO 306 Money and Banking
- Economics Electives — two (2)

Total: 6 courses

Minor in Finance:

ECO	201	Microeconomics
ECO	202	Macroeconomics
FIN	220	Introduction to Investments
FIN	435	Financial Policy & Decision Making

Plus any two of the following:

ECO	306	Money and Banking
FIN	322	Risk Management and Insurance
FIN	324	Security Analysis
FIN	336	Multinational Corporate Finance
FIN	435	May be included in this selection if FIN 320 has already been taken.

Marketing Department

Chairperson: Associate Professor Karen C. Stone

Marketing is a broad field which includes activities related to selecting, designing, packaging, pricing, advertising, selling, distributing and servicing a product in the domestic and/or international marketplaces. It is the driving force in most businesses. The degree to which a company responds to customer demands determines that company's success and is the underlying note of all marketing activities. Classes integrate theory and practical applications. Marketing majors also study general management, human relations and liberal arts, and learn how to integrate theory and practical applications, as well as how to integrate oral and written communications and analytical skills into their course work.

In this ever-changing field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience through our domestic and international cooperative education programs.

The curriculum involves a strong network of specialized marketing courses and fully integrates computer science, accounting and business administration principles.

Marketing Curriculum - Bachelor of Science

Business Core		Credits
		72
Major Courses		Credits
ADB 326	Social Environment of Business	
	or	
ADB 342	Organizational Behavior	3
MKT 222	Principles of Retailing	3
MKT 320	Sales Management	3
MKT 329	Principles of Advertising	3
MKT 337	Marketing Research	3
MKT 345	Consumer Behavior	3

MKT 432	Marketing Strategies and Policies	3
	Marketing Electives	<u>6</u>
		27

Free Electives and Allied Courses:

SOC 112	Introduction to Sociology	3
	Free Electives	<u>18</u>
		21

Total Credits 120

Marketing Curriculum - Bachelor of Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG 101	Basic Writing	3	ENG 102	Process Writing	3		
CIS 100	Fundamental Concepts	3	MKT 113	Intro to Marketing	3		
PSY 108	Intro to Psychology	3	SOC 112	Intro to Sociology	3		
ADB 125	Human Relations in Admin.	3	HUM/FAS/PHL Elective		3		
FEX 100	Freshman Experience Seminar		History Elective				
	or		or				
	* Free Elective	<u>3</u>	Government Elective		<u>3</u>		
		15			15		
Second Year				Second Semester			
First Semester				Second Semester			
ACC 210	Financial Accounting	3	ECO 202	Macroeconomics	3		
ENG 103	Analytical Writing	3	ENG 212	Public Speaking	3		
MAT 110	Finite Mathematics I	3	ENG 220	Business Communication	3		
ECO 201	Microeconomics	3	MAT 111	Finite Math II	3		
MKT 222	Principles of Retailing	<u>3</u>	Free Elective		<u>3</u>		
		15			15		
Third Year				Second Semester			
First Semester				Second Semester			
CIS 200	Information Systems Concepts	3	ADB 206	Business Law I	3		
MKT 320	Sales Management	3	MKT 337	Marketing Research	3		
MKT 329	Principles of Advertising	3	MKT 345	Consumer Behavior	3		
MAT 220	Statistics	3	FIN 320	Intro to Business Finance	3		
ADB 326	Social Environment of Business		Literature Elective		<u>3</u>		
	or				15		
ADB 342	Organizational Behavior	<u>3</u>					
		15					
Fourth Year				Second Semester			
First Semester				Second Semester			
MKT 490B	Cooperative Education	6	MKT 490B	Cooperative Education	6		
	Marketing Elective	3		Marketing Elective	3		
	Free Elective	3		Free Elective	3		
	Free Elective	<u>3</u>		Free Elective	<u>3</u>		
		15			15		
			OR				
			MKT 490C	Cooperative Education	12		
				Free Elective	<u>3</u>		
					15		
OR			OR				

Free Elective	3	MKT 432	MKT Strategies and Policies	3
Free Elective	3	ADB 421	Business Capstone Course	3
Free Elective	3		Social Science Elective	3
Marketing Elective	3		Free Elective	3
Marketing Elective	<u>3</u>		Free Elective	<u>3</u>
	15			15

Total Credits: 120

*For transfer students with more than 15 credits and for continuing education students. A cooperative education experience in marketing may be taken by substituting cooperative Education credits for six (6) credits of free electives and 6 credits of marketing electives.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Minor in Marketing

A student may declare a minor in marketing by successfully completing the following courses, including a minimum of four at New Hampshire College.

MKT 320 Sales Management

or

MKT 335 Sales and Persuasion

MKT 222 Principles of Retailing

MKT 329 Principles of Advertising

MKT 337 Marketing Research

MKT 345 Consumer Behavior

Retailing

Retailing is the process by which goods and services reach the final consumer in the marketplace. It is one of the most exciting segments of a very vibrant career family. The retailing program prepares graduates for entry-level management positions in a variety of retail settings.

Cooperative education opportunities are available in the United States and abroad.

Retailing Curriculum - Bachelor of Science

Business Core	Credits
	72
Major Courses	Credits
FMK 202 Fashion Merchandising	3
FMK 203 Retail Sales Promotion	3
MKT 222 Principles of Retailing	3
MKT 327 Retail Site Selection and Facilities Planning	3
MKT 337 Marketing Research	3
MKT 345 Consumer Behavior	3
MKT 432 Marketing Strategies and Policies	3
MKT 442 Retail Management	3
Marketing Electives	<u>6</u>
	30

Free Electives and Allied Courses:

MAT	105	Merchandising Mathematics	3
		Free Electives	<u>15</u>
			18

Total Credits 120

Retailing Curriculum - Bachelor of Science

			Credits		Credits	
First Year						
First Semester				Second Semester		
ENG	101	Basic Writing	3	ENG	102 Process Writing	3
CIS	100	Fundamental Concepts	3	MAT	105 Merchandising Math	3
ADB	125	Human Relations in Admin.	3	MKT	113 Intro to Marketing	3
PSY	108	Intro to Psychology			History Elective	
		or			or	
SOC	112	Intro to Sociology	3		Government Elective	3
FEX	100	Freshman Experience Seminar			HUM/FAS/PHL Elective	<u>3</u>
		or				15
		*Free Elective	<u>3</u>			
			15			
Second Year						
First Semester				Second Semester		
ACC	210	Financial Accounting	3	FMK	202 Fashion Merchandising	3
ENG	103	Analytical Writing	3	ENG	220 Business Communication	3
MAT	110	Finite Mathematics I	3	ECO	202 Macroeconomics	3
ECO	201	Microeconomics	3	MAT	111 Finite Mathematics II	3
MKT	222	Principles of Retailing	<u>3</u>	ENG	212 Public Speaking	<u>3</u>
			15			15
Third Year						
First Semester				Second Semester		
CIS	200	Information Systems Concepts	3	FMK	203 Retail Sales Promotion	3
FIN	320	Intro to Business Finance	3	MKT	337 Marketing Research	3
MKT	345	Consumer Behavior	3		Social Science Elective	3
MAT	220	Statistics	3		Free Elective	3
ADB	206	Business Law I	<u>3</u>		Literature Elective	<u>3</u>
			15			15
Fourth Year						
First Semester				Second Semester		
MKT	490B	Cooperative Education	6	MKT	495C Cooperative Education	12
		Marketing Elective	3		Free Elective	<u>3</u>
		Free Elective	<u>6</u>			15
			15			
		OR				
		Free Elective	3	MKT	442 Retail Management	3
		Free Elective	3	MKT	432 Marketing Strategies and Pol.	3
		Free Elective	3	MKT	327 Retail Site Selection	3
		Marketing Elective	3	ADB	421 Business Capstone Course	3
		Marketing Elective	<u>3</u>		Free Elective	<u>3</u>
			15			15
				Total Credits: 120		

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

A Cooperative education experience in retailing may be taken by substituting six (6) cooperative education credits for six (6) credits of marketing electives and six (6) credits of free electives.

Associate Degrees

Accounting Curriculum - Associate in Science

Courses:		Credits
ACC	101 Elementary Accounting I	3
ACC	102 Elementary Accounting II	3
ACC	203 Intermediate Accounting I	3
ACC	204 Intermediate Accounting II	3
ACC	207 Cost Accounting I	3
ACC	208 Cost Accounting II	3
ADB	125 Human Relations in Administration	3
CIS	100 Fundamental Concepts of Information and Computer Technology	3
CIS	200 Information Systems Concepts	3
ECO	201 Microeconomics	3
ECO	202 Macroeconomics	3
ENG	101 Basic Writing	3
ENG	102 Process Writing	3
ENG	103 Analytical Writing	3
ENG	212 Public Speaking	3
MAT	110 Finite Mathematics I	3
MAT	111 Finite Mathematics II	3
MKT	113 Introduction to Marketing	3
FEX	100 Freshman Experience Seminar	3
	* Liberal Arts Elective	<u>3</u>

Total Credits 60

Accounting Curriculum - Associate in Science

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ACC	101 Elementary Accounting I	3	ACC	102 Elementary Accounting II	3
ENG	101 Basic Writing	3	ENG	102 Process Writing	3
MAT	110 Finite Mathematics I	3	MAT	111 Finite Mathematics II	3
CIS	100 Fundamental Concepts	3	MKT	113 Introduction to Marketing	3
FEX	100 Freshman Experience Seminar		ADB	125 Human Relations in Admin.	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			

Second Year

First Semester				Second Semester			
ACC	203	Intermediate Accounting I	3	ACC	204	Intermediate Accounting II	3
ACC	207	Cost Accounting I	3	ACC	208	Cost Accounting II	3
ENG	103	Analytical Writing	3	ECO	202	Macroeconomics	3
ECO	201	Microeconomics	3	ENG	212	Public Speaking	3
CIS	200	Information Systems Concepts	<u>3</u>			** Liberal Arts Elective	<u>3</u>
			15				15
							Total Credits: 60

**Students must select a liberal arts course from one of the following areas: (1) psychology/sociology (2) English (3) history/government (4) humanities (5) economics (6) mathematics/science (7) fine arts (8) education (9) anthropology.

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101 if necessary prior to ENG 102.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Business Administration Curriculum - Associate in Science

Courses:			Credits
ACC	210	Financial Accounting	3
ADB	110	Introduction to Business	3
ADB	125	Human Relations in Administration	3
ADB	206	Business Law I	3
ADB	211	Human Resource Management	3
CIS	100	Fundamental Concepts of Information and Computer Technology	3
ECO	201	Microeconomics	3
ECO	202	Macroeconomics	3
ENG	101	Basic Writing	3
ENG	102	Process Writing	3
ENG	103	Analytical Writing	3
ENG	212	Public Speaking	3
MAT	110	Finite Mathematics I	3
MAT	111	Finite Mathematics II	3
MKT	113	Introduction to Marketing	3
FEX	100	Freshman Experience Seminar	3
		Business Electives	6
		Free Elective	3
		Liberal Arts Elective	<u>3</u>
			Total Credits 60

Business Administration Curriculum - Associate in Science

First Year			Credits	Second Semester			Credits
First Semester				Second Semester			
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
MAT	110	Finite Mathematics I	3	MAT	111	Finite Mathematics II	3
ADB	110	Intro to Business	3	CIS	100	Fundamental Concepts	3
		Liberal Arts Elective	3	ENG	212	Public Speaking	3
FEX	100	Freshman Experience Seminar		ADB	125	Human Relations in Admin.	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year							
First Semester				Second Semester			
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ADB	211	Human Resource Management	3	ADB	206	Business Law I	3
MKT	113	Intro to Marketing	3			Business Administration Elective	3
ENG	103	Analytical Writing	3			Business Administration Elective	3
ACC	210	Financial Accounting	<u>3</u>			** Liberal Arts Elective	<u>3</u>
			15				15
						Total Credits: 60	

*For transfer students with more than 15 credits and for continuing education students.

A student will take ENG 101 if necessary prior to ENG 102.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

**Students must select a liberal arts course from one of the following areas: (1) psychology/sociology (2) English (3) history/government (4) humanities (5) economics (6) mathematics/science (7) fine arts (8) education (9) anthropology.

Computer Information Systems

Students in this two-year, associate's degree program will learn the fundamentals of computer programming. Graduates of this curriculum will be able to enter the work force as programmers, data analysts, or procedure specialists.

Computer Information Systems Curriculum - Associate in Science

Courses:			Credits
ACC	210	Financial Accounting	3
ADB	125	Human Relations in Administration	3
CIS	100	Fundamental Concepts of Information and Computer Technology	3
CIS	200	Information Systems Concepts	3
CIS	201	Computer Concepts	3
CIS	210	Application Development	3
CIS	310	Application Design & Implementation	3
CIS	315	Systems Development I	3
ENG	101	Basic Writing	3
ENG	102	Process Writing	3
ENG	103	Analytical Writing	3
ENG	212	Public Speaking	3

MAT 110	Finite Mathematics I	3
MAT 111	Finite Mathematics II	3
FEX 100	Freshman Experience Seminar	3
	CIS Electives	6
	Free Elective	3
	Liberal Arts Electives	<u>6</u>

Total Credits 60

Computer Information Systems Curriculum—Associate in Science

First Year		Credits	Second Semester		Credits
First Semester			Second Semester		
CIS 100	Fundamental Concepts	3	CIS 200	Information Systems Concepts	3
CIS 201	Computer Concepts	3	CIS 210	Application Development	3
ENG 101	Basic Writing	3	ENG 102	Process Writing	3
MAT 110	Finite Mathematics I	3	MAT 111	Finite Mathematics II	3
FEX 100	Freshman Experience Seminar			**Liberal Arts Elective	<u>3</u>
	or				15
	* Free Elective	<u>3</u>			
		15			

Second Year		Credits	Second Semester		Credits
First Semester			Second Semester		
ACC 210	Financial Accounting	3	ADB 125	Human Relations in Admin.	3
CIS 310	Application Design & Implementation	3	CIS 315	Systems Development I	3
ENG 103	Analytical Writing	3	ENG 212	Public Speaking	3
	CIS Elective	3		CIS Elective	3
	**Liberal Arts Elective	<u>3</u>		Free Elective	<u>3</u>
		15		Free Elective	15

Total Credits: 60

*For transfer students with more than 15 credits and for continuing education students. A student will take ENG 101 if necessary prior to ENG 102. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.
 **Students must select one liberal arts course from two of the following areas: (1) psychology/sociology (2) English (3) history/government (4) humanities (5) economics (6) mathematics/science (7) fine arts (8) education (9) anthropology.

Fashion Merchandising

The associate’s degree in fashion merchandising offers students an opportunity to enter this specialized area of retailing and wholesaling via a two-year concentrated program.

Graduates often seek entry level management and sales positions in major US specialty store chains, department stores, and apparel manufacturers.

Students are required to participate in a cooperative education program, adding valuable practical experience to classroom theory. Some international cooperative education opportunities are also available.

Fashion Merchandising Curriculum—Associate in Science

Courses:		Credits
ACC 210	Financial Accounting	3
ADB 125	Human Relations in Administration	3
CIS 100	Fundamental Concepts of Information & Computer Technology	3
ECO 201	Microeconomics	3
ENG 101	Basic Writing	3
ENG 102	Process Writing	3
ENG 103	Analytical Writing	3
ENG 212	Public Speaking	3
ENG 220	Business Communication	3
FMK 101	Basic Design and Color Theory	3
FMK 202	Fashion Merchandising	3
FMK 203	Retail Sales Promotion	3
FMK 204	Product Analysis and Design	3
FMK 290A	Fashion Merchandising	3
MAT 105	Merchandising Mathematics	3
MKT 113	Introduction to Marketing	3
MKT 222	Principles of Retailing	3
PSY 108	Introduction to Psychology	3
FEX 100	Freshman Experience Seminar	3
	Liberal Arts Elective	<u>3</u>

Total Credits 60

*FMK 290A (Cooperative Education) may be taken during the summer between the first and second year or during the first semester of the second year. Students anticipating transfer to a four-year degree program should consult with their advisor regarding most effective choice of the liberal arts elective.

Fashion Merchandising Curriculum - Associate in Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MKT 113 Intro to Marketing	3	FMK 101 Basic Design and Color Theory	3
ADB 125 Human Relations in Admin.	3	MKT 222 Principles of Retailing	3
MAT 105 Merchandising Math	3	PSY 108 Intro to Psychology	3
FEX 100 Freshman Experience Seminar		CIS 100 Fundamental Concepts	<u>3</u>
or			15
*Free Elective	<u>3</u>		
	15		
Second Year			
First Semester		Second Semester	
ECO 201 Microeconomics	3	ENG 212 Public Speaking	3
ENG 103 Analytical Writing	3	ENG 220 Business Communication	3
FMK 202 Fashion Merchandising	3	FMK 203 Retail Sales Promotion	3
FMK 290A Cooperative Education	3	FMK 204 Product Analysis and Design	3
**Liberal Arts Elective	<u>3</u>	ACC 210 Financial Accounting	<u>3</u>
	15		15
			Total Credits: 60

*For transfer students with more than 15 credits and for continuing education students.

**Students must select a liberal arts course from one of the following areas: (1) psychology/sociology (2) English (3) history/government (4) humanities (5) economics (6) mathematics/science (7) fine arts (8) education (9) anthropology.

A student will take ENG 101 if necessary prior to ENG 102.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Certificate Programs

Certificates

The certificate programs offered by New Hampshire College are designed to fulfill the needs of students who wish to begin a new career direction but do not have the appropriate training. The programs fulfill job retraining guidelines by making it possible for a student to complete requirements within a year. These credits may be applied to degree programs if the student chooses to continue his or her education.

Accounting

- ACC 101 Elementary Accounting I
- ACC 102 Elementary Accounting II
- ACC 203 Intermediate Accounting I
- ACC 204 Intermediate Accounting II
- ACC 207 Cost Accounting I
- ACC 208 Cost Accounting II
- ACC 415 Federal Taxation I
- ACC 416 Federal Taxation II

Computer Programming

- CIS 100 Fundamental Concepts of Information and Computer Technology
- CIS 125 BASIC
- CIS 200 Information Systems Concepts
- CIS 220 Principles of COBOL
- CIS 325 Advanced COBOL
- CIS 230 "C" A Programming Language

Education and the Family

- EDU 200 Introduction to Education
- EDU 201 Educational Psychology
- PSY 108 Introduction to Psychology
- PSY 211 Human Growth and Development
- PSY 320 Psychology of Individual Differences and Special Needs
- SOC 217 Sociology of the Family

Human Resource Management

- ADB 125 Human Relations in Administration
- ADB 211 Human Resource Management
- ADB 318 Labor Relations and Arbitration
- ADB 325 Compensation and Benefits Administration

ADB 342 Organizational Behavior

ADB 442 Advanced Seminar in Human Resource Management and Development

Microcomputers

CIS 170 Introduction to Micro-computers

CIS 172 Spreadsheets and Graphics

CIS 173 Microcomputer Database Systems

CIS 174 Survey of Desktop Publishing

CIS 176 Advanced Microcomputer Systems

Production and Inventory Control

ADB 333 Production Activity Control

ADB 335 Just in Time

ADB 339 Master Planning

ADB 346 Materials and Capacity Requirement Planning

ADB 347 Inventory Management

ADB 348 Systems Technology

Retailing

MKT 113 Introduction to Marketing

MKT 222 Principles of Retailing

MKT 442 Retail Management

FMK 202 Retail Sales Promotion

Choose one of the following:

MKT 327 Retail Site Selection and Facilities Planning

or

MKT 322 International Retailing

Guidelines for Certificate Programs

Starting a Certificate Program: Check off "Certificate Candidate" on a registration form, specifying the kind of certificate desired.

Prior Credits: Students may transfer credits from other accredited institutions for courses in which a minimum grade of "C" was earned. Official transcripts should be submitted for analysis immediately after entering the certificate program.

Students may also receive credit for equivalent prior learning by means of "CLEP" or NHC institutional tests, or portfolio assessment. Consult an academic advisor for more details. PLEASE NOTE: Certificate candidates may use transfer or prior learning credit courses, but they must take four courses in residence at New Hampshire College.

Prerequisites: Various certificate courses require preparatory background. CIS 200 requires CIS 100, Fundamental Concepts of Information and Computer Technology or appropriate work experience with computers. When waived for certificate candidates with appropriate work experience, prerequisite courses still remain as requirements for degree candidates (but may be satisfied by transfer or prior learning credit awards).

Time Limits: Most certificate programs are scheduled so that concentration courses can be completed within one year, but students are free to determine their own pace.

Satisfactory Performance: Students must maintain a cumulative grade point Average of "C" (2.0 on a 4-point scale) to receive a certificate. All certificate courses are standard 3-credit units.

Worksheet Maintenance: Although the continuing education office maintains official records, each student is responsible for keeping his/her worksheet current by posting courses completed and grades awarded.

Catalog: In general, certificate students should follow the policies and procedures expressed in the continuing education catalog, with only minor variations. For example, the same policies apply for withdrawals and refunds, grading and make-up classes.

Certificate Completion: The student must advise the continuing education office upon completion of all required courses.

Credits Earned: All credits earned in the certificate program are recorded on a student's transcript and may be applied to a NHC degree.

Dual Certificates: To receive another certificate, students must take a minimum of four courses toward the second certificate.

Division of Hospitality Administration and Culinary Arts

Chairperson: Associate Professor Paul R. Dittmer

The mission of the hospitality division is to educate and train students for careers in the hospitality industry and to provide training for those who wish to upgrade their skills. Career options for hospitality majors include hotel and motel managers, restaurant managers, travel agency managers, chefs, institutional food service managers, tour operators, hotel representatives, park managers, convention sales managers, and a host of others.

We offer programs to a broad range of students - from those beginning their college education to adults already in the work place. The degree programs are geared to qualified students whose objectives are to obtain a rounded education and technical training. The non-degree programs are specifically aimed at adult students who wish to obtain specific skills.

The division contains three majors - travel and tourism, hospitality administration, and culinary arts. Hospitality administration majors concentrate their studies in either hotel or food and beverage.

Hospitality Administration Majors

A career in hospitality administration is one with a future that holds exciting prospects for growth and personal satisfaction. During the past decade there has been an explosive growth in the number of hotels, motels, restaurants, and other hospitality services. Salaries for middle managers and hospitality managers are excellent; opportunities for advancement are available for starting professionals.

Both the hotel, food, and beverage options combine the practical course work necessary to succeed in the industry with a broad education encompassing liberal arts courses and business subjects.

Hospitality majors are required to enroll in one cooperative education experience that offers students the opportunity to work and travel throughout the United States and abroad. The cooperative education experience provides students valuable insight into the industry, and allows them to compare classroom theory with industry practice.

Hotel Administration Concentration - Bachelor of Science

Business Core	Credits
	72*
Major Courses	Credits
REST 109 Food Purchasing	3
REST 110 Quantity Food Production I	3
REST 111 Quantity Food Production II	3
LDG 112 Introduction to Hospitality Industry	3
LDG 215 Hotel Information Systems	3
LDG 314 Promotional Activities	3
REST 319 Restaurant Management	3
LDG 320 Hospitality Managerial Accounting	3
LDG 418 Cooperative Education Seminar	3

Hospitality Department Electives	6
Free Electives	<u>15</u>

Total Credits 120

*Students in the hospitality division take LDG 416 (Law of the Hospitality Industry) as part of the business core in place of ADB 206 (Business Law I).

Hotel Management Co-op Program - Bachelor of Science

First Year		Credits	Second Semester		Credits		
First Semester			Second Semester				
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
ADB	125	Human Relations in Administration	3	MAT	111	Finite Mathematics II	3
LDG	112	Intro to Hospitality Industry	3	CIS	100	Fundamental Concepts	3
MAT	110	Finite Mathematics I	3	REST	109	Food Purchasing	3
FEX	100	Freshman Experience Seminar		REST	110	Quantity Food Prod I	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year			Second Semester				
First Semester			Second Semester				
ACC	210	Financial Accounting	3	ENG	212	Public Speaking	3
ENG	103	Analytical Writing	3	LDG	215	Hotel Information Systems	3
CIS	200	Information Systems Concepts	3	MKT	113	Introduction to Marketing	3
REST	111	Quantity Food Production II	3			Hospitality Department Elective	3
PSY	108	Intro to Psychology				Free Elective	<u>3</u>
		or					15
SOC	112	Intro to Sociology	<u>3</u>				
			15				
Third Year			Second Semester				
First Semester			Second Semester				
ECO	201	Microeconomics	3	REST	319	Restaurant Management	3
ENG	220	Business Communication	3	ECO	202	Macroeconomics	3
LDG	314	Promotional Activities	3	MAT	220	Statistics	3
LDG	320	Hospitality Managerial Accounting	3			Social Science Elective	3
		HUM/FAS/PHLElective	<u>3</u>			Free Elective	<u>3</u>
			15				15
Fourth Year			Second Semester				
First Semester			Second Semester				
FIN	320	Intro to Business Finance	3	ADB	421	Business Capstone Course	3
LDG	416	Law of the Hospitality Industry	3	LDG	418	Seminar	3
		Free Elective/Coop. Experience	3			History Elective	
		Free Elective/Coop. Experience	3			or	
		Literature Elective	<u>3</u>			Government Elective	3
			15			Hospitality Dept Elective	3
						Free Elective	<u>3</u>
							15
							Total Credits: 120

* For transfer students with more than 15 credits and for continuing education students.

Students are required to take a three credit cooperative education experience lasting one summer. Alternatively, students may, with the permission of the department, take a 12 credit cooperative experience, using free elective credits and hospitality department electives. The 12 credit cooperative education experience covers an academic semester plus the preceding or following summer.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Food and Beverage Concentration - Bachelor of Science

Business Core	Credits
	72*
Major Courses	Credits
REST 109 Food Purchasing	3
REST 110 Quantity Food Production I	3
REST 111 Quantity Food Production II	3
LDG 112 Introduction to Hospitality Industry	3
REST 319 Restaurant Management	3
LDG 320 Hospitality Managerial Accounting	3
LDG 418 Seminar	3
REST 422 Beverage Management and Control	3
REST 424 Wines and Beverages	3
REST 450 Experimental Foods	3
REST 451 Nutrition	3
Hospitality Department Elective	3
Free Electives	<u>12</u>
Total Credits 120	

* Students in the hospitality division take LDG 416 (Law of the Hospitality Industry) as part of the business core in place of ADB 206 (Business Law I).

Food and Beverage Management Co-op Program - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester			
ADB 125 Human Relations in Adm.	3	CIS 100 Fundamental Concepts	3
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
LDG 112 Intro to Hospitality Industry	3	MAT 111 Finite Mathematics II	3
MAT 110 Finite Mathematics I	3	REST 109 Food Purchasing	3
FEX 100 Freshman Experience Seminar		REST 110 Quant Food Production I	<u>3</u>
or			15
* Free Elective	<u>3</u>		
	15		

Second Year

First Semester				Second Semester			
ACC	210	Financial Accounting	3	ENG	212	Public Speaking	3
CIS	200	Information Systems Concepts	3	MKT	113	Intro to Marketing	3
ENG	103	Analytical Writing	3	REST	450	Experimental Foods	3
REST	111	Quant Food Production II	3	LDG	320	Hospitality Managerial Accounting	3
PSY	108	Intro to Psychology				Free Elective	<u>3</u>
		or					15
SOC	112	Intro to Sociology	<u>3</u>				
			15				

Third Year

First Semester				Second Semester			
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	220	Business Communication	3	MAT	220	Statistics	3
REST	422	Beverage and Control Mgt.	3	REST	319	Restaurant Management	3
REST	451	Nutrition	3			Social Science Elective	3
		HUM/FAS/PHL Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Fourth Year

First Semester				Second Development			
FIN	320	Intro to Business Finance	3	ADB	421	Seminar Capstone Course	3
LDG	416	Law of the Hospitality Industry	3	LDG	418	Seminar	3
		Hospitality Elective	3	REST	424	Wines and Beverages	3
		Literature Elective	3			History Elective	
		Free Elective/				or	
		Co-op Ed Experience	<u>3</u>			Government Elective	3
			15			Free Elective	<u>3</u>
							15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing education students. Students are required to take a three credit cooperative education experience lasting one summer. Alternatively, students may, with the permission of the department, take a 12 credit cooperative experience, using free elective credits and hospitality department electives. The 12 credit cooperative education experience covers an academic semester plus the preceding or following summer.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

MAT 050 may be required prior to beginning of math sequence. Students placed in MAT 150 should consult a math instructor.

Students in the hospitality and food and beverage programs must purchase a uniform and a set of knives.

Travel and Tourism

Travel and Tourism has grown to be the largest industry in the world. Experts in the industry have estimated that the world travel and tourism industry employs more than 100 million people and represents about 12% of the world gross national product. The United States annually receives more travel and tourism receipts than any other country, and United States citizens annually spend more on domestic and international travel than any other country.

The growing travel industry provides increasing opportunities for graduates of travel and tourism programs. Job opportunities include travel agents, tour wholesalers and operators, incentive travel specialists, tourist bureau managers,

meeting and convention planners, recreation facility and park managers, transportation marketers, federal and state tourist office managers and directors, visitor bureau managers, and hotel representatives. Additional job opportunities include management positions in airlines, cruise lines, tour operations, travel associations, resort properties, and theme parks.

Travel and Tourism majors are required to enroll in one cooperative education experience that offers the student the opportunity to work and travel throughout the United States and abroad, as well as compare classroom theory with industry practice.

Travel and Tourism Curriculum - Bachelor of Science

Business Core	Credits 72*
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Major Courses

	Credits
TOUR 115 Introduction to Tourism	3
TOUR 119 Travel Management	3
TOUR 205 International Travel and Tourism	3
TOUR 225 National and Regional Tourism	3
TOUR 311 Tourism Planning and Policy Development	3
LDG 314 Promotional Activities	3
LDG 320 Hospitality Managerial Accounting	3
TOUR 401 Convention and Meeting Management Planning	3
TOUR 428 Resort Development	3
TOUR 490A Cooperative Education	3
LDG 418 Seminar	3
Free Electives	15

Total Credits 120

*Students in the hospitality division take LDG 416 (Law of the Hospitality Industry) as part of the business core in place of ADB 206 (Business Law I).

Travel and Tourism Cooperative Education Program - Bachelor of Science

First Year	Credits	Second Semester	Credits
First Semester		Second Semester	
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
ADB 125 Human Relations in Administration	3	MAT 111 Finite Mathematics II	3
TOUR 115 Intro to Tourism	3	CIS 100 Fundamental Concepts	3
MAT 110 Finite Mathematics I	3	TOUR 119 Travel Management	3
FEX 100 Freshman Experience Seminar		Free Elective	3
or			15
* Free Elective	3		
	15		

Second Year**First Semester**

ENG 103	Analytical Writing	3
CIS 200	Information Systems Concepts	3
ACC 210	Financial Accounting	3
MAT 220	Statistics	3
TOUR 205	International Travel and Tourism	<u>3</u>
		15

Second Semester

ENG 212	Public Speaking	3
LDG 320	Hospitality Managerial Accounting	3
PSY 108	Intro to Psychology	
	or	
SOC 112	Intro to Sociology	3
MKT 113	Introduction to Marketing	3
TOUR 225	National/Regional Tourism	<u>3</u>
		15

Third Year**First Semester**

ECO 201	Microeconomics	3
ENG 220	Business Communication	3
TOUR 311	Tourism Planning & Policy Dev	3
LDG 416	Law of the Hospitality Industry	3
	HUM/FAS/PHLElective	<u>3</u>
		15

Second Semester

ECO 202	Macroeconomics	3
LDG 314	Promotional Activities	3
	Sociology Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		15

Fourth Year**First Semester**

TOUR 401	Convention & Meeting Planning	3
TOUR 428	Resort Development	3
FIN 320	Intro to Business Finance	3
TOUR 490A	Cooperative Education	3
	Literature Elective	<u>3</u>
		15

Second Semester

ADB 421	Business Capstone Course	3
LDG 418	Seminar	3
	History Elective	
	or	
	Government Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		15

Total: 120 Credits

* For transfer students with more than 15 credits and for continuing education students. A cooperative education experience is mandatory for the travel and tourism major. Students in the travel and tourism major may opt for either a summer cooperative education for three (3) credits, or an 8 month cooperative education experience (that includes an academic semester) for 12 credits. Students who opt for the 12 credit cooperative education will have 9 fewer free electives.

A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101. MAT 050 may be required prior to beginning of the math sequence. Students placed in MAT 150 should consult a math instructor.

Bachelor of Applied Science in Hospitality Administration

The Bachelor of Applied Science in Hospitality Administration degree was developed for those students who have obtained a three-year diploma from an institution accredited in their home country. Students entering this degree program would therefore possess a highly technical knowledge of the hospitality industry. The 42 credits completed at New Hampshire College would provide students with an overview of American culture and the hospitality industry in this country. Students completing this degree program would be prepared either to enter positions in the hospitality field in this country or return to their own nations with a greater appreciation of the United States and its hospitality industry.

Admission to this major is open only to those international students who have completed their three-year diploma in an accredited institution.

Courses: **Credits**

Diploma credits transferred from an accredited three-year program

	90
AMS 101 American Studies	3
ECO 325 Special Topics in Economics	3
ENG 102 Process Writing	3
Liberal Arts Elective	3
ENG 220 Business Communication	3
LDG 416 Law of the Hospitality Industry	3
LDG 418 Seminar	3
LDG 490C Cooperative Education	12
MAT 112 Mathematics for Hospitality Administration	3
MKT 345 Consumer Behavior	3
PSY 108 Introduction to Psychology	<u>3</u>

Total Credits 132

Bachelor of Applied Science in Hospitality Administration

Diploma credits transferred from a school accredited by the Business and Technical Education Council

Transfer Credit 90

First Summer

ENG 102 Process Writing	3
PSY 108 Intro to Psychology	3
AMS 101 American Studies	3
MKT 345 Consumer Behavior	3
LDG 416 Law of the Hospitality Industry	3

Fall and Spring Term

LDG 490C Cooperative Education 12

Second Summer

Liberal Arts Elective	3
MAT 112 Mathematics for Hospitality Administration	3
ECO 325 Special Topics in Economics	3
ENG 220 Business Communication	3
LDG 418 Seminar	<u>3</u>

Total Credits: 132

NOTE: Admission to this major is open only to those international students who have completed a hospitality-related three-year diploma in an accredited institution.

The Culinary Institute of New Hampshire College

The Culinary Institute was founded in 1983 to help fulfill the need for educated and trained chefs and other food preparation personnel in New Hampshire and New England.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, combines theory, practical training, and industry experience in order to prepare students for entry-level food preparation jobs in hotels, restaurants, and institution feeding operations. Technical subject areas include food preparation, food purchasing, baking, garde manger, menu development, nutrition, and dining room operation. A cooperative education experience is required of all culinary students. This is normally taken during the summer months. There is an additional fee for cooperative education.

English and liberal arts courses are offered to assist students in developing skills that contribute to a professionally productive life. Students may tailor their course work to facilitate transfer into the four-year hospitality administration majors.

Admission

To be admitted to the Culinary Institute program, an applicant must have completed high school with an average, or better than average, academic record. SAT scores are optional but encouraged. High school curriculum should have included four years of English and at least one year of algebra. Personal interviews are strongly recommended. Applicants may furnish letters of recommendation as well.

Those applicants who do not meet the above admission requirements are allowed to enroll on a part-time basis in one or two courses during the initial term. Full-time enrollment may begin at a later date.

While the admission office of the undergraduate school handles applicants' records, the Culinary Institute admission director evaluates each applicant for admission. Interested persons may contact either the Culinary Institute or the admission office to receive more information on the program.

Academic Standards and Regulations

Culinary Institute students adhere to the same academic standards and regulations as the undergraduate school students. These policies are outlined in the earlier sections of this catalog.

Tuition and Fees

Costs for the 1993-1994 academic year for the Culinary Institute are as follows:

	Per Semester	Per Year
Tuition	\$4,350	\$8,700
Room and Board	\$2,317	\$4,634

Students are subject to additional college fees applicable to full-time day students, including health insurance, graduation fee, cooperative education fee, and a late registration fee. Culinary students must purchase a uniform and a set

of knives. Please refer to the tuition and fees section of this catalog for details regarding other fees.

Culinary Arts Curriculum - Associate in Applied Science

First Year		Credits	Second Semester		Credits		
First Semester			Second Semester				
TCI	110	Culinary Skills & Proc	3	TCI	111	Food Production	3
TCI	109	Food Purchasing	3	TCI	112	A.M. Pantry/San	3
TCI	113	Bakeshop I	3	TCI	114	Bakeshop II	3
ENG	101	Basic Writing	3	TCI	127	Nutritional Cooking	3
FEX	100	Freshman Experience Seminar	<u>3</u>	ENG	102	Process Writing	3
			15	TCI	226	Coop Ed Sem I	<u>2</u>
							17

Summer Term

TCI	390A	Culinary Cooperative Education	3
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Second Year

First Semester		Credits	Second Semester		Credits		
TCI	126	Mathematics	3	TCI	218	International Cuisine & Service	3
TCI	217	Classical Cuisine	3	TCI	220	Garde Manger	3
TCI	235	Regional Cuisine	3	TCI	237	Menu/Facilities Planning	3
TCI	236	Cooperative Ed Sem II	1	TCI	250	Dining Room MGT II	3
TCI	243	Dining Room MGT I	3			Elective	<u>3</u>
		Elective	<u>3</u>				15
			16				

Total Credits: 66

Electives:

TCI	223	Senior Seminar	3
TCI	233	Classical Baking	3
TCI	240	Advanced Pastry	3
TCI	241	Food & Literature	3
TCI	244	Chef as Teacher	3
TCI	245	Catering	3
ENG	220	Business Communication	3
		or	
ENG	212	Public Speaking	3
		or	
		other elective	

A student will take ENG 101 if necessary prior to ENG 102.

A student must have completed 29 credits with a minimum G.P.A. of 2.0 to qualify for TCI 390 (Culinary Cooperative Education.)

A student may waive TCI 126 (Mathematics), if qualified.

Certificate Programs

The certificate program is offered for those interested in developing their baking and/or cooking skills on a part-time basis without formal enrollment in a degree program. Credits derived from successful completion of certificate courses may be transferred into the established AAS program at The Culinary Institute of New Hampshire College.

Baking Certificate

TCI	113	Bakeshop I - Breads /Desserts	3 credits
TCI	114	Bakeshop II - Advanced Baking	3 credits
TCI	233	Bakeshop III - Classical Baking	3 credits
TCI	240	Bakeshop IV - Advanced Pastry	<u>3 credits</u>
			12 credits plus prerequisites

Cooking Certificate

TCI	110	Culinary Skills and Procedures	3 credits
TCI	111	Food Production	3 credits
TCI	217	Classical Cuisine	3 credits
TCI	218	International Cuisine and Service	
or			
TCI	235	Regional Cuisine	<u>3 credits</u>
			12 credits plus prerequisites

Course Index

The following undergraduate school courses are listed in alphabetical order by the college's course listing prefix.

ACC	Accounting
ADB	Business Administration
AMS	American Studies
ATH	Anthropology
CIS	Computer Information Systems
COM	Communication
ECO	Economics
EDU	Education
ENG	English
FAS	Fine Arts
FEX	Freshman Experience
FIN	Finance
FMK	Fashion Merchandising
GEO	Geography
GOV	Government
HIS	History
LDG	Hotel
HUM	Humanities
MAT	Mathematics
MKT	Marketing

NHC	Continuing Education Seminar
OAD	Office Administration
PHL	Philosophy
PSY	Psychology
REST	Restaurant
SCI	Science
SCS	Social Science
SOC	Sociology
TCI	Culinary
TOUR	Tourism

Humanities and Social Sciences

Courses numbered 100-200 are appropriate for freshman and sophomore level students; courses numbered 300-400 are appropriate for junior and senior level students.

Course Descriptions

Accounting

ACC 101 and ACC 102 Elementary Accounting I and II

(2 semesters-3 credits each semester)

Elementary Accounting is a two-semester course designed to:

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

Success in the first semester is a prerequisite to the second semester. Success in both will enable the student to pursue advanced accounting courses. Offered every semester.

ACC 203 and ACC 204 Intermediate Accounting I and II

(2 semesters-3 credits each semester)

This course covers an intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions along with problem solving. Prerequisite: ACC 102. Offered every year.

ACC 207 and ACC 208 Cost Accounting I and II

(2 semesters-3 credits each semester)

This course examines in depth the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs, and their use to management in the planning and control process. Budgeting, standard cost, job order, and process are examined, along with special problems in cost accounting. Prerequisite: ACC 102. Offered every year.

ACC 210 Financial Accounting (3 credits)

The Financial Accounting course should provide students with basic procedures that should be used in recording and reporting financial information. Students completing the course should be able to read effectively and understand annual reports and the preparation of them. The use of computers is an essential part of the course. Prerequisites: Sophomore-level standing, after completing CIS 100, a course requirement in the freshman year. This course should not be taken by accounting or MAS majors. Offered every semester.

ACC 214 Management Accounting (3 credits)

This course emphasizes the analysis, reporting and use of accounting data as a management tool in the planning and control process. Prerequisite: ACC 210. Offered every semester to non-accounting majors.

ACC 300 Taxation Concepts for Business Decisions (3 credits)

Business decisions and managers are continually affected by various income tax laws at the federal level. This is a concept-driven course in tax planning and tax minimization concepts through the general understanding of business federal income tax provisions. Students will learn to integrate tax planning in their managerial planning and control functions. The course will significantly raise the student's awareness of implications of sound managerial and business decisions. Prerequisite: ACC 210. Offered as needed to non-accounting majors.

ACC 302 Internal Auditing (3 credits)

Managers work closely with the internal audit function which concentrates on operational auditing, procedures and standards set by management. Attention is given to the analysis of the various administrative and accounting controls on which management depends for efficiency and effectiveness of operation. The student will achieve an understanding of how the internal audit function complements and supports the external audit and reduces cost while increasing managerial control. Various reporting to the audit committee of the board of directors will be covered in detail. Prerequisite: ACC 208 or ACC 214. Offered as needed to both accounting and non-accounting majors.

ACC 305 and ACC 306 Advanced Accounting I and II

(2 semesters-3 credits each semester)

Advanced Accounting includes a comprehensive examination and analysis of the accounting principles and procedures applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange, and estates and trusts. Particular emphasis is placed on problem solving. Prerequisite: ACC 204. Offered every year.

ACC 310 International Accounting (3 credits)

This course examines the impact of social and economic factors on the development and reliability of accounting information in various countries. We examine areas in which the harmonization of accounting principles has been achieved and where differences from United States standards and those of other countries includes; conceptual development of interantional accounting, comparative practices, foreign currency translation, reporting and disclosure issues, transfer pricing, and international taxation. Prerequisite: ACC 102 or ACC 210. Offered as needed.

ACC 315 Accounting Systems Applications (3 credits)

This course introduces the student to various commercial accounting software applications programs. The student will have "hands-on" experience

with actual computer preparation of accounting transactions using accounting software in general ledger, financial statement preparation, accounts receivable, accounts payable, cost control and allocation, budgeting, variance analysis and reporting, standard costing and job-order costing. It is assumed that students have a basic working knowledge of personal computers. Programming knowledge is not necessary. Prerequisite: ACC 102 or ACC 210, ACC 208 or ACC 214, and CIS 100. Offered every year.

ACC 322 Institutional Accounting (3 credits)

This course covers the accounting principles and procedures applicable to governmental and not-for-profit institutions. Prerequisite: ACC 208. Offered every year. Writing intensive course.

ACC 411 Auditing Principles (3 credits)

An in-depth examination of audit programs and procedures, including the importance of reviewing internal controls, as required during the course of a regular audit engagement, is stressed. Prerequisite: ACC 306. Offered every year. Writing intensive course.

ACC 415 Federal Taxation I (3 credits)

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals. Prerequisite: ACC 102 or ACC 210. Offered every year.

ACC 416 Federal Taxation II (3 credits)

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for corporations, partnerships, estates and trusts. Prerequisite: ACC 415. Offered every year.

ACC 425 Accounting Theory Seminar (3 credits)

This seminar continues to develop a thorough knowledge and understanding of generally accepted accounting principles and of the underlying theory upon which they are based. Through group and independent study and analysis of publications of the Financial Accounting Standards Board, the American Institute of Certified Public Accountants, the Cost Accounting Standards Board and other professional bodies, the student will learn to effectively communicate professional opinions and defend various accounting strategies. The seminar promotes independent thinking and rationale relative to state-of-the-art accounting concepts and theories. Prerequisite: ACC 306. Offered as needed.

ACC 490A Accounting Cooperative Education (3 credits)

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisite: Consent from the Career Development Center and approved by the accounting department with 3 credits for 240 hours. Offered every year.

ACC 490B Accounting Cooperative Education (6 credits)

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisite: Consent from the Career Development Center and approved by the accounting department with 6 credits for 480 hours. Offered every year.

Business Administration**ADB 110 Introduction to Business (3 credits)**

ADB 110 introduces basic business functions and how businesses are owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a systems background. A broad background in business practices, principles, and economic concepts is discussed and provides the basis for use in more advanced courses. Includes an introduction to international business. Offered every semester.

ADB 111 Sport Management I (3 credits)

This introductory course emphasizes management principles related to the business of sports. It includes personnel, programs, and marketing management and an overview of career possibilities in this growing field. Non sport management majors must get approval of the coordinator of sport management. Offered as needed.

ADB 112 Sport Management II (3 credits)

This introductory course also stresses management principles related to the business of sports. It includes media, facility, and legal management. Career possibilities are addressed. Offered as needed.

ADB 125 Human Relations in Administration (3 credits)

Human relations skills needed by managers to develop effective interaction skills which contribute directly to effective human resource management and development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations. Offered every semester.

ADB 206 Business Law I (3 credits)

The background, foundation and structure of the United States legal system is examined. In addition, the following topics are explored: torts, product liability, criminal law, contracts, sales. Prerequisite: Sophomore standing. Offered every semester.

ADB 207 Law and Sport Management (3 credits)

This course presents the legal issues that are particular to managers of sport programs at the professional, college, and community levels. Prerequisite: Non sport management majors must get approval of the coordinator of sport management. Offered as needed.

ADB 211 Human Resource Management (3 credits)

This course examines the fundamentals of policies and administration; major tasks of procedures, developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management. Prerequisite: Sophomore standing. Offered every semester.

ADB 215 Principles of Management (3 credits)

This course is designed to examine the fundamentals and principles of management so as to develop in each individual an understanding of management in any formal organization. Special attention is paid to planning and decision-making. International management is also covered. Prerequisite: Sophomore standing. Offered every semester. Writing intensive course.

ADB 301 Real Estate (3 credits)

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesperson or broker. Prerequisite: Sophomore standing. Offered every year.

ADB 307 Business Law II (3 credits)

The study begun in Business Law I continues as the following topics are explored: commercial paper, real and personal property, creditors' rights and bankruptcy, agency, business organizations, estate planning and government regulation of business. Prerequisite: ADB 206. Offered every year.

ADB 308 Administrative Law (3 credits)

Government agencies have had in recent years an ever-increasing influence on business operations and decision-making. This course examines the need for these agencies and the particular roles certain agencies play in our society. In addition, this course explores the following topics: consumer protection, environmental law, antitrust law and labor law. Prerequisite: ADB 206. Offered as needed.

ADB 309 Legal Environment of International Business (3 credits)

The course is designed to provide the student with an overview of these areas of public and private international law affecting international business activities. The UN Convention on International Sale of Goods will be given particular attention. Prerequisites: ADB 206 and Junior standing. Offered as needed.

ADB 310 Introduction to International Business (3 credits)

Introduction to International Business is designed to provide students with an initial examination of the differences between business within the domestic context and business in an international context. It will also include some exposure to those basic concepts deemed important to an understanding of how international business works. These concepts include: (1) importing (2) exporting (3) political, cultural, and social environment considerations, (4) trade theory (5) government influence on trade, and (6) global management strategy. (Freshmen and Sophomores only) Offered every fall.

ADB 311 International Human Resources Management (3 credits)

While domestic human resources management is involved with employees within only one boundary, international human resources management involves not only the same functions but also the interplay among these three dimensions—human resource functions, types of employees, and countries of origin. The complexities of operating in different countries and employing different national categories of workers are examined in depth during the course.

Most students interested in International Human Resources Management should normally have already had ADB 215 “Principles of Management”, or may be a course in domestic “Human Resources Management”, or some preliminary introduction to the world of international law, government, economics, marketing. Prerequisite: Junior standing. Offered as needed.

ADB 315 International Management (3 credits)

This course introduces the student to the management of global operations. It covers the major functional areas of management as they are practiced in a multinational corporation. This includes: participation, organization, financial management, production, and marketing strategies, as well as human resource development, communications and control, and the formation of strategic alliances. The course uses texts, simulations, and cases. Prerequisites: ADB 215 and junior standing. Offered as needed.

ADB 316 The Cultural and Political Environment of International Business (3 credits)

The course introduces the student to primary cultural factors— religion, language, values, technology, social organization and political environment—that affect U.S. firms doing business outside of the United States. Students learn the significance of identifying and assessing the importance of these factors so they can more effectively manage in the international environment. A variety of international environments will be studied. The course uses text, cases, and exercises. Prerequisites: ADB 125 and junior standing. Offered as needed.

ADB 317 Small Business Management (3 credits)

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting, and credit are discussed. Emphasis is on developing a comprehensive business plan. Prerequisites: ACC 102 or ACC 210, MKT 113, and ADB 215. Offered every year.

ADB 318 Labor Relations and Arbitration (3 credits)

This course examines union-management relationships. Elements of a good union-management contract, the law, and the role of the arbitrator are emphasized. Offered as needed.

ADB 319 Sport Sales and Public Relations (3 credits)

This course presents a cross-disciplinary approach to a variety of marketing, sales and public relations issues that confront a sport manager. Non Sport Management majors must get approval of the sport management coordinator. Offered as needed.

ADB 320 Entrepreneurship (3 credits)

This course focuses on the factors contributing to the personal success of entrepreneurs and on the major factors that affect successful entrepreneurship. Entrepreneurship is also studied. Case studies, contemporary readings, and simulations are used. International considerations are included. Prerequisite: ADB 110. Offered as needed.

ADB 321 Fitness Management (3 credits)

This course will provide specific personal fitness information. Other topics include the use and purchase of fitness equipment, staffing, management concerns for club, corporate, and collegiate settings. Non sport management majors must get approval of the sport management coordinator. Offered as needed.

ADB 322 Managing Organizational Change (3 credits)

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increasing productivity and conflict management in the complex and volatile business environment of today and in the future. Change in an international environment is included. Prerequisites: ADB 215 and junior standing. Offered every other year.

ADB 324 Managing Productivity in Organizations (3 credits)

Productivity management, crucial to efficient resource allocation and effective human resource management, is analyzed. Major factors affecting productivity and strategies for effective management are covered through the use of contemporary exercises and simulations. International considerations are also studied. Prerequisites: ADB 125 and junior standing. Offered every other year.

ADB 325 Compensation and Benefit Administration (3 credits)

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance, and disability and pension plans are investigated. Emphasis on objectives, policies, organization, implementation and revision of compensation and benefit systems are studied. Prerequisites: ADB 211 and junior standing. Offered as needed.

ADB 326 Social Environment of Business (3 credits)

This course introduces the student to the study of economics, cul-ture, govern-ment, technology, international relations, and labor as they affect business decision-making. The social responsibility of the manager in formulating opera-tional policies is stressed. Consideration is given to both national and international environments. Offered every semester.

ADB 328 Organizational Leadership (3 credits)

This course examines leadership, as an interpersonal and intraorganizational phenomenon. The emphasis is on the leadership development of the student. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership, productivity, motivation, effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Prerequisites: ADB 125 and junior standing. Offered every other year.

ADB 331 Introduction to Operations Management (3 credits)

This introductory course in operations and production management considers the evolution of the modern operations function, design of the system supervi-sion scheduling, materials management and the provision of services. Prerequi-sites: ECO 201, ACC 102 or ACC 210, and MAT 220. Offered every semester.

ADB 332 Purchasing Management (3 credits)

This course provides a sound introduction to both the techniques employed by professional purchasing executives and the management of a purchasing department. It covers: 1) the role of the purchasing function, and its potential contribution to profitability; 2) techniques of professional purchasing; and 3) the development of long-term supply strategies, and the organization and control of a purchasing department to implement the strategy. Offered every other year.

ADB 333 Production Activity Control (3 credits)

The course develops a system for controlling work-in-process, materials movement, and in-process inventories, which are an integral part of the success of any manufacturing system. The purpose of this course is to teach students the techniques and procedures of an efficient shop floor control program. Offered only in the Division of Continuing Education.

ADB 335 Just in Time (3 credits)

A study of the concepts and techniques involved in the developing philosophy of “Just in Time” manufacturing. The course covers four broad areas: General concepts, techniques, integration and application, and implementation of “Just in Time” principles in the manufacturing setting. Offered only in the Division of Continuing Education.

ADB 336 Production Management and Control (3 credits)

The system and techniques used for the management and control of production operations are studied. Key areas to be covered will include priority planning, shop floor control, capacity planning, and advanced manufacturing techniques. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 339 Master Planning (3 credits)

The master production schedule is the intersection of the forecast/production plan and the master production schedule itself. This course explains the relationship of the master schedule with the production plan, master production schedule objectives and purposes, make to stock and make to order master production schedule techniques, including the planning bill of materials. The course also discusses two levels of master production schedule techniques as well as determining master production scheduling levels, the concepts of time factors, backlog analysis, control, and other planning and controlling measurements. Offered only in the Division of Continuing Education.

ADB 342 Organizational Behavior (3 credits)

This course focuses on the primary factors which influence behavior in organizations to include: leadership, group dynamics, intergroup dynamics, organizational structure and design, change, culture, power and politics, environment and technology, as well as organizational behavior in an international context. Prerequisite: ADB 125. Offered as needed. Writing intensive course.

ADB 346 Materials and Capacity Requirement Planning (3 credits)

This course is intended to help students understand the evolution, advantages and limitations of manufacturing resource planning and capacity requirement planning. Students will learn how to implement and maintain effective manufacturing resource planning and capacity resource planning systems and be able to measure their performance. Upon completion of this course, students should be fully prepared for the APICS certification exam in manufacturing and capacity resource planning. Offered only in the Division of Continuing Education.

ADB 347 Inventory Management (3 credits)

The concepts of inventory control and logistics are examined. Topics include inventory replenishment techniques, distribution requirements planning, traffic management, warehousing, organizational factors and communications. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 348 Systems Technologies (3 credits)

This course focuses on the relation of systems and technologies to the strategic environment for manufacturing, and to the functions of inventory and production management. Its purpose is to ensure the students understanding of the integrated need of existing and emerging systems and technologies and the synergy necessary to provide positive results in the production and inventory management environment. Prerequisites: ADB 331, ADB 329, ADB 346, ADB 347.

ADB 355 Manufacturing Resource Planning (3 credits)

This capstone course integrates the functions of marketing, sales, finance, and manufacturing with the resources of systems people, materials, and capacity to form a comprehensive operating strategy. Focus is on the relationships between MRP I and MRP II. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 394 Management Practicum (6 credits)

This is an independent work program for upper-level students, providing a relevant link between classroom learning and “real-world” experience. The program is based on a student’s analysis and presentation of a proposal, in consultation with both the employer and the college; this proposal must be approved in advance. Successful completion of the project is the basis for the six-credit value. This course is available only to students who are bachelor of science degree candidates in business administration, business studies or marketing and have either two business or free electives available on their worksheet. Offered once a year.

ADB 401 Sport Facilities Management (3 credits)

The elements of managing such sport facilities as arenas, stadiums, and athletic complexes form the content of this course. Offered as needed.

ADB 421 Strategic Management and Policy (3 credits) Business Capstone Course

This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluations and control from the perspective of top management in profit making U.S. and international corporations, public and not-for-profit organizations. Text and case studies are used extensively. Prerequisites: ACC 102 or ACC 210, MKT 113, and Senior standing or permission of the instructor. This is a writing intensive course and experience with LOTUS 1-2-3 and word processing is recommended. Offered every semester.

ADB 422 International Strategic Management (3 credits)

The course introduces the student to strategic management in the global arena. It focuses on the internal strategic environment of an organization, the external strategic factors present in the international environment, and the manner in which a strategic thrust and a strategic fit are created between these two environments. The course relies on the use of case studies of both U.S. and foreign international corporations. Prerequisites: ADB 215, MKT 113, FIN 320, and Junior standing. Offered as needed.

ADB 442 Advanced Seminar in Human Resource Management and Development (3 credits)

This capstone course, which must be taken as the final course in the human resource management concentration of the business studies major, examines contemporary issues in human resource management resulting from new and

changing legislation, demands of the work place, and emerging quality of work and life trends. Emphasis is placed on software applications and the international aspects of human resource management are also studied. Prerequisite: ADB 211. Offered every other year.

ADB 460 Seminar in Organizational Behavior (3 credits)

The content of this course varies from semester to semester. It focuses on contemporary and changing issues in the field and explores special topics in depth. Readings, research, and case studies are used in the study of such topics as managing change, leadership in large corporations, management and productivity, managerial forecasting, the ethics of management, the responsible use of power, and management of conflict, problems and emerging trends in international organizational behavior, and research methods in business. Prerequisite: ADB 342 or permission of instructor. Offered every other year.

ADB 461 Seminar in Sport Management (3 credits)

This course serves as the capstone course of the concentration and major. Students will integrate the knowledge and skills from courses in the concentration and allied business courses in order to solve problems that a sports manager is likely to encounter. Prerequisite: Junior or senior standing, sport management majors only. Offered as needed.

ADB 480 Independent Study (3 credits)

This course allows the student to investigate any economic or business subject not incorporated into the curriculum. By permission of the instructor, department chairperson and academic dean. Offered every semester.

ADB 490C Management Cooperative Education (12 credits)

This is a semester's supervised career-related work experience. A final written analysis of the work program or specific project report plus monthly on-the-job reports aid the student in relating academics to practice. Prerequisite: Consent of the department chairperson and the Career Development Center. Offered every year.

ADB 491A Sport Management Cooperative Education (3 credits)

(Cooperative Education is available for 3 and 6 credits) Prerequisite: Consent of the sport management coordinator and Career Development Center. Offered as needed.

ADB 491C Sport Management Cooperative Education (12 credits)

Prerequisite: Consent of the sport management coordinator and the Career Development Center. Offered as needed.

American Studies

AMS 101 American Studies (3 credits)

This course offers an interdisciplinary view of American cultural patterns and the often conflicting values inherent in and reflective of that culture. Students are encouraged to integrate readings and discussions with their experiences as visitors to the United States. Offered as needed. (Open only to Bachelor of Applied Science in Hospitality Administration students or by permission of instructor).

Anthropology

ATH 111 Introduction to Cultural Anthropology (3 credits)

The study of preliterate and changing societies with an emphasis on the social organization and cultural aspect of the societies. Offered every other year.

ATH 210 Cross Cultural Business Communication (3 credits)

This course examines how American cultural values affect communication patterns and behavioral styles, both verbal and nonverbal. The course covers differences in cultural patterns and looks at how such differences affect business activities. Prerequisite: ENG 220. Offered as needed.

Computer Information Systems

CIS 100 Fundamental Concepts of Information and Computer Technology (3 credits)

Use of a desktop computer with current important end-user software to solve problems within an organizational environment. Includes coverage of software and hardware components, operating system concepts, information structures and formal problem solving techniques. It includes supervised structured laboratory exercises. Offered every semester.

CIS 125 BASIC (3 credits)

The design of algorithms, manipulation of string arrays, multidimensional tables, and sequential file building and updating are major course components. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered every year.

(Note: CIS 170, CIS 172, CIS 173, CIS 174, CIS 176 are not open to CIS majors.)

CIS 170 Introduction to Microcomputers (3 credits)

This course introduces the basics of microcomputer technology, terminology, hardware and software concepts, operating system structure, commands and functions. Additionally, it prepares students with little computer background and is an important introduction to the field and to the other microcomputer certificate courses. Note: Students who have taken CIS 305 will not receive credit for CIS 170. Offered only in the Division of Continuing Education.

CIS 172 Spreadsheets and Graphics (3 credits)

This course covers the procedures and functions necessary for effective utilization of spreadsheets and graphics software packages. It includes design and formatting of spreadsheets, formula commands, macros and add-on functions. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 173 Microcomputer Database Systems (3 credits)

This course introduces the students to standard microcomputer database software for use in the creation of business reports and systems. It covers file creation, modifying and extracting data, combining data from multiple files, report writing and database programming. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 174 Survey of Desktop Publishing (3 credits)

This course is a survey of the current state-of-the-art of desktop publishing. It defines hardware requirements and software characteristics, design, and graphics concepts necessary for proper utilization. Introduces students to the graphics functions common to desktop publishing systems. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 176 Advanced Microcomputer Systems (3 credits)

This course introduces students to the use of advanced operating system commands, functions and procedures. It also covers procedures for integrating files from a variety of sources into complex reports and publications. Local and wide area networks are covered. It prepares students to develop hardware and software specifications for specific business settings. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 200 Information Systems Concepts (3 credits)

This course identifies managerial and organizational needs and describes the role of information systems including current professional practices and methodologies in management. It also includes a presentation of systems theory, decision theory, organizational models, types of information systems, information systems planning, and information systems development. Prerequisite: CIS 100. Offered every semester.

CIS 201 Computer Concepts (3 credits)

This course describes the function and architecture of computer hardware and software technologies. Additional data and instruction representation, networks, operating system functions, and programming languages, with supervised structured laboratory exercises. Offered every year.

CIS 210 Application Development (3 credits)

Students in this course use information systems techniques to solve managerial and organizational problems of limited complexity. In addition students learn to solve formal analytic problems and implement solutions using information systems development techniques with a procedural language. Supervised structured laboratory exercises are included. Prerequisite: CIS 201. Offered every year.

CIS 220 Principles of COBOL (3 credits)

This course is an introduction to computer programming in a business environment using COBOL. It is arranged so that students begin writing programs early in the semester. Programs of increased complexity are introduced as the course is developed. Emphasis is given to the fundamentals of structured program design and organization. The course includes discussion and application of top-down design strategies, structured techniques for designing and developing problem solutions, language syntax, data and file structures, sequential and indexed file handling using COBOL, and an overview of advanced features of COBOL. Operating systems facilities for developing and implementing batch programs for report generation, input editing, and file updating are included. Prerequisite: CIS 100. Offered every year.

CIS 230 “C” A Programming Language(3 credits)

This course is designed to introduce the students to block structure thereby reinforcing the structure programming techniques learned in COBOL. This language is a cross between a high level and an assembly level language and is heavily dependent on the use of functions. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered as needed.

CIS 231 “C” Advanced Programming Language (3 credits)

Advanced “C” Programming continues where the Introduction to “C” Programming course finishes. A brief review of arrays, pointer manipulation, structures, and functions will set the foundation for advanced programming techniques in “C”. Advanced topics include scanners and parsers, data structures and algorithms, recursion, optimization techniques, memory management, bit operations and interrupts, and managing large scale “C” projects. Principles of good program design will also be covered. Prerequisites: CIS 200, and CIS 230 with grade of B or higher.

CIS 240 Systems Hardware (3 credits)

This course introduces the student to computer architecture and design techniques. Various hardware components for microcomputers, minicomputers and mainframes are covered. Prerequisite: CIS 125. Offered every year.

CIS 241 Systems Software (3 credits)

Today and tomorrow’s data processing environment requires the use of large, mini and micro systems working independently and together. This necessitates

multiple levels of systems software to manage these resources starting from a simple uniprocessor to a sophisticated network of hardware and software. This course acquaints the student with the understanding of the design rationale, and the implementation for resource management within a computer-operating system. It deals with the purpose of an operating system, management techniques (ex. techniques memory management, processor management, device management, data management and network management) generally used by an operating system, how these techniques are implemented and how to communicate with an operating system, system generation and control languages, such as JCL. Prerequisite: CIS 125. Offered every year.

CIS 242 Hardware/Software (3 credits)

This course introduces the student to computer architecture and system software used in mainframes, mini and microcomputer environments. The purpose of registers, storage locations (real and virtual), channels and control units are studied. System software (operating systems) functions and their relations to hardware units are emphasized. Prerequisite: CIS 125. Offered every year.

CIS 300 Advanced Systems Design (3 credits)

This course comprises an in-depth study of structured analysis and design techniques, utilizing lectures, independent systems research and bi-weekly student reports. Students will present system analysis and design results as elements of data flow concepts, incorporating data dictionaries, system and subsystem interrelated design requirements, and detailed testing procedures. Prerequisites: CIS 200, CIS 242, or CIS 240/CIS 241. Offered every year. Writing intensive course.

CIS 310 Application Design and Implementation (3 credits)

The use of information systems techniques to solve managerial and organizational problems of limited complexity is the focus. Emphasizes CASE tools, quality assurance and testing, and interactive systems. Includes supervised structured laboratory exercises. Prerequisite: CIS 201. Offered as needed.

CIS 315 Systems Development I (3 credits)

This use of information systems methodologies to solve enterprise-wide managerial and organizational problems is the goal. Students will use systems design methodologies to develop single-user systems including using database. Includes supervised structured laboratory exercises. Prerequisites: CIS 200, CIS 310. Offered as needed.

CIS 320 RPG (3 credits)

This course illustrates a problem-oriented language typical of those used by many organizations. Within this framework, the emphasis is placed on the building and updating of index-sequential files. Multiple record types, matching records, and level breaks unique to RPG are addressed. Prerequisite: CIS 220. Offered as needed.

CIS 325 Advanced COBOL (3 credits)

Advanced COBOL continues the material covered in the Principles of COBOL course. The topics of program structure, cohesion, and design are included. Additional language features, including the REPORT WRITER and the features necessary for various types of file processing are introduced. Structured design and programming concepts are emphasized throughout the course and the student is introduced to structured walk-throughs. Prerequisites: CIS 220, CIS 242, or CIS 240 and CIS 241. Offered every year.

CIS 330 Data Base Management Systems (3 credits)

The storage and retrieval of data is considered by many to be a major problem area in data processing. This course acquaints the student with the patterns of thought necessary to understand hierarchical (tree), network (plex) and relational data-base management systems. The logical, conceptual and physical aspects of a DBMS are detailed and studied and placed in proper perspective. Areas such as the design and use of a data dictionary, function of a data base administrator, and necessary DBMS languages are also considered. It is assumed that students enrolling in this course has dealt with the physical aspect of data files, and sequential, indexed and randomly organized files. It is necessary to cover the physical aspect of DBMS design, to clarify the concepts of a DBMS vs. standard accessing. Prerequisite: CIS 220. Offered every year.

CIS 333 Artificial Intelligence (3 credits)

This is a survey course of the field of artificial intelligence focusing upon expert systems concepts, techniques, applications and implications. Among the many topics surveyed are: game playing by computer, heuristic search, deductive question-answering systems, logic programming and knowledge representation. Business applications will be studied within the framework of fifth generation computer systems. Students will learn an artificial intelligence language, Prolog, and an expert system shell, VPEXpert. An individual research project or paper is a major part of this course. Prerequisite: CIS 125 or CIS 305 and upper-class standing. Offered every other year.

CIS 360 Computer Simulation and Modeling for Business (3 credits)

This course provides the student with an understanding of fundamental computer simulation and modeling techniques used in business along with practical hands-on computer exercises. Students formulate and run simulation programs using GPSS/H. Prerequisites: CIS 125, MAT 210, MAT 220. Offered every two years.

CIS 370 Assembler Language Programming (3 credits)

This course is an in-depth presentation of the IBM 370 Basic Assembler Language utilizing the college's IBM 4381 mainframe. Included are decimal and floating point arithmetic, I/O under OS and DOS, macros and conditional assembly. Prerequisite: CIS 240 or CIS 242. Offered as needed.

CIS 375 PASCAL (3 credits)

This course develops a strong foundation in structural programming style, readability, logic, and documentation using PASCAL. The orientation is accomplished via lectures, classroom discussions, and programming assignments. Prerequisites: CIS 125, MAT 210, MAT 220. Offered as needed.

CIS 400 CIS Project and Policy (6 credits)

This course covers the application of on-line computer programming and system development concepts, principles and practices to a comprehensive system development project. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Prerequisites: CIS 300, CIS 325, CIS 330. Offered every year.

CIS 402 MAS Project and Policy (3 credits)

This course requires MAS students to design, develop, and document a computer based accounting information system. It includes an in-depth feasibility analysis of a broad array of accounting packages. Prerequisite: CIS 330. Offered every year.

CIS 415 Systems Development II (3 credits)

The focus of this course is to use information systems methodologies to solve enterprise-wide managerial and organizational problems. Students use systems design methodologies to develop multi-user systems including using database. This course also includes project management techniques, security techniques, and system testing and implementation and supervised structured laboratory exercises. Prerequisite: CIS 315. Offered every year. Writing intensive course.

CIS 420 Systems Project (3 credits)

The course requires the student to solve an information systems' problem using project management and information systems methodologies. Project management techniques in a group project environment are applied as a student develops systems documentation, implement systems and present completed project report. Prerequisite: CIS 415. Offered every year.

CIS 430 Management of Information Systems (3 credits)

The course focuses on demonstrating a comprehension of the principles and concepts involved in the management of organizational information systems resources. It includes CIO functions, information systems planning, legal and professional issues, and strategic impact of information systems. Prerequisite: CIS 415. Offered every year. Writing intensive course.

CIS 440 Data Communications and Networks (3 credits)

This course is directed to the understanding of data communications hardware, software, applications, terminology and their usage in both a real time or RJE environment. Prerequisites: CIS 300, CIS 330 and senior standing. Offered every year.

CIS 490A Computer Information Systems Cooperative Education (3 credits)

Students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization in a computer information systems position and receive three CIS elective credits for successful completion of the cooperative education experience. Success is determined by the student's work supervisor, the Career Development Center, and the chairperson of the CIS department. Prerequisite: Consent of the Career Development Center. Offered every year.

Communication

Note: Communication courses may satisfy business and free elective requirements for non-business communication majors.

COM 226 Mass Communication (3 credits)

COM 226 is a survey course which covers the nature of mass media communication, its development, and its effect upon modern forms of communication. The course focuses on how and why the media operate as they do, as well as on how media performance might be improved to better meet the needs of consumers. Offered every year.

COM 231 Writing for Public Communications (3 credits)

COM 231 is a survey course requiring the writing of copy in public communication formats: news releases, features, editorials, brochure copy, speeches, profiles, newsletters, and annual copy. Prerequisite: ENG 220 or permission of instructor. Offered every other year.

COM 235 Introduction to Journalism (3 credits)

This writing practicum introduces students to news stories, feature articles, and editorials. ENG 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 103. Offered every year.

COM 322 Advanced Public Speaking (3 credits)

This course provides students with the skills that produce effective oral presentation on business topics. The course includes formal individual speeches as well as interactive and group presentations. It is run as a seminar to provide students with experience as moderators. Prerequisite: ENG 212. Offered every year.

COM 335 Principles of Public Relations (3 credits)

This course introduces students to the theory, practice and evolution of public relations in America. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their various clients. Prerequisite: ENG 220. Offered every year.

COM 341 Technical Report Writing (3 credits)

This course trains students to produce documents of a technical nature which are commonly found within a business context. Students are required to prepare a variety of technical reports including software programs, audits, technical manuals and feasibility studies. Prerequisite: ENG 220. Offered every year.

COM 435 Feature Writing (3 credits)

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a journalistic focus in the communication major. Students will learn how to develop and organize ideas, adopt their writing for specific audiences, and revise and polish their prose style. Prerequisite: COM 235. Offered every other year.

COM 440 Graphics and Layout in Print Media (3 credits)

In this course students practice the art and craft of graphic design and layout, including copyfitting, font selection, and other aspects of the printing process. Students produce a variety of pieces during the semester including brochures, flyers and pamphlets. Prerequisite: ENG 220 or permission of instructor. Offered every year.

COM 441 Desktop Publishing (3 credits)

This course is a hands-on introduction to desktop publishing utilizing IBM PC compatibles and Aldus Pagemaker software. In this course, students learn the purposes, advantages and disadvantages of desktop publishing, how to create internal and external publications, logos, resumes and visual aids, and how to choose hardware and software. Prerequisite: COM 440. Offered every year.

COM 444 Video Production (3 credits)

This course includes lectures on history, theory and video techniques as well as hands-on production experiences to provide students with theoretical and applied knowledge of non-broadcast television applications in corporate environments. Prerequisite: ENG 220. Offered every other year.

COM 452 Public Relations Campaign Planning Seminar (3 credits)

This course offers practice in managing communication campaigns from the public relations perspective with emphasis on the production and presentation of campaign plans. Plans will include such issues as media, strategies, target groups, evaluation techniques and budgets. Case studies and actual clients will be used. Prerequisite: COM 335 or permission of instructor. Offered every other year.

COM 490B Communication Cooperative Education Option (6 credits)

Students may use six hours of free electives for placement in a supervised field cooperative education experience. This provides experience in an area within or closely related to the student's major. The cooperative position must be approved by the department at the recommendation of the Career Development Center. The student will report on the experience as required by the cooperative education

syllabus. While the experience is administered through the Career Development Center, academic evaluation is provided by the department. Prerequisite: Permission of communication advisor and the Career Development Center.

Economics

ECO 201 Microeconomics (3 credits)

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models which explain the behavior of consumers, producers, and resource suppliers in various market structures. Offered every semester.

ECO 202 Macroeconomics (3 credits)

This course explores the manner in which the overall level of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. In addition, the impact of international transactions on the domestic economy is discussed. Offered every semester.

ECO 301 Managerial Economics (3 credits)

This course applies economic theory and quantitative techniques in the solution of business decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost, and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course. Prerequisites: ECO 201, ECO 202, ACC 210, and MAT 220. Offered every semester.

ECO 306 Money and Banking (3 credits)

This course covers three broad areas. The first is the banking industry's regulations and internal operations. The second area focuses on the banking industry's role in the national economy, including monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Prerequisites: ECO 201, ECO 202. Offered every year. Writing intensive course.

ECO 308 U.S. Economic History (3 credits)

The course develops and explores alternative explanations regarding the forces influencing historical development and growth of the capitalist economic system in the United States. By tracing the progressive development of the United States from a colony, to a newly independent agricultural nation, to a rapidly industrializing society and eventually to a global economic power, the course focuses on

the evolving relationships between capital and labor, production and consumption, the development of markets, and government intervention. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 314 Labor Economics (3 credits)

The course develops and explores explanations of the operation of the labor market in the United States capitalist economy. An eclectic approach is used to compare and contrast different views on such issues as: the nature of the working class; the role of trade unions in the labor market; the impact of investments in labor power; the causes of poverty and unemployment; the influence of technological change on the labor market; and the role of the government in the labor market (i.e. minimum wage legislation, employment training programs, unemployment compensation, retirement and Social Security). Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 322 International Economics (3 credits)

International economics develops and explores alternative explanations of the determinants of international trade and financial flows. Emphasis is placed on analyzing the causes of effects of such international phenomena as: trade patterns, factor mobility, direct and portfolio investment, multinational corporations, balance of payments disequilibria, and government trade and exchange controls. The course highlights the interdependence of nation-states in the world economy and the development of national policies designed to alter or control the pattern of international trade and investment. Prerequisites: ECO 201, ECO 202. Offered every year.

ECO 325 Special Topics in Economics (3 credits)

Topics in Economics will be selected and designed for students in the Bachelor of Applied Science in Hospitality Administration program. Offered as needed. (Open only to students in the Bachelor of Applied Science in Hospitality Administration program).

ECO 327 Economic Development (3 credits)

The economic explanations for development and underdevelopment are studied in this course. Problems faced by less-developed countries attempting to develop are covered as well as alternative approaches to these problems. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 330 Public Finance (3 credits)

In this course the economic rationale for government provision of goods and services in a market system are examined. In addition, efficiency criteria for evaluating government programs are explored. Tax policy and the current U.S. tax structure are also studied. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 335 Urban and Regional Economics (3 credits)

This course looks at the causes of urbanization and the growth of regional economies. Problems arising from urbanization, their effects on local economies, and the government's role in solving these problems are explored.

Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 340 Comparative Economic Systems (3 credits)

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

ECO 201, ECO 202. Offered every other year.

ECO 345 History of Economic Thought (3 credits)

This course analyzes the evolution of economic theory. Schools of thought covered include mercantilism, classical political economy, Marxist political economy, neo-classical and Keynesian economics, as well as institutionalism. Through this survey the course seeks to emphasize the historical origins of modern theories and debates. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 402 Business Cycles and Forecasting (3 credits)

This course emphasizes the underlying theory of business cycles and the application of this theoretical structure to forecasting business conditions and economic activity in general. Advanced concepts in macroeconomics provide the basic economic models. The forecasting aspect of the course encompasses classical regression, time-series analysis, and some contemporary methods. Computer implementation of some of these techniques will be an integral part of the course. Prerequisites: ECO 201, ECO 202, MAT 220. Offered every spring.

ECO 480 Independent Study (3 credits)

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. By permission of instructor, department chairperson and academic dean. Prerequisite: ECO 201, ECO 202, MAT 220. Offered every year.

ECO 490B Cooperative Education (6 credits)

The economics/finance cooperative education option is a semester of supervised career-related work experience. The student is required to prepare monthly on-the-job reports and also prepare a final written analysis in a case study format. Prerequisite: Consent of the department and the Career Development Center. Offered every year. (Cooperative education is available for 12 credits.)

English

ENG 100 Reading Strategies (3 credits)

Reading strategies is a reading and study skills course that is aimed at improving the verbal skills of students who are reading below college level. It provides students with practical applications of reading techniques with their own textbooks as well as encouraging wide reading, with corresponding writing assignments of materials of a student's choice. Reading Strategies is open to students only with permission of the instructor. Students enrolled in English 100 must complete the course before enrolling in English 101. Offered every year.

ENG 101 Basic Writing (Composition I) (3 credits)

This course concentrates on basic reading and writing skills: reading for general ideas and specific support and writing properly developed short essays. Clear expression, appropriate support and structure, and correct mechanics are stressed. Students are introduced to the library for research and use of word processing for drafting and revision of essays. Class size is limited; conferences on papers and, when necessary, tutoring through the Learning Center are required. The final examination in English 101 is the English Basic Writing Competency Exam. The student must pass this test to receive credit for the course. Offered every semester.

ENG 102 Process Writing (Composition II) (3 credits)

This course develops fully the steps of process writing—explore, focus, order, develop, and clarify with workshops and individual conferences. English 102 concentrates on the writing of a few long papers. Analytical reading skills, library research for supporting evidence, and individual tutoring through the Learning Center for individual problems in writing are also important parts of the course. Prerequisite: ENG 101 or permission of instructor. Offered every semester.

ENG 103 Analytical Writing (Composition III) (3 credits)

This course continues the use of process writing in the area of argumentation. Critical reading skills, evaluative research techniques, including the research paper, and the fundamentals of persuasion are the major areas of concentration. Prerequisite: ENG 102. Offered every semester.

ENG 212 Public Speaking (3 credits)

This course is designed to help students develop abilities for all speaking situations, including skills in organization and delivery. The evaluation and improvement of voice, diction, articulation, and posture are also studied. Prerequisite: ENG 102. Offered every semester.

ENG 213 American Literature I (3 credits)

English 213 is a survey of major American writers from 1620 through the Civil War. Authors of Colonial, Enlightenment, and Romantic periods in American literature are considered with the emphasis on their historical backgrounds. Prerequisite: ENG 101 or permission of instructor. Offered every fall.

ENG 214 American Literature II (3 credits)

English 214 is a survey of major American writers from the 1870's through the contemporary age. Emphasis in this course is on the role of the individual and the artist in an increasingly industrialized and technological culture. Prerequisite: ENG 101 or permission of instructor. Offered every spring.

ENG 215 Survey of the Theatre (3 credits)

ENG 215 is the study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 220 Business Communication (3 credits)

ENG 220 is a practical introduction to the preparation of business correspondence, employment applications and resumes, and formal research reports. Emphasis is placed on written communication skills. Prerequisite: ENG 103. Offered every semester.

ENG 223 English Literature I (3 credits)

This is a survey of English literature including the works of Beowulf, Chaucer, Shakespeare, Milton, Swift, Pope, and Johnson. This course examines the history and evolution of English literature as well as a variety of literary types. Prerequisite: ENG 101 or permission of instructor. Offered every fall.

ENG 224 English Literature II (3 credits)

This course covers the Romantic, Victorian and Modern literary periods. It examines the works of the Romantic poets, Victorian novelists and Modern literary artists including Shaw, Joyce and Eliot. Prerequisite: ENG 101 or permission of instructor. Offered every spring.

ENG 225 Introduction to Poetry (3 credits)

ENG 225 is an introduction to the study and appreciation of poetry. It seeks to give students a grasp of the nature and variety of poetry, means of reading it with appreciative understanding, and ideas on how to evaluate it. The focus is on the work of English and American poets, both traditional and modern. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 226 Contemporary Poetry (3 credits)

English 226 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 101 or ENG 225 or permission of instructor. Offered every other year.

ENG 234 Modern Authors (3 credits)

ENG 234 introduces students to literature of the modern age, roughly the late 19th century to the present. Depending on the term, the course is organized around different literary themes or movements. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 235 Introduction to Journalism (3 credits)

This writing practicum introduces students to news stories, feature articles, and editorials. ENG 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 103. Offered every year.

ENG 301 World Mythology (3 credits)

This is a course in World Mythology with special emphasis on the “hero’s quest” myth as it is manifested in various cultures. Students explore the meanings of mythological figures, motifs, and references from a variety of perspectives. Offered as needed.

ENG 316 Contemporary Drama (3 credits)

ENG 316 is a consideration of modern plays from Twentieth-century literature. The American, British, Russian, Scandinavian, and Irish theaters are among those studied. Prerequisite: ENG 102 or permission of instructor. Offered every other year.

ENG 319 Shakespeare (3 credits)

Students in ENG 319 study selected Shakespearean comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked. Prerequisite: ENG 102 or permission of instructor. Offered every three semesters.

ENG 320 Special Topics in English (3 credits)

This course is meant to allow instructors to experiment with new course offerings. Specific content may be offered on a one-time basis only, after approval by the humanities/social science chairperson. A course description and syllabus will be posted in the registrar’s office. Prerequisite: ENG 102 or permission of instructor. Offered as needed.

ENG 330 Seminar in Advanced Writing (3 credits)

ENG 330 is a course of study for students seeking experience in writing beyond freshman composition. Various models of writing are studied and practiced. Prerequisite: B grades in ENG 102 and ENG 103 or permission of the department chairperson. Offered every three semesters.

ENG 331 American Business in Literature (3 credits)

By applying humanistic perspectives to the business world, ENG 331 examines the ways in which important American writers express and critique the values, styles, rituals, symbols, psychology, and history of business. This course includes the close readings of imaginative literature, stories, poems and plays. Prerequisite: ENG 102. Offered every other year.

ENG 332 The Nature Writers (3 credits)

This course introduces students to the prose and poetry by major British and American writers and naturalists who observe nature vividly and who write about human's relationship to the natural environment. Prerequisite: ENG 102. Offered every other year.

ENG 333 Introduction to Linguistics (3 credits)

ENG 333 is an introduction to selected topics in English linguistics including dialects, usage, history, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered. Prerequisite: ENG 102. Offered every three semesters.

ENG 336 Thoreau and His Contemporaries (3 credits)

This course considers the works of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Other members of the Concord School are also discussed. Prerequisite: ENG 102. Offered every other year.

ENG 342 Non-Fiction Prose (3 credits)

This course examines non-fiction literature as a literary genre with sub-genres, as a reflection of the social and cultural milieu in which it is produced, and as a reflection of a writer's style. Readings include reportage, history, biography, journals, travel writing. Prerequisite: ENG 102. Offered every other year.

ENG 355 English Grammar (3 credits)

This is a course in English syntax. Its main goal is to describe the ways in which sentences are formed in current English. Its overall purpose is to ensure an understanding of English rules and structure that is active and specific rather than passive and vague. This course is required for English and English Education majors and serves as a liberal arts elective for non-majors. Prerequisite: ENG 103 or junior or senior standing. Offered as needed.

ENG 450 Seminar in American Literature (3 credits)

This course emphasizes research and analytical skills in American Studies. The specific subject matter will vary according to the judgment of the instructor, who will select a particular focus from the whole range of American Literature. Emphasis will be on the intensive study of a literary master with particular interest in historical and cultural milieu. It will serve as both a final course in American Studies and as an introduction to the techniques and formats of graduate education, independent research and analysis presented to a body of one's peers. The course will serve as a capstone for English and English Education majors, as well as an elective for Humanities majors or seniors. Prerequisite: senior standing. Permission of instructor required for non-majors. Offered as needed.

Fine Arts

FAS 121 Survey of Western Art History (3 credits)

This course focuses on understanding and appreciating the visual arts, particularly painting. Emphasis is placed on the economic and intellectual history of each period, as it influenced the art of the era. Slides are used to illustrate course material. Offered every three years.

FAS 223 History and Literature of Music (3 credits)

FAS 223 is a broad study of music from the early Greeks to modern day including classical, electronic, and popular music. One of the themes is the correlation of the music of the past with that of the present. Offered every three years.

FAS 224 Music in the Romantic Period (3 credits)

FAS 224 studies the importance of the Romantic Period in music. Music of the Renaissance, Baroque, Classical and 20th century are presented in a very condensed form to illustrate characteristics of and comparisons to the unique age of Romantic music. Offered every three years.

FAS 225 Useful Photography (3 credits)

Useful photography reviews the various kinds of still cameras and the ways in which the use of light, visual impact, and optical effects can be employed by the student. The student is encouraged to take photographs during the term, and to develop applications of the knowledge to practical situations. Offered only in the Division of Continuing Education.

FAS 330 Introduction to Film (3 credits)

This course involves the viewing and analysis of representative films—fictional, documentary and experimental. Students become acquainted with film theory, basic terminology, film history, aesthetics and production techniques through three lectures and two scheduled viewing hours per week. Offered every other year.

FAS 340 Modern Art (3 credits)

This course presents an introduction to the major artists, works, and stylistic periods of modern art, relating them to historical and cultural contexts of the twentieth century. It aims to stimulate the appreciation of art in students who have had little or no exposure to the subject. Offered as needed.

FAS 370 American Art (3 credits)

This is a course in both art application and art history, introducing students to essential concepts of aesthetics, media, and the cultural meanings of art. Students will learn about the development of American art, with special attention to its cultural relevance: what American art can teach us about America, and what is uniquely American about American art. The course surveys the entire range of American art history, from Colonial times to the 1980s.

Freshman Experience

FEX 100 Freshman Experience Seminar (3 credits)

This course offers an opportunity for freshmen to become familiar with and adjust to the collegiate experience. Broad issues of human development as they pertain to the transition from high school to college are explored. Also included are issues related to the nature, purpose and processes of postsecondary education with particular emphasis on the freshman year. Career planning, study skills, communication skills and interpersonal relationships are also major components of the course. Offered as needed.

Finance

FIN 101 Personal Finance (3 credits)

This course introduces the student to the concepts involved in budgeting, capital budgeting, cash flow, and investments at the personal level. The course also provides valuable practical knowledge in the field of personal finance. (Not open to economics/ finance majors) Offered only in the Division of Continuing Education.

FIN 220 Introduction to Investments (3 credits)

In this course various investment vehicles, including stocks, bonds, mutual funds, and commodities, are introduced and examined. The course emphasizes the decision-making process that underlies all investment decisions. Prerequisites: ECO 201, ECO 202, MAT 111 or MAT 150. Offered every semester.

FIN 320 Introduction to Business Finance (3 credits)

This course is designed to survey the corporate finance discipline, examine the financial management of corporations, develop skills necessary for financial decision-making, such as financing, investments and dividends, and acquaint students with money and capital markets and institutions. Prerequisites: ECO 201, ECO 202, MAT 111. Offered every semester.

FIN 322 Risk Management and Insurance (3 credits)

This course examines the concept of risk, principles of risk management, private and social insurance mechanisms, and the insurance industry. Special attention is given to business and personal risks associated with loss of income, the ownership of property, and legal liability. Students are required to prepare and submit a written business and/or personal plan of risk management. Prerequisites: ECO 201, ECO 202. Offered as needed.

FIN 324 Security Analysis (3 credits)

This course offers an opportunity for the student to examine modern theories and approaches in the area of portfolio selection, security analysis and bond management. Particular emphasis is placed on integrating modern portfolio selection models with traditional valuation theory and analysis. Prerequisites: FIN 220, FIN 320, ECO 201, ECO 202. Offered every year.

FIN 336 Multinational Corporate Finance (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated including an analysis of the criteria for choices among alternative foreign investments. The effects of international corporate financial planning are examined including such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices. Prerequisites: ECO 201, ECO 202 and FIN 320. FIN 435 will only be offered in the fall, except in special situations. Writing intensive course. Offered every year.

FIN 435 Financial Policy and Decision-Making (3 credits)

This course is designed to pursue financial decision-making under real world considerations of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within the firm and managing the capital structure. Prerequisites: ECO 201, ECO 202, MAT 111 and either FIN 320 or ACC 306. FIN 435 will be offered only in the fall, except in special situations. Writing intensive course.

Fashion Merchandising**FMK 101 Basic Design and Color Theory (3 credits)**

This course examines the basic principles of design including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. Offered every spring.

FMK 202 Fashion Merchandising (3 credits)

Fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores are studied. Merchandising systems, assortment plans and inventory control methods are analyzed. A field trip to New York City's market district is a possibility. Prerequisites: MKT 113, MKT 222. Offered once a year. Writing intensive course.

FMK 203 Retail Sales Promotion (3 credits)

This course includes both personal and non-personal phases of sales promotion. The preparation of advertising and the design and execution of window and department displays are covered as well as special promotional events. Prerequisites: MKT 113, MKT 222, FMK 202, or permission of instructor. Offered every spring.

FMK 204 Product Analysis and Design (3 credits)

Textile information pertinent to merchandising, analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics are included in this course. Correct concepts of color and design are explored and exposure to non-textile materials used in the fashion industry is given. Offered every spring.

FMK 290A Fashion Merchandising Cooperative Education (3 credits)

The student shall have the option of (1) working as a Cooperative student anywhere in the United States during the summer between the first and second years, or if this is not possible, (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required. Prerequisite: Consent of the Career Development Center.

Geography**GEO 201 World Geography (3 credits)**

This is a course that emphasizes the importance of global location and topography on the people who inhabit the various continents and regions of the Earth. Students will be involved in projects designed to make them familiar with their planet and aware of its many features and how those features influence human lives. Offered every other year.

Government**GOV 109 Introduction to Politics (3 credits)**

Introduction to Politics examines theories of government, the nature of state, and the citizen. The course surveys American government, comparative politics, and international relations. Offered every year.

GOV 110 American Politics (3 credits)

GOV 110 is the study of policy-making in the American national political system. Emphasis is placed on interest groups, PACS, and on the activities of sub-governments in the formulation of policy. Offered every year.

GOV 211 International Relations (3 credits)

The study of international politics is considered from a national interest perspective. The means of formulating and executing policy in the context of a system of sovereign states is emphasized. Included as well is a consideration of the influence of recent entrants in international relations such as multi-national corporations, the European Economic Community and OPEC. Prerequisite: GOV 109, or GOV 110, or junior standing. Offered every other year.

GOV 213 Comparative Government (3 credits)

In GOV 213 the political systems of various countries of the world are studied and compared through an analytical approach which accentuates participation, policy and political culture. Specific countries are selected for study according to the interests of both prospective students and the instructor. Prerequisite: GOV 109, or GOV 110, or junior standing. Offered every other year.

GOV 216 Constitutional Freedoms (3 credits)

This course studies the fundamental freedoms and liberties protected by the United States Constitution, and the structure and operations of the judiciary within the American political process. Prerequisite: GOV 109 or junior standing. Offered every other year.

GOV 217 Politics and the Media (3 credits)

GOV 217 examines the relationship between the information media and the political system. Issues addressed include various models of the press, media roles in political education, propaganda, election campaigns, and First Amendment issues. Students are expected to volunteer to work a minimum of 20 hours in a presidential primary campaign. Prerequisite: GOV 109, or GOV 110, or COM 226, or permission of instructor. Offered every four years to coincide with the presidential elections.

GOV 314 Political Theory (3 credits)

GOV 314 is an analytical survey and study of major political and social theories in western culture from Plato to Marx, emphasizing the historical and fundamental concepts of freedom and justice in the modern state. Prerequisites: GOV 109, GOV 110, or PHL 110. Offered every three years.

GOV 350 Business, Government and Public Policy (3 credits)

This course addresses the relationship that exists between business interests and governments, both domestic and foreign, that may impinge on their operations. Issues addressed begin with an understanding of the lobbying rights involved that drive lobbying and campaign finance, and continue through a study of the regulation of business by government. Prerequisite: GOV 109 or GOV 110 as well as ECO 201 and ECO 202. Offered every other year.

History**HIS 109 Ancient and Medieval History (3 credits)**

HIS 109 is an appreciation of those ideas, values, trends, and movements in Ancient and Medieval history that contribute significantly to Western civilization and world culture. Emphasis is placed on the civilization of Egypt, Mesopotamia, Greece, Rome and Western Europe. Offered every year.

HIS 110 Modern European History (3 credits)

HIS 110 is an appreciation of those ideas, values, trends, and movements in Nineteenth and Twentieth-century European history that have shaped and influenced contemporary civilization. The focus is primarily on Western Europe. Offered every year.

HIS 113 American History I (3 credits)

HIS 113 studies the political, economic, and social development of the American people from the Colonial period to the end of the Civil War. Special attention is given to the Colonial era, early national period, Jacksonian Democracy, and the Civil War. Offered every year.

HIS 114 American History II (3 credits)

HIS 114 studies the political, economic, and social development of the United States from the end of the Civil War to the present. Special attention is given to the period following World War II. Offered every year.

HIS 218 American Diplomatic History (3 credits)

HIS 218 studies the development and implementation of the foreign policy of the United States from 1900 to the present. Considerable time is spent on analyzing the conflict between ideals and national self-interest of American diplomatic policies. Offered every other year.

HIS 220 Europe in the Twentieth Century (3 credits)

HIS 220 studies European history from the point of view of civilization in a constant state of crisis. World War I, the insecure 1920s and 1930s, World War II, and the Cold War era since 1945 are the subjects of study. Offered every other year.

HIS 224 Introduction to Canada (3 credits)

This course on the history of Canada embraces the period from 1500 to the present, focusing on the evolution of the two founding nations while examining the development of Canada in the North American context. Canada is studied from a historical, political, regional, economic and cultural perspective with special attention given to relations with the United States. Offered every three years.

HIS 241 World War II (3 credits)

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

HIS 245 America Since 1945 (3 credits)

HIS 245 is a study of the Cold War period, including the Korean and Vietnam Wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations but includes more recent administrations. Also considered are the New Frontier, the Great Society and the Civil Rights movement of the 1960s. Offered every other year.

HIS 315 Russian/Soviet Society in the Twentieth Century (3 credits)

This course studies Russian/Soviet history from 1905 to the present with emphasis on revolutionary traditions, government and politics, culture and religion, and social philosophy. Prerequisites: Junior standing and completion of a core course in political science (GOV), sociology or history. Offered every three years.

HIS 330 Seminar on Civil War (3 credits)

The battles and campaigns that represented the important turning points of the Civil War are discussed with considerable attention to the factors that brought about the war. Prerequisite: HIS 113 or permission of the instructor. Offered every three years.

HIS 376 Seminar on American Revolution (3 credits)

This course deals with the events and factors which led to the outbreak of rebellion, the Revolution, and the period of nation-making which followed national independence. Offered every three years.

Hotel**LDG 112 Introduction to the Hospitality Industry (3 credits)**

The history and development of the hospitality industry from Greek and Roman times to the present day are covered. The organization and functions of modern operations, contrasting differences and similarities of resorts, hotels, and restaurants are discussed. Students develop an awareness and understanding of industry terminology. Offered every year.

LDG 215 Hotel Information Systems (3 credits)

A systems approach is used to examine the flow of information which occurs as a guest makes a reservation, checks into, occupies, and checks out of a hotel. The course contains an in-depth analysis of current manual and computer-based systems that facilitate the flow of information in a hotel. Prerequisite: CIS 100. Offered every year.

LDG 314 Promotional Activities (3 credits)

This course studies the methods and tools used by hotels to promote business externally and internally. Included as a major part of the course is a study of the process of identifying primary and secondary markets, and feasibility studies for hotel construction. Prerequisite: MKT 113. Offered every year. Writing intensive course.

LDG 320 Hospitality Managerial Accounting (3 credits)

This course emphasizes the methods and procedures of internal control for hotels and restaurants. Management tools available to interpret and analyze data which contribute to more effective decision making are also examined. Prerequisite: ACC 210. Offered every year.

LDG 416 Law of the Hospitality Industry (3 credits)

An examination of the common and statutory laws applicable to the hospitality industry. Included are discussions of the innkeeper's duties and responsibilities to the guests, the duty to maintain the property, the duty to receive travelers, the vicarious liability for employee actions, and the liability for guests' property. Offered every year.

LDG 418 Seminar (3 credits)

This is a senior level course designed to bring together theory, practical knowledge, and individual experience from other course work and industry. Case studies of hotel and restaurant operations provide a framework for discussion of current problems and activities in the hospitality industry. Prerequisite: Senior standing. Offered every year. Writing intensive course.

LDG 421 The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry (3 credits)

This course provides the student with an understanding of the importance of maintenance, energy and energy costs. Discussion of decision-making processes regarding planning, use of energy systems and cost-cutting measures in their operation are studied. The interaction of management, engineering and maintenance are also explored. Offered as needed.

LDG 429 Hotel Administration (3 credits)

The course considers the analysis of theories, principles, and techniques of hotel management. Subjects include principles of organizing, formulating goals and objectives, decision-making processes, staffing, employee/guest relations and labor management negotiations. Emphasis is on problems and issues encountered by management. Offered as needed.

LDG 490A Hotel Cooperative Education (3 credits)

This provides a guided Cooperative Education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to hotel majors only. Prerequisite: Consent of the Career Development Center. Offered every year.

LDG 490C Hotel Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to hotel majors only with permission of the department chairperson. Prerequisite: Consent of the Career Development Center.

Note: A cooperative education experience for all hotel/food and beverage/tourism students is mandatory. Students will normally be required to take LDG 490A Cooperative Education, for (3) three credits. However, students may, with the permission of the department chairperson, take in its place LDG 491C Cooperative Education for (12) twelve credits. LDG 490 involves work experience over one summer and LDG 491 involves work experience over an academic semester and one full summer.

Humanities**HUM 201 Introduction to the Humanities I: Greece through the Renaissance (3 credits)**

Assuming little or no previous exposure to its content, this course offers vocabulary, understanding, and appreciation of the visual arts, music, literature, and ideas in the context of changing cultural environments, including ancient Greece and Rome, the Medieval Period and the Renaissance. May be taken independently of HUM 202. Offered every year.

HUM 202 Introduction to the Humanities II: Baroque through Modern

(3 credits)

Continuing Humanities 201, this course introduces visual arts, music, literature, and ideas in various cultural environments, including the Baroque, Enlightenment, Romanticism, post-Romanticism, and Modernism. May be taken independently of HUM 201. Offered every year.

HUM 230 Changing Roles of Men and Women in Western Society (3 credits)

HUM 230 is an interdisciplinary course based on the critical study of short stories, plays and poems written by and about women. Letters and historical-sociological essays concerning the role of women in society will also be studied. Some of the representative writers in the course include Adams, Wollstonecraft, Mill, Woolf, Hemingway, Meade, and Mailer. One course objective is to summarize women's social and economic roles. Offered every other year.

HUM 320 Special Topics in Humanities (3 credits)

This course is meant to allow instructors to experiment with new course offerings. Specific contents may be offered on a one-time basis only, and only after approval by the humanities/social sciences chairperson. A course description and syllabus will be posted in the registrar's office. Offered as needed.

Marketing**MKT 113 Introduction to Marketing (3 credits)**

This course examines the basic functions involved in the exchange process designed to meet customer's needs. Such functions include marketing research, product design, promotional activities, distribution, and pricing. Offered every semester.

MKT 208 Sports Marketing (3 credits)

Current marketing problems related to sports are studied. Marketing techniques used to develop an effective sports marketing plan are implemented. Non sport management majors must get the permission of the sport management coordinator. Offered as needed.

MKT 222 Principles of Retailing (3 credits)

This course studies the basics of retailing with emphasis on the development of retail institutions, merchandising, pricing, and contemporary problems of retailers in today's business environment. Prerequisite: MKT 113. Offered every spring.

MKT 320 Sales Management (3 credits)

This course analyzes the sales function in modern business. The course consists of a study of management of field sales forces with special emphasis on structural planning as well as on operational control over recruiting, retention, supervision, motivation, and compensation of sales personnel. Prerequisite: MKT 113, Junior standing, or permission of instructor. Offered once a year. Writing intensive course.

MKT 322 International Retailing (3 credits)

This course will compare and contrast retail institutions in selected foreign countries with those in the United States. An examination of the social, economic and political influence on the development of retailers in foreign countries is conducted. A look at how retailing trends spread from culture to culture is considered. Examinations of the similarities and differences in merchandising, sales promotion, pricing, and personal selling policies of retailers around the globe are examined. Prerequisite: MKT 222. Offered as needed.

MKT 327 Retail Site Selection and Facilities Planning (3 credits)

This course is concerned with store location research and begins with an analysis of urban areas - their functions, land use patterns, spatial organization, and the urban economy. Also featured in this course are concepts of store layout and design as they relate to proper marketing strategy in a retail environment. Importance of atmospherics, internal traffic patterns, and effective positioning of merchandise within a store are stressed. Prerequisite: MKT 222. Offered as needed.

MKT 329 Principles of Advertising (3 credits)

This course is designed to give students an understanding of advertising, and of the role the media play in advertising strategy. This course focuses on the planning, research, and creative skills needed to reach promotion objectives. Prerequisites: MKT 113, ENG 103. Offered every semester.

MKT 331 Industrial Marketing (3 credits)

This course explores the concepts of how a business organization buys, how the market is evaluated, how the industrial marketing mix is established, how industrial marketing plans are developed and how to sell to the private industrial, institutional, and governmental markets. Prerequisites: MKT 113, MKT 320, or permission of instructor. Offered every other year.

MKT 335 Sales and Persuasion (3 credits)

This course develops for the student an understanding of, and practical ability to use intelligent, ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life. Prerequisite: MKT 113. Offered once a year.

MKT 337 Marketing Research (3 credits)

This course introduces the student to the techniques of gathering, analyzing, and using information to aid marketing decision-making. Student projects may be required. Prerequisites: ENG 103, MKT 113, MAT 220. Offered every semester.

MKT 345 Consumer Behavior (3 credits)

This course explores the behavior that consumers display in searching, purchasing, using, evaluating, and disposing of products. Prerequisites: MKT 113, ADB 125, PSY 108. Offered every semester.

MKT 350 Ethical Issues in Marketing (3 credits)

This course explores current ethical issues and problems in marketing. The emphasis is on identifying crucial issues, exploring all possible viewpoints, and examining remedies in order to facilitate the development of students' own positions on those issues. Prerequisite: MKT 113. Offered as needed.

MKT 428 Promotional Research & Media Measurement (3 credits)

This course applies marketing research techniques to the field of promotion. Topics covered include: research of an promotional campaign; and a survey of the research companies and reports used in evaluating the success of the promotional effort. Prerequisites: MKT 329, MKT 337. Offered as needed.

MKT 429 Advertising Campaigns (3 credits)

This advanced course in advertising and promotion covers the application of marketing strategies and theories to the development of a complete, multi-media advertising campaign. Aspects covered include: the gathering of primary and secondary marketing research data, the establishment of an integrated marketing strategy plan, the development of creative exhibits in both the strategy print and broadcast media, and the construction of a media traffic plan. Prerequisites: MKT 329, MKT 337, MKT 345, or permission of instructor. Offered as needed.

MKT 432 Marketing Strategies and Policies (3 credits)

Marketing Strategies and Policies is the capstone course of the undergraduate marketing curriculum. It focuses primarily on decisions required of marketing executives as they seek to develop, implement, and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environments. Prerequisites: MKT 113 and the completion of four of the following courses: MKT 222, MKT 320, MKT 329, MKT 331, MKT 337, MKT 345, MKT 442. Senior standing. Offered every spring. Writing intensive course.

MKT 433 Multinational Marketing (3 credits)

The development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution, and production activities is covered. International similarities and differences in marketing functions, as related to the cultural, economic, political, social, and physical dimensions of the environment are examined. Also considered are the changes in marketing systems as well as the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: MKT 113, ECO 202. Offered once a year.

MKT 442 Retail Management (3 credits)

An advanced level course beyond the scope of MKT 222, this course is geared to the retailing major. Inventory planning and control, operational budgeting, interpreting consumer demand, mall management, and overall coordination of merchandising policies within a retail framework are covered. Many different management styles are observed and discussed. Prerequisite: MKT 222. Offered every spring. Writing intensive course.

MKT 448 Special Topics in Marketing (3 credits)

This course is an in-depth investigation into specialized research and application areas within the realm of marketing thought and theory. Topics may differ each time the course is offered. Prerequisites: MKT 113, and permission of the instructor. Offered as needed.

MKT 480 Independent Study (3 credits)

Independent study allows the student to investigate any marketing subject not incorporated into the curriculum or to do in-depth study or research in a specialized area of marketing. Prerequisite: permission of instructor, department chairperson and academic dean.

MKT 490C Marketing Cooperative Education (12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where marketing principles and practices can be learned firsthand. Open to marketing majors only with permission of the Career Development Center.

MKT 491C Retailing Cooperative Education (12 credits)

This closely supervised on-the-job-training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Open to retailing majors only with permission of the Career Development Center.

Mathematics**MAT 050 Fundamentals of Mathematics (3 credits)**

This course includes a review of basic arithmetic and an introduction to elementary algebra. Offered every semester. (This course carries 3 credits which apply to the GPA; however, the credits do not count toward degree requirements).

MAT 100 Business Mathematics (3 credits)

MAT 100 surveys the mathematical techniques essential to everyday business life. Operating statements, interest calculations, taxes, payroll, pricing, consumer credit and the metric system are all included among the topics at the discretion of the instructor. (Cannot be used as an elective by students who have completed MAT 110 or MAT 111 or MAT 150.) Offered as needed.

MAT 105 Merchandising Mathematics (3 credits)

MAT 105 surveys the mathematics essential in the maintenance of the retail store—operating statements, mark-up and mark-down, average maintained mark-up, turnover, open-to-buy, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed MAT 110 or MAT 111 or MAT 150. A waiver of this restriction is awarded for four-year Retailing majors.) Offered every fall.

MAT 110 and MAT 111 Finite Mathematics I & II (3 credits each course)

This sequence is designed to give the student a review of algebra and a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, math of finance, and matrix theory are investigated. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisites: MAT 110-None MAT 111-MAT 110 or equivalent. Offered every semester.

MAT 112 Mathematics for Hospitality Administration (3 credits)

This applied mathematics course includes a variety of quantitative skills required by professionals in the hospitality field. (Open only to students enrolled in the Bachelor of Applied Science in Hospitality Administration program). Offered as needed.

MAT 150 Honors Finite Mathematics (3 credits)

Honors Finite Mathematics is a one-semester course that includes material usually covered in two semesters by MAT 110 and 111. The course is designed for those students with a strong mathematics background in algebra. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisite: Permission of the mathematics department chairperson. Offered every fall.

MAT 210 and MAT 211 Calculus I and Calculus II (3 credits each course)

These courses include the traditional topics found in each most Calculus I and II courses. These include, but are not limited to limits, continuity, differentiation, natural log and exponential functions, trig functions, integration, techniques of interaction, multivariate calculus, Taylor series, and differential equations. The numerous applications, however, where appropriate focus on business and economics. Prerequisites: For MAT 210: MAT 111 or MAT 150
For MAT 211: MAT 210
Offered as needed.

MAT 220 Statistics (3 credits)

MAT 220 is a fundamental course in the application of statistics including descriptive statistics, probability distributions, hypothesis testing and basic linear regression. (A student who has completed MAT 250 may not register for MAT 220). Prerequisite: MAT 111 or equivalent. Offered every semester.

MAT 250 Honors Statistics (3 credits)

This course is designed to provide a challenge for the MAT 150 student. Applications and some theories of statistics are presented in greater depth than in MAT 220. (A student who has completed MAT 220 may not register for MAT 250). Prerequisite: MAT 150 or permission of instructor. Offered as needed.

MAT 300 Regression Analysis (3 credits)

Beginning with a review of hypothesis testing, the course quickly moves into a study of regression analysis of residuals, multiple regression, polynomial regression, indicator variables, and analysis of variance (as an extension of regression). Experience using interactive statistical packages is provided. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 305 Introduction to Quantitative Methods (3 credits)

This course develops the use of probability models in management decisions. Topics will be chosen from the following: quality control, Bayesian Decision Theory, Markov Chains, linear programming, inventory control, queuing theory, replacement theory and simulation. The course may integrate computer work with classwork (at the discretion of the instructor). Prerequisites: MAT 220 or MAT 250 and CIS 100 or equivalent. Offered as needed.

MAT 310 Non-Parametric Statistics (3 credits)

This is an introductory course in non-parametric statistical techniques as they apply to business applications. Various procedures are examined based on the scales of measurement. Independent and dependent sampling tests for 2 and sample cases are examined. SPSS and STATPAK are generally used to expand on the examples. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 315 Modern Algebra (3 credits)

Algebra is concerned with sets of objects and operations on these sets. This course will take students beyond the real number and polynomials to groups and other algebraic structures. In a modern, or abstract algebra course, one assumes a small number of basic properties as axioms and then proves many other properties from the axioms. This will assist the student in becoming more proficient at proof-writing. Prerequisite: MAT 211 or permission of instructor. Offered as needed.

MAT 320 Discrete Structures (3 credits)

This course studies those mathematical structures whose objects and operations can be efficiently manipulated by computers. The techniques of groups, rings, fields, and combinatorics (graph theory and counting) will be used to study structures appropriate to computer science, error correcting codes, logic circuits, sorting algorithms, automata, and formal languages. Prerequisite: MAT 111 or MAT 150. Offered as needed.

MAT 330 Modern Geometry (3 credits)

Geometry is one of the classical subjects taught not only to mathematics majors, but at one time, to all students. Most people associate classical Euclidean Geometry with the subject, but the subject has progressed far beyond Euclid. Modern geometry in its union with algebra and analysis has provided the seed for many areas of modern mathematics. This course will survey these areas and give the student a real sense of the new directions to which the subject leads. Prerequisite: MAT 211, MAT 315. Offered as needed.

MAT 410 Historical Trends in Mathematics (3 credits)

While one can know and do mathematics without a historical base, just as one can paint without knowing art history, or play the guitar without knowing music history, it is important for a teacher to have some perspective to know how his or her field evolved to its present state. This course will give the student a general history of the development of mathematics, some sense of the difficulties that have been encountered and the questions that have been raised, an appreciation of the genius and creativity that some of the great mathematicians have exhibited, and a realization that mathematics is done by real people. Prerequisite: MAT 211, MAT 315, MAT 330 or permission of instructor. Offered as needed.

New Hampshire College Seminar**NHC 100 PRO Seminar (3 credits)**

This course is for continuing education students re-entering the educational system. Topics covered in this seminar include self-knowledge, establishing personal goals, developing effective study skills, beginning the development of research skills, and practice in communications skills. Offered only in the Division of Continuing Education.

Office Administration**OAD 101 Shorthand I (3 credits)**

To give the student a thorough knowledge of fundamentals of speedwriting, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered as needed.

OAD 102 Shorthand II (3 credits)

Designed to increase the student's shorthand vocabulary, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Prerequisite: OAD 101 or permission of instructor. Offered as needed.

OAD 110 Typewriting I (Theory and Speed up to 35 Words per Minute) (3 credits)

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis in the formation of correct habits as a foundation for speed and accuracy are discussed. This course focuses on basic letter forms, tabulations, and manuscripts. Offered as needed.

OAD 111 Typewriting II (35-50 Words per Minute) (3 credits)

Arrangements of business letters and envelopes; tabulation and statistical matter, and rough drafts are included as drills to increase speed and accuracy. Prerequisite: OAD 110 or permission of instructor. Offered as needed.

OAD 112 Keyboarding for Information Processors and Microcomputers (1 credit)

Designed as a 20-hour course, keyboarding prepares students for the growing variety of jobs which require keyboarding skills to input information accurately and quickly. Keyboarding is for data processing students who cannot type by touch; for students interested in positions as data entry operators; for managers with executive work stations, for people in many occupational areas (medicine, law, sales, accounting, travel industry, farming, education) now requiring keyboarding skills. Alpha, number and symbol keys are taught, stressing accuracy and increased speed at the keyboard. Grading is pass-fail. Offered as needed.

OAD 220 Word Processing I (3 credits)

The application of word processing systems and transcription skills in today's offices are reviewed. Students learn machine transcription, dictation, and text-editing on the mainframe and microcomputer. Prerequisite: OAD 110. Offered as needed.

OAD 221 Word Processing II (3 credits)

Students learn further word processing equipment and applications. They learn management skills in correspondence or administrative tasks by implementing a word processing center. Prerequisite: OAD 220. Offered as needed.

OAD 230 Office Simulation (3 credits)

Fundamental skills and knowledge in the operation of basic office machines, filing, letter and memo writing, and human relations are examined. Efficiency, organization, and versatility are stressed, and application of the basic skills learned in all previous OAD courses is the thrust of this course. Students role-play in an office environment from the manager to the clerk. Offered as needed.

OAD 231 Office Administration I (3 credits)

Students learn the general functions of an office manager's job: organization, policies, and communication principles. Also, the concrete areas of office location, workflow and layout, environment furniture and equipment, forms and records, and data and word processing are studied. Offered as needed.

OAD 232 Office Administration II (3 credits)

Students learn the basic principles and processes to staffing, training, working with the handicapped, and motivating the office worker to improve morale. Systems and procedures, job evaluations, job standards, and management reports are also studied. Offered as needed.

Philosophy

PHL 110 Introduction to Philosophy (3 credits)

This course provides a general introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present. Offered every year.

PHL 214 Logic Language and Argumentation (3 credits)

PHL 214 is the study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization. Offered only in the Division of Continuing Education.

PHL 216 Business Ethics (3 credits)

Business Ethics examines a philosophical study of moral issues in business. Topics include such issues as corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality vs. loyalty to employer, as well as theoretical issues such as capitalism vs. socialism. Offered every year.

PHL 230 Comparative Religion (3 credits)

PHL 230 is a study of the origins of religion, how humans manifest religious spirit in the most primitive periods of history, how religious spirit refines itself in accordance with the rise of this level of consciousness. The course also reviews the emergence of various world religions and the reasons for their differences as well as similarities. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Mohammedanism. Offered every other year.

PHL 246 Mysticism (3 credits)

This course investigates the spiritual nature of man's inner recesses and the lives of the great mystics of the past. Prerequisite: PHL 110 or permission of instructor (Offered in the Division of Continuing Education only.)

Psychology

PSY 108 Introduction to Psychology (3 credits)

PSY 108 is an introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, behavioral deviation, perception, learning, and human development. It provides a basis for further study in related areas. Offered every semester.

PSY 211 Human Growth and Development (3 credits)

PSY 211 studies physical and psychological development from the prenatal period to death. In addition, the course considers the human patterns of development. Prerequisite: PSY 108 or permission of instructor. Offered every year.

PSY 213 Psychology of Individual Adjustment (3 credits)

PSY 213 studies the dynamics of adjustment to problems of modern living which includes those adjustments students have made, are making and will make. Research information and self-understanding are emphasized. Prerequisite: PSY 108 or permission of the instructor. Offered every other year.

PSY 215 Psychology of Abnormal Behavior (3 credits)

This course offers students an opportunity to better understand human behavior. It also studies the similarities and differences between normal and abnormal reactions to environmental stimuli. Prerequisite: PSY 108 or permission of the instructor. Offered every other year.

PSY 216 Psychology of Personality (3 credits)

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation. Prerequisite: PSY 108. Offered every other year.

PSY 220 Resident Life Psychology (3 credits)

This course explores the psychological and social development of college students living in residence halls at college. Through discussion, written/oral projects and experiences, students will examine their first-hand job applications in the light of theories of student development, organizational theory and group-work. Open to students in the resident assistant program. Offered as needed.

PSY 317 Reading and Research in Psychology (3 credits)

Seminar and/or individual meetings. Prerequisites: 6-9 hours in psychology including PSY 108 (at least 3 hours at NHC) and permission of instructor. Offered as needed.

PSY 320 Psychology of Individual Differences and Special Needs (3 credits)

This course provides knowledge and understanding of exceptional children and adolescents. The approach is both theoretical and practical. Prerequisite: PSY 108 or permission of the instructor. Offered every other year.

PSY 331 Human Sexuality (3 credits)

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some use is made of the techniques and knowledge from the biological and social sciences, and the humanities. Personal insights as well as academic achievement are expected results of this course. Prerequisite: PSY 108. Offered every other year.

Restaurant (Food and Beverage)

REST 109 Food Purchasing (3 credits)

An examination of the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products, and

various sundry items, and the methodology of purchasing food in large quantities. Additional topics include wholesale and retail cuts of meat, standard purchasing procedures, specifications, centralized procurement, and container sizes. Comparisons are made between the various types of frozen and canned fresh fruits and vegetables. Offered every year.

REST 110 Quantity Food Production I (3 credits)

Three lecture/laboratory hours, 1 lecture hour. This is a beginning course in the theory and preparation of haute cuisine. Students will prepare appetizers, stocks, soups, sauces, vegetables, meats, poultry, fish, shellfish, salads, salad dressings, and pasta products. The relationship of herbs and spices to various dishes are studied. The course also includes the theory and preparation of breads, rolls, pies, cookies, and other baked products. Sanitation, safety, equipment, and usage are stressed. Offered every year.

REST 111 Quantity Food Production II (3 credits)

Three Lecture/Laboratory hours, 1 lecture hour. This is an advanced course in the theory and preparation of haute cuisine under conditions of quantity food production management. Special emphasis is placed on both classical and international dishes. The course covers such areas as complete menus and menu planning which evolve around the different kinds of foods found in other countries. Classical pastries and desserts are also included. Prerequisites: REST 109 and REST 110. Offered every year.

REST 319 Restaurant Management (3 credits)

This course is designed to provide instruction in operational restaurant management. Included are the history and development of restaurants, food production and menus, size, scope and classification of restaurants, principles of American, French, Russian and English services, principles of menu making, layout and design of restaurant, marketing and sales promotion, management of personnel and human relations, and food and beverage control procedures. Offered every year.

REST 422 Beverage Management and Control (3 credits)

This course covers the operation and management of cocktail lounges and bars. It includes layout and design of the facility, equipment used to operate it, control procedures, mixology, customer relations, staffing, marketing the facility, sanitation procedures, and regulations affecting operations. Offered every year.

REST 424 Wines and Beverages (3 credits)

This course covers the history and development of wines, beers and spirits from ancient to modern times. Areas of study include major wine and beverage producing regions, techniques and production, wine and beverage merchandising, world wide laws and regulatory bodies which govern product distribution, wine labels, and supply and demand equilibrium. Grape varieties and the effect of vintage years on prices are also covered. Prerequisite: Legal age. Offered every year.

REST 430 Management of Institutional Feeding Operations (3 credits)

This course introduces the student to areas of the hospitality industry outside the normal hotel/restaurant dining room area. Areas covered include schools, nursing homes, outside catering, commercial cafeterias, and airline feeding. Special problems involving these organizations are explored. The course considers staffing, logistical, and nutritional needs. Offered as needed.

REST 450 Experimental Foods (3 credits)

This laboratory course is designed to review and evaluate existing techniques for food production, judging, quality and cost, convenience foods and new techniques. The product's adaptability to specific restaurant operations is examined. Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every other year.

REST 451 Nutrition (3 credits)

The changes in consumer dining habits mandate an awareness of the importance of proper nutrition in menu offerings. Included in the course are an examination of food requirements for the aged, special needs diets and health conscious groups. Specific topics covered include balanced diets, vitamin and mineral needs, low cholesterol menu items, low sodium menu items, and special menu items and tasteful foods. Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every year.

REST 490A Restaurant Cooperative Education (3 credits)

This provides a guided cooperative education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to food and beverage majors only. Prerequisites: Consent of the Career Development Center. Offered every year.

REST 490C Restaurant Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to food and beverage majors only with permission of the department chairperson. Prerequisite: Consent of the Career Development Center.

Note: A cooperative education experience for all food and Beverage students is mandatory. Students will normally be required to take REST 490A Cooperative Education, for (3) three credits. However, students may, with the permission of the department chairperson, take in its place REST 490C Cooperative Education for (12) twelve credits. REST 490A involves work experience over one summer and REST 491C involves work experience over an academic semester and one full summer.

Science**SCI 110 Survey of the Physical Science (3 credits)**

SCI 110 studies selected topics in the areas of chemistry, physics, geology, and astronomy, and the impact of these areas of study in our society. Offered as needed.

SCI 111 Survey of the Biological Sciences (3 credits)

In this course selected topics within the various biological sciences are studied. Ecology in our modern society as well as historical developments, are considered. Offered as needed.

SCI 112 Principles of Physical Science I (3 credits)

A study of the basic concepts of physical science. Topics covered include: influence of the scientific method in understanding science, energy and motion; Newtonian Physics; the solar system; the universe and geology. Offered as needed.

SCI 113 Principles of Physical Science II (3 credits)

A continuation of the study of the basic concepts of physical science. Topics to be covered include: electricity and magnetism, heat, atoms and molecular theory of the atom, chemical reactions and basic organic chemistry. SCI 112 is not required for SCI 113. Offered as needed.

SCI 115 Contemporary Health (3 credits)

Contemporary Health will expose the student to the three major dimensions of health — physical, emotional and social. Issues such as health, nutrition, substance abuse, infectious diseases, and stress management will be discussed. The student will learn to relate a knowledge of health intelligently to the social issues of our day. Offered as needed.

SCI 119 Environmental Issues (3 credits)

By examining major environmental problems, the student is made aware of current and possible future issues from the perspectives of society, business and the individual. Offered as needed.

SCI 120 Energy and Society (3 credits)

This course surveys various forms of energy which are available in an industrial society. The environmental impact as well as the continued availability of each form of energy will be discussed. Special emphasis will be given to conservation of energy sources and the development of alternative sources of energy in the home and industry. Offered as needed.

Social Science**SCS 444 Information Sources and Research in the Social Science (3 credits)**

This course serves as the capstone for social science majors. It draws upon the knowledge gained in the social science concentration as well as the liberal arts core as the foundation for a guided research project in one of the social sciences. Prerequisite: Senior standing. Offered as needed.

Sociology

SOC 112 Introduction to Sociology (3 credits)

This course studies the organization of social behavior and relationship of society and social conditions. Emphasis is placed on culture, norm stratification, systems, structure, social institutions, and social change. Offered every semester.

SOC 213 Sociology of Social Problems (3 credits)

Analysis of contemporary social problems in American and other societies; for example, economic limitations, class and poverty issues, race and ethnic relations, sexism, ageism, environmental, and population concerns. Prerequisite: SOC 112 or permission of instructor. Offered every year.

SOC 217 Sociology of the Family (3 credits)

SOC 217 is the sociological examination of the family institution in America and other societies. Both traditional and nontraditional family patterns are studied to provide a structure for understanding sex, marriage, family, and kinship systems. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 224 Crime and Violence in American Society (3 credits)

This course examines the nature, causes and consequences of crime and violence in American society. Methods for detecting, preventing and treating criminal behavior are also discussed with a specific examination of local criminality and agencies of control. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 226 Sociology of Deviant Behavior (3 credits)

SOC 226 is the sociological analysis of the nature, cause, and societal reactions to deviance such as mental illness, suicide, drug and alcohol addiction, and sexual deviations. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 228 Aging in Modern Society (3 credits)

This course is the examination of basic social processes and problems of aging. Social and psychological issues are discussed as well as issues involved with death and dying. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 230 Minority Relations (3 credits)

This course examines minority relations in America and other societies including the nature of minority-dominated interaction, the sources and operation of prejudice and discrimination, and the typical reactions of minorities to their disadvantaged position. Prerequisite: SOC 112 or permission of instructor. Offered every other year.

Teacher Education

EDU 200 Introduction to Education (3 credits)

This course gives the student an overview of American education through analysis of its historical and philosophical roots. Contemporary issues in American education are emphasized. Counts as a liberal arts elective. Offered every year. Writing intensive course.

EDU 201 Educational Psychology (3 credits)

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning, and measurement in relation to the learning process. Consideration of the concepts of psychological principles of testing and learning technology are also emphasized. Prerequisite: PSY 108. Counts as a liberal arts elective. Offered every year. Writing intensive course.

EDU 290 Field Experience (3 credits)

Field experience provides future teachers with varied educational experiences appropriate to their major teaching area. Typical experience includes working as teaching assistants and visitations to a variety of schools. Periodic written reports are required throughout the term. Offered every semester.

EDU 300 Principles of Business and Vocational Education (3 credits)

The field of business education, its curriculum, levels, facilities, materials, research and issues are studied. Emphasis is on current practices in business education. Counts as a liberal arts elective. Offered every year.

EDU 301 Evaluation, Measurement and Testing (3 credits)

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts is discussed. The use of standardized and teacher-made tests is also examined. Prerequisite: MAT 111. Counts as a liberal arts elective. Offered every year.

EDU 310 Methods of Teaching Keyboarding and Office Technology (3 credits)

Students will study methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in keyboarding, word processing, shorthand, and office procedures. Prerequisite: OAD 110 or permission of program coordinator. Offered as needed.

EDU 313 Methods of Teaching Accounting and General Business (3 credits)

This course studies the methods of instruction, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the areas of bookkeeping/accounting, information processing, and basic business courses. Prerequisite: ACC 210. Offered as needed.

EDU 314 Coordination of Realistic Work Experience (3 credits)

This course examines the philosophy and objectives of cooperative vocational education and other work experiences, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on part-time jobs, evaluating work stations, advisory committees, and the public relations aspects of cooperative education. Offered as needed.

EDU 315 Methods of Teaching Marketing Education (3 credits)

The methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of marketing education are covered. Offered as needed.

EDU 320 Methods of Teaching English I (3 credits)

This course prepares students to teach reading and literature to high school students, grades 7 through 12. The course will cover reading theory, including “reading to learn”, textbook analysis, vocabulary development, and study skills. Students will learn how to teach literature; including preparing lesson plans, and designing and evaluating essay questions. Also covered will be adolescent literature, English as a second language, and instructional resources. Prerequisite: Junior standing. Offered as needed.

EDU 321 Methods of Teaching English II (3 credits)

This course prepares students to teach writing and speaking to high school students; grades 7 through 12. This course will introduce students to important theories of writing, including “writing to learn” and pedagogy, and will also cover methods for teaching speaking and listening, devising lesson plans, using visual aids, and evaluating oral communication. Offered as needed.

EDU 325 Methods of Teaching Mathematics (3 credits)

This course for prospective secondary mathematics teachers develops skills in planning classroom activities, provides an opportunity to make classroom presentations, examines applications through which students can be motivated to learn mathematics, look at current trends and recommendations, and promote the importance of enjoying and being excited by mathematics as critical to creating student interest. Prerequisite: Senior standing or permission of instructor. Offered as needed.

EDU 490 Student Teaching (12 credits)

All teacher education majors have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During the semester, the student-teacher receives close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty. In-school seminars are also held. Prerequisite: EDU 320. Senior standing. Offered every term.

Culinary

TCI 108 New American Cuisine (3 credits)

This course is designed to gain knowledge of the properties of the new American Cuisine and to create lighter, healthier foods for consumption and home preparation.

TCI 109 Food Purchasing (3 credits)

This course exposes the student to the duties of stewardship and all related purchasing functions. Selecting purveyors, ordering, receiving, storage and issuing are examined as well as all the specifications and paperwork involved. The student is also introduced to examination of grades, types and varieties of fruits, vegetables, meats, fish, and sundry products. An overall view of the food purchasing function is not only studied but actually practiced by the student. Offered once a year.

TCI 110 Culinary Skills and Procedures (3 credits)

As the foundation course for a student's culinary career, Culinary Skills and Procedures emphasizes mastering the use of tools, techniques, and vocabulary which apply to the kitchen environment. Extensive classroom lectures, demonstrations, and hands-on production assist the student in focusing attention on detail, neatness, and following correct procedure. This class also develops proper attitudes towards the culinary profession in accordance with the institute's high standards. Offered twice a year.

TCI 111 Food Production (3 credits)

Food Production continues TCI 110 with lectures and demonstrations to strengthen the student's background and knowledge of cooking techniques and their application to a variety of products. Sauce production and meat fabrication will also be studied in more detail. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110 or permission of instructor. Offered once a year.

TCI 112 A.M. Pantry/Sanitation (3 credits)

This lab course covers breakfast cookery, salad preparation, sandwich preparation, basic sausage making, and the process of making, purchasing, storing, and displaying cheese. Students are lectured to on a specific technique at the beginning of class, and then allowed to practice the technique before incorporating it into a recipe during lab time. Plate presentation and garnish will be required for each day's product. In addition, sanitation and safety as they apply to the workplace are studied. The fundamentals of food-service sanitation and the techniques of proper sanitation practices, safety practices, and first aid are discussed. The development of an appropriate professional attitude towards food-service sanitation and safety is stressed. Students may qualify for National Restaurant Association certification. Offered once a year.

TCI 113 Bakeshop I (3 credits)

This course defines basic baking terminology, ingredients, and methods. Basic techniques are applied to the actual production of baked items including danish, breads, pies, and puff pastries. The student will be able to analyze the components of baked products and evaluate the finished products against industry standards while developing an appropriate professional attitude toward the baking/culinary field. Offered once a year.

TCI 114 Bakeshop II (3 credits)

This course is a continuation of TCI 113, Bakeshop I. A lecture and lab format is used to introduce students to techniques used in the production of cakes, appropriate icings, cookies, and miscellaneous dessert preparations. Prerequisite: TCI 113 or permission of instructor. Offered once a year.

TCI 126 Mathematics (3 credits)

This course reviews the computational arithmetic skills required for accurate food service preparation, operation, and management. Emphasis is placed on methods used to solve mathematical problems which relate to food service operations. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversion, menu pricing, food cost, inventories, break-even analysis, and financial statements. Use of a calculator is stressed. Offered once a year.

TCI 127 Nutritional Cooking (3 credits)

Through this course the student will develop knowledge towards a cohesive concept of health. Because the majority of all diseases and illnesses is directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for him/herself. Contemporary nutritional theories are applied in the production lab where students practice various dietary menus. Offered once a year.

TCI 217 Classical Cuisine (3 credits)

In Classical Cuisine, students are exposed to styles of culinary preparation developed by the father of modern day classical French cuisine, August Escoffier. Through the use of Escoffier's kitchen brigade system and his standardization of cooking procedures; the student will learn the importance of the intricacies of detail in each and every procedure. The student will further be exposed to the demographics of the regions of France and to the cuisine of those regions that have shaped our modern French techniques. A production menu will be developed and the results served in our Culinary Institute dining room which allows our students to develop skills and techniques which are acquired in a hands-on environment. Offered once a year.

TCI 218 International Cuisine and Service (3 credits)

In this production class, the student prepares the cuisine of six different nationalities. Mid-Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced, and then a set menu is provided for service in the Culinary Dining

Room. All facets of a country's cuisine from appetizers through desserts are studied. Prerequisites: TCI 110, TCI 111, TCI 217 or permission of instructor. Offered once a year.

TCI 220 Garde Manger (3 credits)

The presentation of this course is as diverse as the industry's position of Garde Manger. The student is introduced to the food show competition in both hot and cold food disciplines through in-house competitions which emphasize the development of the student's eye for quality and aesthetics. Basic ice carving, buffet layout, and design with extensive cold food work, including chaud froid and aspic are taught. Prerequisites: TCI 110, TCI 111, TCI 217. Offered once a year.

TCI 223 Senior Seminar (3 credits)

An elective course in which students are introduced to career possibilities, develop an understanding of new hospitality industry software, and sharpen resume writing and interviewing skills in preparation for career day. Opportunities to hear professionals discuss the food service industry as well as participate in lab demos will also be provided. Offered as needed.

TCI 226 Cooperative Education Seminar I (2 credits)

Cooperative Education Seminar I prepares students for full participation in their cooperative education experience. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science, psychology) to the workplace. Students are assisted in finding a cooperative education experience best suited to their individual needs and career aspirations. Requirements for receiving academic credits for the cooperative education experience are set forth in this course. Prerequisite: TCI 243 or permission of the instructor. Offered once a year.

TCI 233 Bakeshop III - Classical Baking (Elective) (3 credits)

Through the use of lecture, demonstration and student participation in baking labs, students become more proficient in baking techniques learned in the previous two courses. More emphasis is placed on classical terms, desserts, terminology, equipment and techniques. Specific emphasis is on decorative projects. Prerequisites: TCI 113 and TCI 114. Offered as needed.

TCI 235 Regional Cuisine (3 credits)

This course explores the historical implications of, and their effect on, the development of regional American cuisines. The diverse ethnic backgrounds, regional availability, and their role in the development of truly American dishes are explored. The student will assemble and produce menus which encompass cuisine from a region's earliest beginnings to a variety of food that is prepared today. Offered once a year.

TCI 236 Cooperative Education Seminar II (1 credit)

Cooperative Education Seminar II is a required post-cooperative education course combining class and conference time. Class time is devoted to readings and discussions of the social sciences which affect the cooperative education experience. Oral presentations of the cooperative education projects are scheduled. Conference time centers on the updating of resumes for career placement and finalizing and evaluating the written portion of the cooperative education project. Prerequisites: TCI 226, TCI 390. Offered once a year.

TCI 237 Menu/Facilities Planning (3 credits)

Since a menu is the focal point of any food service operation, proper menu planning is vital for success. This class is structured to give the student a firm working knowledge in menu writing techniques. Color, layout, design, and merchandising tools as they pertain to different establishments are discussed. Students participate in actual menu design and facilities layout of a food service establishment according to their own specifications as part of a class project. Prerequisite: TCI 243 or permission of instructor. Offered once a year.

TCI 240 Bakeshop IV Advanced Pastry (3 credits) (elective)

This practical lab course introduces students with an interest in baking to more advanced mediums used in decorative pastry items. Each class session begins with a discussion of a specific medium and the scientific principles governing its manipulation. Students are presented with a basic recipe and technique and are given lab time to develop their skill with each medium. Ways to incorporate the item of the day into a more elaborate showpiece are taught as well. Prerequisites: TCI 113, TCI 114 or permission of instructor. Offered as needed.

TCI 241 Food and Literature (3 credits)

Food and Literature is a course designed to develop critical reading/ thinking skills through the analysis and discussion of literary and journalistic selections that contain, to some degree, the theme of hospitality/food. Selections span several genres: poetry (including mythology), novel, short story, non-fiction. The text serves as initial reference for historical context with other resources providing a broad choice of readings for critical analysis and enjoyment. Offered as needed.

TCI 243 Dining Room Management I (3 credits)

The principles of proper dining room service and management are presented in this course. Techniques of good customer relations and product merchandising are stressed. Practical exercises in American service and its variations with Russian and banquet services allow the student to gain an understanding of the interaction between the "Back of the House" and the "Front of the House." Mixology and beverage management are also examined. Offered once a year.

TCI 244 Chef as Teacher (3 credits)(elective)

This course focuses on the preparation of students for the role they will have as teachers in the food service industry. Seniors are presented theories and methods of teaching. Senior student teachers then develop and present three full menu

lesson plans one-on-one to professional educators from various academic disciplines at New Hampshire College. Formal and informal evaluation sessions are conducted during the dinners at the conclusion of each class. Prerequisite: Permission of TCI staff. Offered as needed.

TCI 245 Catering (3 credits) (elective)

This course discusses the requirements and demands of establishing and maintaining both on- and off-premise catering businesses. Skills in planning for a successful catering company are developed through the preparation of a business plan and a market study. Weekly lab sessions are utilized to teach canapes and hors d'oeuvre preparation as well as attractive platter garnishing and buffet set-ups. Students are required to organize, prepare and serve a catered function as a class project. Prerequisites: TCI 110, TCI 111, or staff approval. Offered as needed.

TCI 250 Dining Room Management II (3 credits)

This is a combined lecture and lab course. Students are involved in lab weeks in the study and preparation of tableside cooking, in addition to running an actual dining room utilizing hand service. Lecture weeks are spent discussing supervision as it applies specifically to the hospitality industry. A case study method is used to encourage students to participate in problem solving and decision making in the context of a dining room supervisory role. Prerequisite: TCI 243. Offered once a year.

TCI 390A Culinary Cooperative Education (3 credits)

Cooperative education is an integral part of the student's development in the field of culinary arts. It is in this phase of his or her education that the student spends a minimum of 600 hours working in a bona fide restaurant or other food service operation utilizing the skills and theories that have been developed in the first year of culinary education. The grading of this course comes in three forms: an employer evaluation, an on-site in-field evaluation by a TCI instructor, and a written report by the student which correlates the classroom education to actual hands-on learning. The goals of the course are to aid the student to:

- Develop appropriate work values and habits
- Gain confidence for future employment
- Test career choices early and realistically
- Gain understanding of human relations
- Apply what has been learned in the classroom.

Prerequisite: TCI 226, TCI 111 or permission of instructor. Offered once a year.

Travel and Tourism

TOUR 115 Introduction to Tourism (3 credits)

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

TOUR 119 Travel Management (3 credits)

This course acquaints students with the trends, operations, management procedures and practices of travel agencies through substantial hands-on work utilizing programs and tools currently in use in the travel industry. In addition, studies of the interrelationships with other aspects of the travel and tourism industries are examined through simulations and guest lecturers. Offered every year.

TOUR 205 International Travel and Tourism (3 credits)

The purpose of this course is to familiarize the student with overseas travel and the various recreational cultures. Public data is utilized to examine trends in tourism on a global scale and utilize methods to predict and capitalize on current and future trends. A survey of major international travel and tourist destinations is introduced to acquaint the student with the various opportunities found abroad. Offered as needed.

TOUR 225 National and Regional Tourism (3 credits)

This course utilizes public and private data to analyze in-depth the features of local and national travel and tourism. A survey of attractions is made in order to provide case analyses of the development and diversity of travel and recreational opportunities in the United States for domestic as well as foreign travelers. Emphasis is placed on new product development and changes in the regional and national markets. Offered as needed.

TOUR 311 Tourism Planning and Policy Development (3 credits)

This course analyzes travel patterns and market forces and their economic, environmental, social, and political impact. This provides the framework for the in-depth investigation of public policy and the interrelationships between community and recreational development. Local, national, and international cases will be explored to enhance the examination. This course utilizes public and private data to analyze in-depth the features of local and national travel and tourism. A survey of attractions is made in order to provide case analyses of the development and diversity of travel and recreational opportunities in the United States for domestic as well as foreign travelers. Emphasis is placed on new product development and changes in the regional and national markets. Offered as needed.

TOUR 401 Convention and Meeting Management Planning (3 credits)

The objective of this course is to acquaint the student with the methods and accouterment used in successful meeting and convention management. Students are required to develop and present a major project detailing the planning and administration of a conference from conception to fulfillment. Offered as needed.

TOUR 428 Resort Development (3 credits)

Resort Development is becoming an increasingly important part of the Hospitality Industry. This course familiarizes students with the process of developing a full scale resort complex, from conception to management of the completed

project. Various types of resort complexes are studied, including amusement resort complexes, sport resorts of various types, and health resorts. Included in the course content are the history and evolution of resorts, land use and development, target markets for resorts, feasibility and investment analysis, and financial analysis of the project. Computer simulations and formal case studies are utilized. Prerequisite: Senior standing or permission of the instructor. Offered as needed.

TOUR 490 Cooperative Education (3 credits)

TOUR 490 provides a guided cooperative education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to travel and tourism majors only. Prerequisite: Consent of the Career Development Center. Offered every year.

TOUR 491 Cooperative Education (12 credits)

Guided Cooperative Education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to travel and tourism majors only with permission of the department chairperson.

Note: A cooperative education experience for all travel and tourism students is mandatory. Students will normally be required to take TOUR 490 Cooperative Education, for (3) three credits. However, students may, with the permission of the department chairperson, take in its place TOUR 491 Cooperative Education for (12) twelve credits. TOUR 490 involves work experience over one summer while TOUR 491 involves work experience over an academic semester and one full summer.

Reserve Officers Training Corps Programs

Note: The Army program is offered at the University of New Hampshire and the Air Force Program at Daniel Webster College in Nashua.

The Army and Air Force offer Reserve Officers Training Corps (ROTC) programs leading to a commission as a second lieutenant in their respective services. Both programs are open to men and women. Students in either ROTC program may pursue any University curriculum that leads to a baccalaureate or higher degree.

Two and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. In addition to on-campus ROTC course requirements, students must attend an officer preparatory training session for a part of one summer, between their junior and senior years.

ROTC is open to all students pursuing a baccalaureate degree who have a minimum of two academic years or more remaining within their degree program. Entering freshman may pre-register for Military Science 101 (AROTC). Sophomores desiring to enter ROTC should check with the Army advisers located in Zais Hall.

Two-year ROTC programs are open to students who have two academic years of study remaining at the university. Applicants for the two-year program must attend a six-week training session during the summer immediately before their entry into ROTC, prior to their junior year.

Aerospace Studies (AERO), Reserve Officer Training Corps

Professor of Aerospace Studies: Lt. Col. Brent W. Jones

Assistant Professors: Capt. Ralph Borseth, Capt. Eric Chicken

Further information on the Air Force ROTC can be obtained by calling AFROTC detachment 345 at the University of Lowell, (508) 934-2252.

701 Leadership Laboratory (0 Credit)

This command and staff leadership laboratory is taken only by AFROTC cadets and students who are eligible to pursue an Air Force commission as determined by the Professor of Aerospace Studies. Included in this program are Air Force customs, courtesies, drills, ceremonies, career opportunities, and the life and work of a junior officer. Student leadership potential is developed in a practical supervised laboratory. Students participate in field trips to Air Force installations.

Leadership laboratory is required each semester for all cadets and commission candidates. Students taking Air Force ROTC courses for credit, but not seeking commission, need not register for this lab.

101 The Air Force Today I (1 credit)

This course covers the development, mission, and organization of the Air Force as an instrument of the U.S. national defense policy.

102 The Air Force Today II (1 credit)

The major Air Force commands, roles of separate operating agencies, organization, systems, and operations of strategic defense, and general purpose aerospace forces are examined in this course.

201 The Development of Air Power I (1 credit)

Topics such as the nature of warfare, the development of air power from balloons and dirigibles through World War II are discussed.

202 The Development of Air Power II (1 credit)

The development of air power from post-World War II through the peaceful use of air power in Berlin, the Cuban crisis, the air war in Southeast Asia, and the research and development of present and future aerospace vehicles are presented.

301 Air Force Management and Leadership I (4 credits)

This is an integrated management course emphasizing the individual as a manager in the Air Force. Motivation, behavior, leadership, communication, group dynamics, and decision making in a changing environment are studied. Air Force case studies are presented.

302 Air Force Management and Leadership II (4 credits)

Organizational and personal values, management of forces in change, organizational power, politics, managerial strategy, and tactics are analyzed. Air Force case studies are included in Air Force Management and Leadership II.

401 National Security Forces in Contemporary American Society (3 credits)

This course focuses on the Armed Forces as part of American society, emphasizing civil-military relations in context of U.S. policy formulation and implemen

tation. Requirements for adequate national security forces are analyzed. The political, economic, and social constraints on the national defense structure as well as the impact of technological and international developments on strategic preparedness, are examined.

402 The Military Profession (1 credit each semester)

This course focuses on attitudes toward the military, socialization processes, role of the professional military leader-manager, and military justice and administrative law.

Military Science (Army), Reserve Officer Training Corps

Professor of Military Science: Lt. Col. Jeffery L. Kimball

Assistant Professor: CPT Thomas S. Vandal, CPT Timothy D. Bond, CPT Mark J. Moeller, CPT William W. Walker

All Military Science courses consist of classroom instruction combined with a two hour leadership laboratory held every other week at the University of New Hampshire.

413: The Defense Establishment and National Security (1 credit)

This is an introductory course designed to broaden the students' perspective about the Army. Covers the development of ROTC, the Army, career fields available within the military, and fundamental leadership/management skills.

414: Military Skills I (1 credit)

This course is an introduction to fundamental map readings and land navigation skills.

501: Military Skills II (2 credits)

This course is designed to teach the student more advanced military skills, to include military map interpretation, first aid training, leadership, and rifle marksmanship.

502: American Military History (2 credits)

This course focuses on the use of military forces as an instrument of national policy from the American Revolution to the Persian Gulf War.

601: Military Leadership and Management I (2 credits)

This is an integrated leadership course designed to teach the student about group dynamics, interpersonal communications, counseling, leadership styles, and the application of theory to practice.

602: Military Leadership and Management II (2 credits)

This course involves further studies in leadership principles and theory with emphasis on the theory of training methods and functions of management.

611: Seminar on Leadership & Management I (2 credits)

In this case, the fundamentals of military law, the law of war, and professional ethics are examined. Student leadership and management skills are further developed.

612: Seminar on Leadership and Management II (2 credits)

This course is an examination of the military skills and professional knowledge required of a second lieutenant. Emphasis on various Army management systems and the new lieutenant's responsibilities.



Academic Standards and Regulations

Grades and Grading

Privacy of Student Records

The policy and procedures concerning the privacy of student records maintained by New Hampshire College are in large measure governed by the Federal Family Education Rights and Privacy Act. The college's policy and procedures regarding this subject are posted by the registrar's office.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views, or memberships in organizations. Directory information (name, address, telephone numbers, major, etc.) may be released or published without a student's consent unless the student notifies the college that this information is not to be released.

Only members of the college staff with a need to know, certain federal or state agencies, and other educational agencies doing surveys and studies for the college will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent providing that the child is dependent upon the parents for federal income tax purposes.

A student has the right to waive his or her right of access concerning recommendations from personnel at his or her former school and from others regarding admission to the college, and recommendations for employment on file with the college, and recommendations for some honor or honor society. The college may not require a student to waive this right nor may the student's status at the college depend upon his or her waiving this right.

Grades

Students may receive their course grade averages prior to final exams and discuss this grade with the instructor. In order to do this a student must make the request for an appointment with the instructor at least two weeks prior to the first day of final exams.

Grade Changes

Instructors are responsible for all grade changes. Concerns about incompletes, make-ups and grades should be directed to them.

Grading System

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

Grade		Quality Points (per credit hour)
A		4.00
A-	Excellent	3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Passing	1.00
F	Fail	0.00
IF	Incomplete/Fail	0.00
N	No grade received from instructor	0.00
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
CR	Credit	
AU	Audit	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	
T	Transfer Credit	
X	Course in Progress	

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

ACC	101	3 Credits	x	A(4)	=	12 QP
ENG	220	3 Credits	x	B(3)	=	9 QP
ADB	110	3 Credits	x	C(2)	=	6 QP
ATH	111	3 Credits	x	D(1)	=	3 QP
HIS	109	<u>3 Credits</u>	x	F(0)	=	<u>0 QP</u>
		15				30 QP

30 QP divided by 15 CR= 2.00 GPA

Incompletes

Faculty may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an IF if work has not been completed.

Scholastic Standing

A student will be deemed to be making satisfactory progress either by specific action of the Scholastic Standing Committee or when on schedule to complete his or her:

Baccalaureate Degree:

within four years if full time
within six years if 3/4 time
within eight years if half time

Associate's Degree:

within two years if full time
within three years if 3/4 time
within four years if 1/2 time

A student in good standing is defined by NHC as a student who has a total grade point average of 2.0 or better, or as a student who has been approved for matriculation by the Scholastic Standing Committee. Students receiving financial assistance are required to complete at least 75 percent of all credits attempted at NHC and must maintain at least a 2.00 cumulative grade point average.

Academic Review/Scholastic Warning

At the end of each semester, and at any other time, the records of all students may be reviewed by the Scholastic Standing Committee. A student whose cumulative grade point average (GPA) is less than 2.0 will be placed on scholastic warning. Students on scholastic warning are subject to dismissal by the Committee on Scholastic Standing. The office of the associate academic dean and the vice-president for student affairs will be responsible for working with students in academic difficulty.

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

Repeating Courses

Students may repeat courses for credit. Students who fail courses will want to or need to repeat the same course at New Hampshire College. In such instances the first course grade will not be computed into the total grade point average (GPA); instead, the most recent course grade will be computed in calculating the GPA. All prior grades will appear on the transcript.

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 standards of academic excellence during the semester's work. Students who have earned a minimum grade point average of 3.50

for the semester are named to the President's List. Students who have earned a minimum grade point average of 3.00 but less than 3.50 for the semester are named to the Dean's List.

Transcript Request

Except as provided by the Federal Family Education Rights and Privacy Act and in instances where a student consents to release his/her transcript to another party, the registrar's office will not furnish a transcript to any person other than to the person identified by name on the transcript.

Transcripts will not be furnished to students or former students whose financial obligations to the college have not been satisfied. Transcript requests may be processed at the registrar's office or by mail.

Transcript Cost

There is a charge of \$3.00 per transcript which must accompany the request.

Policies

Attendance

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

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

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

Academic Honesty

All students are expected to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable to the college. Students involved in such activities are subject to serious disciplinary action.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations, or written assignments from any source not approved by the instructor.

Initial violation of academic honesty will be handled by the instructor, who has the full authority to assign an F grade to that assignment or course after a discussion

of the incident with the student. A report of the incident and its deposition will be sent to the academic dean for review and placement in a student personnel file. A student dissatisfied with the instructor's decision may request a meeting with the department chair or center director, faculty member, and the academic dean to indicate the student's version of the incident. The academic dean will make the final decision within five days of this meeting. The student has the right to appeal to the sub-committee of the Academic Issues Committee. The committee may decide to hear the case if there is new information that was not considered by the dean or if the committee feels that the student was treated in an arbitrary or capricious manner. If the committee decides to hear the case, it will make a final decision within ten days.

Any additional violations of academic honesty policy reported to the academic dean will, in addition to the penalty assessed by the instructor, be subject to action by the sub-committee of the Academic Issues Committee. A second offense will result in suspension from the college for a period of not less than one academic semester. A third offense will result in permanent expulsion from the college.

Personal Computer Software

New Hampshire College licenses the use of computer software from a variety of outside companies. New Hampshire College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

New Hampshire College students learning of any misuse of software or related documentation within the college shall notify New Hampshire College's Department of Computing Resources.

According to the U.S. Copyright Law, persons involved in the illegal reproduction of software can be subject to civil damages of as much as \$50,000, and criminal penalties, including fines and imprisonment. New Hampshire College does not condone the illegal duplication of software. New Hampshire College students who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal from the college.

Bibliography and In-Text Citation Styles

The Modern Language Association Bibliography and In-Text Citation Style is an acceptable format for documenting written work in all classes at the undergraduate school.

Add and Drop

As a general college policy, freshmen do not participate in the add/drop process. Freshmen who need to adjust their schedules should consult with their advisor (their FEX 100 instructor). Modification of a freshman's schedule occurs only in rare instances and only after serious consultation with the advisor.

Students who wish to change their schedule must do so during the add/drop period beginning with registration and ending at the end of the fifth class day. Students must have a valid ID to participate in the add/drop process. Forms are obtained from the registrar. The change is official when the form is signed by the student's advisor, each instructor involved, and processed by the registrar's office. Students who miss the first two sessions of a class may be dropped by that instructor without prior notice.

Non-attendance in class does not constitute a drop or a withdrawal. An instructor, however, may drop students who miss the first two sessions of the class. The registrar's office is notified of students dropped by an instructor.

Unless students are dropped by an instructor or officially drop or withdraw from a class, they must receive a grade; non-attendance usually results in a failing grade.

Advance Registration

Students will register in advance for courses for subsequent semesters on dates published by the Office of the Registrar.

Amendment of Degree Requirements

The courses required for a specific degree are in the college catalog and are listed on students' worksheets. Change in program course requirements must be approved by the appropriate department chairperson and by the academic dean. A form for this purpose may be obtained from the Office of the Registrar. The completed and approved form must be received by the Office of the Registrar before the change will become effective.

Change of Major

Students who want to change their majors must obtain the appropriate form at the registrar's office. The completed and approved form must be received by the registrar's office before the change will become effective.

When students change major from an associate's degree program to a bachelor's degree program, the courses he or she has completed to the date of the change or, should it occur later, to the date of satisfying all the associate's degree requirements, will be deemed as part of their bachelor's degree program.

Worksheets

Each student's progress is tracked on a worksheet. This document shows the degree requirements for the major according to the year the student entered or changed major. All the courses listed must be completed to qualify for a degree. Students should follow the course sequence on their worksheets.

Independent Study

Due to circumstances out of the ordinary, students may wish to enroll in independent study. Students should obtain a copy of the procedures from the registrar's office. The procedures outline the responsibility of the student in initiating the study and state such requirements as approval by a department chairperson and the academic dean. Students should keep in mind that faculty are not required to provide independent studies and do so on a purely voluntary basis.

Academic Complaint

If a student has a complaint about an instructor or course, the student should speak first to the instructor. Continuing education students should then speak to the center director. If the student is not satisfied or cannot resolve the issue at that level, then he/she should speak to the department chair. If the student is still not satisfied or wishes to pursue the matter further, then the student should speak to the academic dean who will review the matter and make a final decision.

Class Cancellations

Class cancellations will be announced in person at the classroom by either a faculty or staff member of the college. When in doubt as to whether a class has been canceled, students should check with the department secretary. Cancellation notices attached to doors or information posted on blackboards should be disregarded.

Withdrawal from Class

Students may withdraw from courses at any time during the first nine weeks of the semester with the course grade of W. The completed withdrawal form must contain the signatures of the instructor, the student and the student's advisor.

Withdrawal forms may be obtained from the registrar's office.

Withdrawals after the eighth week will only be allowed when:

- Withdrawal is student-initiated for conditions beyond the student's control (e.g. illness documented by physician's letter). The course grade under these conditions will be W. Documentation must be provided by the student and approved by the associate academic dean.
- Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be WP (withdraw passing) or WF (withdraw failing). Instructor initiated withdrawals must be approved by the associate academic dean. The student's advisor will be notified.

In all cases, the date of withdrawal is the date the completed form is received by the registrar's office.

No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

Withdrawal from New Hampshire College

Students may withdraw from the college by obtaining a withdrawal form from the vice president for student affairs and obtaining all other necessary signatures. Merely ceasing to attend classes does not constitute an official withdrawal, financially or academically. Failure to file a withdrawal form with the vice president for student affairs will result in the automatic recording of F grades for all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining the tuition refund, if any. New Hampshire College identification cards must be returned when withdrawing from the college.

Disciplinary Dismissal

New Hampshire College reserves the right to dismiss any student, whose presence, following a hearing, is deemed detrimental to the best interest of the college. Students dismissed for other than academic reasons will have the notation of withdrawal put on their transcript. Documentation outlining the disciplinary sanctions will be placed in the students' folders. This information will be used in evaluating the readmission applications.

Readmission

Students dismissed from New Hampshire College for academic causes may petition to be readmitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters. Any students readmitted to the college are placed on new worksheets.

Academic Renewal

Students who change majors, withdraw and return, or in some other way change their academic attitude or ability, may apply for academic renewal. This allows students to be considered as transferring from another institution. All academic regulations are the same as those for transfer students.

The following restrictions are imposed:

It must be approved by the Scholastic Standing Committee.

It may be granted only once to a student after at least a one-year absence.

A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.

A minimum of 30 credits must be completed at New Hampshire College after renewal is granted.

When students are granted academic renewal, any grade below a C appearing on their transcripts will be followed by an AR designation.

Courses so designated will be eliminated from the students' GPA and will not earn credit toward graduation.

Any grade of C or better appearing on their transcripts will be included in the students' GPA and will earn credit toward graduation.

Note: Academic renewal does not change suspension from financial aid.

Leave of Absence

The college has no leave of absence policy. Students who wish to leave the college and return at a later date must submit an application for readmission to the admission office.

500 Level Courses

Students who have a 3.0 average must apply through the academic dean's office to enroll in a Graduate School of Business 500 level course.

The student may enroll in the course, provided:

there is space available in the course

the dean of the graduate school, area coordinator, and instructor agree that the student has met the prerequisites of the course

the student would receive undergraduate credits.

Transfer Credits

Students who wish to take courses at another college and transfer the credits to New Hampshire College must receive approval from the department chair, the associate academic dean, and the registrar prior to enrolling at the other college. It will be necessary to furnish descriptions of the courses prior to taking them. After completing the course, the student must arrange to have an official transcript of the course grade sent to the registrar's office. Only courses in which the student received a grade of C or better will be accepted as transfer credit.

Testing of Students with Learning Disabilities

Students enrolled at NHC with learning disabilities verified by the Learning Center shall be entitled to extra time to complete tests without penalty, if extra time will help the students accurately demonstrate their true competency.

It is the responsibility of the students who wish to avail themselves of this extra time, to inform the instructor within the first four weeks of the semester.

Smoking, Eating and Drinking in the Classrooms

Smoking is not permitted in any of the classrooms. Coffee and other non-alcoholic beverages are permitted with the instructor's approval. The privilege may be suspended if abused by the students, for example, by leaving a mess. Eating or consumption of alcoholic beverages is not allowed in classrooms.

Writing and Word Processing

New Hampshire College has adopted a policy of incorporating the use of computers throughout the curriculum. English 101 and English 102 will include an introduction to basic word processing (a simplified use of WordPerfect 5.0). Students will be expected to use word processing for written assignments in English and other courses.

Freshman Course Requirements

Students with 63 or more credits who have not completed the freshman English and math prerequisites will not be allowed to register without completing the required freshman courses.

Transfer students must complete missing freshman and prerequisite courses within their first 30 credit hours at New Hampshire College.

Day school students must receive permission from the chairperson of the humanities/social sciences department to enroll in evening or weekend ENG 101, ENG 102, and ENG 103.

As part of its mission, the college takes seriously its goal of preparing students to be proficient in writing correct, coherent English. The basic English course taken by all freshmen is Basic Writing (ENG 101) which is a prerequisite for English 102, English 103, and English 220.

All entering freshmen will take a placement examination. On the basis of this examination, some students may be exempted from English 101. These students will be placed in English 102. To replace English 101 on their worksheets these students will elect a liberal arts course.

Those freshmen taking English 101 must pass a basic writing competency examination given at the end of the course. This examination requires students to demonstrate their ability to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass this examination in order to receive credit for English 101.

Students who fail the basic writing competency examination must repeat English 101 before being re-tested. Once students begin a degree program at New Hampshire College, they must pass the basic writing competency examination and may not take English 101 elsewhere.

Students require an ability to work with quantitative information. Most students will take a freshman math course. Entering students who are deficient in math skills may be required to enroll in a fundamentals course. Although the three credits received for the fundamentals course (MAT 050) count toward a student's grade point average, the credits do not count as a part of the total credits required for graduation.

Entering business students who have demonstrated superior math skills, including a strong background in algebra, may be placed in Honors Finite Mathematics (MAT 150), a one-semester course that covers material in the two semesters of Math 110 and Math 111. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken Honors Finite Mathematics (MAT 150) will take more advanced versions of the courses, which will not only challenge students but will give them a stronger foundation in mathematics should they want to apply to graduate programs which require a more substantial math background.

Graduation Requirements

- To graduate from New Hampshire College students must complete a minimum of 120 credits of work in the bachelor's degree program or 60 credits in a program leading to the associate's degree.
- In order to graduate from New Hampshire College, students must fulfill the residency requirements as specified below.
- Although D (1.0), D + (1.33) and C- (1.67) grades are considered passing in a course, a student must have a minimum cumulative grade point average of C (2.0) for all work completed at New Hampshire College and must satisfy the requirements of a specific program of study, including residency requirements, in order to receive a degree from New Hampshire College.
- Prospective graduates must submit a petition to graduate to the Office of the Registrar by the dates specified in the academic calendar. These dates apply to students in the undergraduate school program only:

Apply By	Complete Requirements By	Conferral Date
May 1	August 31	September 15
September 1	December 31	January 15
November 1	May 14	May 15

Application for degree forms can be obtained from and returned to:
 Continuing Education Students-Continuing Education Office
 Day Students-Office of the Registrar
 Culinary Students-Office of the Registrar

The graduation fee (\$75) for the undergraduate school must be paid at the time the application for degree form is submitted.

- A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to their advisor. If further clarification is needed the student should contact the Office of the Registrar.
- All obligations to the college, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.

Residency Requirements

To graduate from New Hampshire College, students must complete 30 credits in residence at NHC, including 12 credits from their major field for a bachelor's degree and nine credits from their major field for an associate's degree. No exceptions will be made regarding residency requirements given in this paragraph.

The final 24 credits of their degree program must be completed at New Hampshire College. Exceptions to the residency requirement given in this paragraph must be requested in advance to the academic dean who will decide if the request will be granted. (Active duty military personnel are exempted from the final 24 credit residency requirement.)

Residence credits cannot be used simultaneously to satisfy the requirements of more than one program. It is not permissible, therefore, for a student to receive two degrees from New Hampshire College at the same time.

Credits earned for completing NHC cooperative education programs and for courses earned in the college's England program and any approved New Hampshire College student exchange program are considered to be residence credits. Credits earned through institutional exams are considered as residence credits, while those credits earned through the College Level Examination Program (CLEP) are not considered as residence credits.

Capstone Course

All students enrolled in a bachelor of science business degree program are required to pass the business capstone course, ADB 421-Strategic Management and Policy. This interdisciplinary approach to the study of the process of strategic management includes strategic analysis, planning, implementation, evaluation and control from the perspective of top management in profit and not-for-profit U.S. and international organizations.

Basic Writing Competency Examination

At the end of ENG 101 (Basic Writing), students must pass a Basic Writing Competency Examination. Using a dictionary and the course grammar text, students will be expected to write coherently, correctly and thoughtfully about a preassigned topic. Students must pass the Basic Writing Competency Examination in order to receive credit for ENG 101 elsewhere. Testing procedures are set forth by the humanities department.

Competency in Writing

Because competency in writing is critical for students, the college is committed to "Writing Across the Curriculum." Students will be expected to write expository essays in most of their courses in all disciplines. Further, the faculty has established two examinations to certify student proficiency. Students should expect to communicate clearly and with grammatical correctness in all their courses. To further the college's commitment to Writing Across the Curriculum, two courses required beyond the core in each discipline for the B.S. degree shall be designated as writing intensive. Writing intensive courses are defined as requiring ten pages of writing as product and ten pages of writing to learn exercises. We recommend that 20 percent of the final course grade evaluate the students' writing in those designated courses.

Participation in Graduation Ceremony

All graduating students are expected to participate in graduation ceremonies. Students who have not fulfilled all graduation requirements by the day of commencement may also participate by completing a petition to walk form that will be available in the registrar's office between March 1 and March 15. The petition must

clearly indicate the reason for wanting to walk and a clear indication of how the student plans to fulfill the missing requirements. The registrar's office will verify that such requirements can indeed be fulfilled by the August 31 following commencement

Students are eligible to walk if three or six credits of actual courses are not completed but are expected to be completed by the following August 31; or an internship or cooperative education experience is not completed but is expected to be completed by August 31 following the May ceremony.

Any student who has an unusual circumstance not covered by the above policy may appeal to the associate academic dean's office for consideration on or before March 22 prior to the commencement ceremony in May.

This policy allows students to participate in the graduation ceremony, but not to receive a diploma in May. The diploma will be conferred on the first graduation date after all requirements have been met. Conferral of diplomas takes place in September, January, and May of every year. Student names will appear in the graduation program for the May ceremonies following the official conferral date.

In addition to the petition to walk in the May ceremony, all students must file a petition to graduate and pay the graduation fee as described in the college catalog. Students who receive permission to walk in the ceremony, but have not completed their degree requirement must re-petition to graduate before the date of the official conferral of their diploma. Those students are not, however, required to pay a second graduation fee.

Graduation with Distinction

Degree of Bachelor of Science

The degree of bachelor of science with certain distinctions will be conferred upon those members of the graduating class who have a minimum two-year residency requirement, including completion of 60 credit hours in a bachelor of science program, and who have met the following standards: students who have earned a minimum grade point average of 3.80 summa cum laude; 3.50 magna cum laude; 3.00 cum laude.

Degree of Associate in Science

The degree of associate in science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum of one-year residency requirement, including completion of 30 credit hours, and who have met the following standards: students who have earned a minimum grade point average of 3.80 highest honors; 3.50 high honors; 3.00 honors.

Academic Honors

Alpha Chi Honor Society

Alpha Chi, Epsilon chapter, is the national honor society for liberal arts majors at New Hampshire College. Alpha Chi recognizes high scholastic achievement, service and character. It emphasizes the needs of students by providing opportunities for academic scholarships, for participation in national and regional conferences, and for a higher initial grade in civil service jobs.

Membership in Alpha Chi is open to liberal arts majors who have completed at least one half of the work required for a baccalaureate degree, who rank in the top ten percent of their class, and who have earned a cumulative grade point average of 3.20 or above.

Delta Mu Delta Honor Society

The New Hampshire College business bachelor's program honor society is the Gamma Nu chapter of Delta Mu Delta, a national honorary society in business administration.

Its purpose is to promote and recognize higher scholarship in training for business and to reward scholastic achievement in business subjects.

Students of good character enrolled in day or evening business related majors and studying for bachelor's degrees are eligible for membership. Candidates must have completed at least one half of the credits required toward their bachelor's degree and have maintained an average qualitative grade of 3.2. Continuation in Delta Mu Delta requires the member to continue at a 3.2 point average.

Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society which recognizes and encourages scholarship for two-year associate degree programs. Phi Theta Kappa attains its goals by developing opportunities for leadership, fellowship and service, as well as providing an intellectual climate for continued academic excellence.

Gold Key

Candidates for the bachelor of science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative grade point average of 3.50 and must have met the residency and credit hour criteria for graduation with distinction.

NBEA Award of Merit

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in Business/Marketing Teacher Education. This award is presented at the discretion of the business education program.

Student Affairs Award

This award is presented annually to a senior who was actively and consistently involved in the community and who made a positive academic and social impact on college life.

Who's Who Among Students in American Universities and Colleges

Each year a number of students in the sophomore, junior and senior classes and students in the graduate program are elected to be listed in Who's Who Among Students in American Universities and Colleges. This is an honor accorded to students in good scholastic standing who have contributed particularly to the college's co-curricular life.



The Division of Student Affairs

Student Affairs Philosophy

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

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

The Division of Student Affairs seeks to assist all students at New Hampshire College in solving both academic and nonacademic problems. Its programs are geared toward a successful experience for each student. Student Affairs at New Hampshire College includes Undergraduate Admission (both domestic and foreign), Athletic Facilities Management, Health Services, Residence Life, Intercollegiate Athletics, Recreational and Intramural Sports, Public Safety, Center for International Exchange, Counseling, Student Activities, Campus Ministry, and the Wellness Center.

Wellness Center

(Counseling, Health and Educational Services)

Wellness is taking responsibility for our own health including intellectual pursuits, physical health, occupational goals, social decisions, emotional well-being and spiritual development. Wellness involves the whole person and is a positive state of being where we are in control of our lives.

Counseling Services

Personal and emotional problems can interfere with learning and living. Moreover, a student with many strengths and abilities may experience some difficulties in areas that often can be effectively resolved through counseling.

Examples of such difficulties might include problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, substance abuse, or conflicts with one's family. Personal concerns of any type may be discussed frankly, privately and confidentially with a professional counselor. Students can arrange to see a counselor by contacting the counseling office in Chocorua Hall.

Health Services

The Health Center coordinates health education and services. All students are strongly urged to submit health records prior to admission. The college physician holds clinic on a weekly basis.

Located in Chocorua Hall on the south campus, the Health Center is equipped to handle most common health concerns. Any problem the nurses cannot handle is referred to the physician or another appropriate practitioner. The Health Center is not only concerned with illness, but is involved with wellness and preventative medicine.

Unexpected medical expenses can cause financial hardships; therefore, the College urges students to participate in the *accident and illness insurance program*. Students playing intercollegiate athletics are required to subscribe. There is also a plan for foreign students who must enroll or have equivalent individual coverage.

All *claims under college medical insurance* are processed through the Health Center. Charges for services are usually sent directly to students who must bring them to the Health Center for processing. Claim forms should be obtained without delay.

All full-time day students should have a health history and physical examination on file in the Health Center and will not be eligible for treatment without them. Foreign students may not complete registration without the health history, physical examination and a chest X-ray.

Educational Services

Stress, substance abuse, poor eating and sleeping habits are among the many problems that contribute to illness or limit a person's ability to achieve a level of optimal health. During the college experience - a time of many transitions and decisions - these problems are often enhanced.

Through grant and institutional funding, the Wellness Center has expanded the prevention services available to students. A variety of activities are designed to assist students in making decisions about life issues and reaching their full potential as a person. Educational programs and activities are offered throughout the school year and wellness center staff are always available for one-on-one consultation.

Athletics

New Hampshire College supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competition are offered to men and women of the college community. On the intercollegiate level, men's teams are fielded in baseball, basketball, ice hockey, lacrosse and soccer. Women's teams include basketball, soccer, softball, and volleyball. New Hampshire College is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, and the New England Collegiate Conference.

The college sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, ice

hockey, broom hockey and racquetball. Women's intramural sports include indoor soccer, basketball, racquetball and broom hockey. Softball and volleyball are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise, SCUBA diving, Nautilus training, advanced life saving and water safety instruction (W.S.I.).

Athletic Facilities

The college has two gymnasiums (one has a wooden floor with a seating capacity of 2,500; one has a synthetic surface with a seating capacity of 1,000 and a stage to accommodate a variety of college activities), a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a Nautilus weight room equipped with 13 Nautilus machines, a mirrored exercise/dance room, a training room, an equipment room, several locker rooms, team rooms and meeting rooms. Outdoor facilities include a 200' x 85' lighted artificially-refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields.

Center for International Exchange

The Center for International Exchange (CIE) has three major functions:

- to provide services, assistance, information and support to about 500 international students;
- to assist American students, staff and others interested in travel, study, or work abroad;
- to promote intercultural exchange.

The Center for International Exchange assists with immigration regulations and federal laws such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, social security regulations and income tax.

The CIE works with U.S. government agencies, embassies, consulates, and various home-country and agency sponsors. Assistance is offered with foreign exchange permits, enrollment letters, banking information and emergency aid.

As a department of the Student Affairs Division, the Center for International Exchange serves the needs of a culturally diverse population. The CIE is the focal point for intercultural events such as International Bazaar and an International Film Festival.

The CIE provides such special services as orientation programs, visa information, a study/travel/work abroad library, international ID cards, overseas telephone service, and vacation and travel information and advising.

The CIE also serves as liaison with the greater Manchester community through media coverage, country presentations, and student speakers.

A monthly newsletter is distributed on campus and in the community.

The Center for International Exchange is located in Belknap House on the south campus.

Office of Residence Life

College housing includes residence halls, townhouses, and apartments. Residence halls consist mainly of double rooms in suite arrangements with capacities of 12-24 students. Students in residence halls share common bath and lounge facilities. Townhouses and apartments consist of four- and six-person accommodations; students share a common kitchen, living room and bath.

All residence hall rooms are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living room and kitchen furniture, as well as a stove and refrigerator. Students must provide their own pots, pans, glasses, plates and silverware. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to residence halls.

The college requires students in the undergraduate school, the Culinary Institute, and ESL program to reside in college housing for a minimum of two of their school's semesters or terms. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate school students are not required to reside in college housing, however if they do request and are assigned a residence, they are committed for two terms.

Being admitted to the college is not a guarantee of a residence assignment. Students are assigned residence on an annual basis and are not guaranteed on-campus residency through graduation.

Resident Assistants

Adjusting to college living is a challenging experience. Realizing this, the college has staffed its residences with resident assistants. They are upper class students who are selected and trained to assist resident students. Their responsibility is to promote the well-being of students by providing a positive living experience. They do this by advising, making appropriate referrals, and assisting students in various other ways. Students are encouraged to acquaint themselves with their resident assistants and to ask them any questions they have.

Public Safety

The department of Public Safety was created to monitor and maintain a safe and secure campus—an environment where teachers can teach and students can learn. In a professional, yet flexible and courteous manner, with concern for both public safety and individual rights, we will enforce the college's expectations of mutual respect and responsible behavior. In addition to the protection of life and property, we are also dedicated to the smooth day-to-day functioning of the college community, and supporting an educational enterprise where cultural diversity and academic freedom can flourish.

Campus Ministry

The Campus Ministry Program at New Hampshire College strives to foster the spiritual growth and development of students at the college. The programs of the department strive for an integration of the spiritual and social with service to the

community. Toward this end, campus ministry provides religious services, confidential counseling, spiritual direction, retreat programs, community service projects, on campus programs, and social events. Students of all faiths have opportunities to come together and share the experience of God in their lives.

At the present time the department is staffed by a full-time director of campus ministry-Catholic chaplain-a part-time Protestant chaplain and Jewish chaplain.

Student Activities

The personal growth resulting from college activities is not easily measured. It is, however, directly related to each student's level of involvement and commitment. The college provides opportunities for individual participation and for membership in clubs and organizations.

The Office of Student Activities helps organize new clubs, coordinates leadership development and advises the Student Government Association (SGA). It provides information and guidance on planning and presenting events and programs, prepares an activities calendar and keeps the roster of organizations. The office is located in the Student Center.

Camp Synergy

Camp Synergy is a leadership development program that utilizes Outward Bound types of activities to build trust, effective communication, self-confidence, cooperation, critical thinking, initiative, teamwork, goal and task orientation and risk taking. Set in the attractive woodlands of our north campus, the program uses mildly physically challenging activities that promote each of the qualities that make an effective leader. While there are physical demands in each of the exercises, the team building aspect of the program makes it possible for anyone to take part, regardless of age or physical condition. In fact, the greater the variation of participant qualities, the better the experience.

Student Organizations

Student Government Association

The undergraduate Student Government Association (SGA) is composed of elected congress persons from each of the student classes. Representatives are elected each April for the upcoming academic year. The SGA administers the student activities fund which provides budgeted monies for all student clubs and organizations at the institution. The SGA provides student representation on all major college committees. Examples of various committees include: student life advisory committee, student/staff disciplinary review board, academic issues, curriculum committee, student/staff assistance program (SSAP).

Student clubs and organizations provide a wide variety of social and cultural opportunities for students at the college. Officers in each of the 35 student clubs are elected in the spring of each year for the following academic year. Some of the opportunities that these organizations offer include: hiking, camping, white water canoeing, concert planning, and working on a variety of philanthropic projects.

Graduate Student Association

The Graduate Student Association was established in 1982 to provide opportunities for graduate students to complement their formal education with quality co-curricular activities. All students are encouraged to participate in the activities that range from educational guest speakers on current issues to ski trips and social gatherings.

Committee for Activities and Programming Events (CAPE)

The Committee for Activities and Programming Events (CAPE) is a branch of the Student Government Association and is responsible for sponsoring social activities on campus.

New Hampshire College Ambassadors

The Ambassadors is a student organization established in 1990. New Hampshire College Ambassadors are selected student leaders who work for the betterment of the college. They develop meaningful communication between students, faculty, staff, alumni and work to enhance the relationships between New Hampshire College and the community. Membership is open to full-time sophomores, juniors, seniors and graduate students who have maintained a 3.0 grade point average.

The Intrafraternal Council

The Intrafraternal Council is the coordinating board for the fraternal system at New Hampshire College. Its purpose is to organize the rush program, develop pledging procedures, and provide a forum for discussion for any concerns that exist among the eight Greek chapters.

Fraternities and Sororities

Through membership in social fraternities and sororities, students often make life-long friendships based upon mutual interests and experiences outside the classroom. These organizations have a strong commitment to organizing campus and community service projects in an effort to promote themselves and New Hampshire College.

Fraternities:

Kappa Delta Phi

Kappa Sigma

Phi Delta Theta

Zeta Beta Tau Phi Delta Psi

Sororities:

Phi Omega Psi

Kappa Chi

Kappa Lambda

Phi Delta Beta

The Culinary Society of New Hampshire College

The Culinary Society promotes the educational and social benefits of the culinary arts and unites students, alumni, staff and faculty of the Culinary Institute. Many students represent the college in regional culinary competitions.

The Commuter Club

The Commuter Club involves commuting students in the life and atmosphere of the college and serves as an information vehicle. It provides commuters with a voice to express their concerns and needs.

Catholic Student Association (CSA)

The CSA is an organization designed to build and foster Christian living and fellowship on the New Hampshire College campus and the local community. CSA offers students an opportunity to come together to share and experience God's presence in a meaningful and dynamic way. The CSA also holds several campus-wide social activities. CSA members all agree that there is a lot of pride and joy in taking part in the organization's events.

Jewish Student Association (JSA)

The Jewish Student Association (JSA) exists to unite Jewish students on campus, to establish relations with the surrounding community, and to provide individuals with an opportunity to meet and to discuss current issues and concerns. As a religious organization JSA works in close collaboration with the Catholic Student Association (CSA) and the Protestant Student Association (PSA) in conducting various programs and activities throughout the year. Finally, JSA provides information to students on celebrating the sabbath and festival services in the local community.

Protestant Student Association (PSA)

The Protestant Student Association (PSA) offers students of all denominations the opportunity to experience Christian fellowship with others. In a friendly and caring atmosphere, individuals can grow and develop, explore the meaning of faith in their lives, and experience the joys and happiness of what it means to be dedicated Christians.

PSA likewise provides, in conjunction with the Catholic Student Association (CSA), opportunities to reach out and help others, as well as times to just relax, have fun, and enjoy each other's company.

Student Publications

The Observer is the student newspaper published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

The Enterprise is the New Hampshire College yearbook published annually through the efforts of the student body. It serves to chronicle the college years as a remembrance for all undergraduate students.

Summary

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of creating a learning environment worthy of all those who become a part of it. At New Hampshire College this is both conscious in nature and ongoing in character. It is a continual process, a process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility

College Directory

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Judith Bouley
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Durham, NH

Bradford E. Cook, Esq.
Assistant Secretary to the Board of Trustees
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

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Richard Courtemanche
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New York

Ralph Farmer
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Merchants Savings Bank
Manchester, NH

Timothy J. Fletcher
Realtor
Precision Realty
Manchester, NH

William S. Green, Esq.
Chancellor Emeritus
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

James Masiello
President
The Masiello Group
Keene, NH

Charles J. Mitchell
Director of Counseling Services
New Hampshire College
Manchester, NH

Charles Palm, C.P.A.
Great North Property Management
Newmarket, NH

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New Hampshire College Alumni Association
Tewksbury, MA

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Professor of Theology
St. Anselm College
Manchester, NH

Paul Schneiderman
Professor
New Hampshire College
Manchester, NH

Stephen Singer
Executive Vice President
Merchants Rent a Car, Inc
Hooksett, NH

Thomas Space
Financial Planner
Connecticut Mutual Life Insurance
Bedford, NH

Raymond Truncellito, C.L.U.
Truncellito & Davis Insurance
Manchester, NH

Albert B. Wight
President (Retired)
Sanders Associates
Nashua, NH

Administration of the College

Richard A. Gustafson
President
B.A., M.Ed., Boston University
Ph.D., University of Connecticut

Burton S. Kaliski
Dean of the Undergraduate School and
Continuing Education
B.B.A., City College of New York, Baruch
School
M.S., State University of New York at
Albany
Ed.D., New York University

George J. Larkin, Jr.
Vice President for Student Affairs
B.S., M.Ed., Ph.D., Boston College

Jacqueline F. Mara
Dean of the Graduate School of Business
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

John C. Miles
Vice President for Finance and
Administration; Treasurer
B.S.B.A., Rockhurst College
M.B.A., Central Missouri State University

Jacqueline Ribaud
Director of Marketing and Program Planning
B.A., University of New Hampshire
M.A., University of Texas

Dorothy S. Rogers
Vice President of Institutional Advancement
B.S., Simmons College

Undergraduate School

Administration

Burton S. Kaliski
Dean, Undergraduate School & Continuing
Education
B.B.A., City College of New York, Baruch
School
M.S., State University of New York at
Albany
Ed.D., New York University

C. Richard Erskine
Associate Dean, Undergraduate School
B.A., M.A.T., University of New Hampshire
Ed.D., Vanderbilt University

Roberta M. Banfield
Administrative Coordinator
B.M., Notre Dame College
M.Ed., Rivier College

Faculty

Douglas H. Armstrong
Assistant Professor
A.A.S., Johnson & Wales
B.A., Franklin Pierce College
*1985

Eleanor H. Barnes
Chairperson, Department of Computer
Information Systems
Professor of Computer Information Systems
B.S.I.E., Northeastern University
M.B.A., University of New Hampshire
1968
Sabbatical Spring 1994

Frank J. Barnes
Associate Professor of Computer Information
Systems
B.S.E.E., Arizona State University
M.B.A., University of New Hampshire
1969

William E. Beane
Assistant Professor of Business
Administration/Humanities
B.Ed., Keene State College
M.A., Middlebury College
1965

Robert Begiebing
Professor of English
B.A., Norwich University
M.A., Boston College
Ph.D., University of New Hampshire
1977

Martin J. Bradley
Instructor in Business Administration
B.S., Lyndon State College
M.Ed., Notre Dame College
1982

David R. Bradt
Professor of English
B.A., State University of New York
at Binghamton
M.S. Iona College
Ph.D., Washington State University
1978

Vicki Connell
Instructor in Culinary Arts
A.A.S., University of New Hampshire
B.S. New Hampshire College
1985

David E. Cox
Instructor in Mathematics
B.A., Southwest Baptist University
M.S., University of Oklahoma
1990

Robert R. Craven
Professor of English/Humanities
B.A., M.A., City College of New York
Ph.D., University of Rhode Island
Diploma (Art History), University of New Hampshire
1977

Lori DeConinck
Instructor in Psychology
A.S., Notre Dame College
B.S., New Hampshire College
M.A.C.P., Rivier College
1975

Paul Dittmer
Chairperson, Department of Hospitality Management
Associate Professor of Hotel/Restaurant Management
B.A., Michigan State University
B.A., Colorado College
M.B.A., University of Massachusetts at Amherst
1976

Julia M. DiStefano
Professor of English
B.A., Queens College
M.A., Hunter College
M.A., Ph.D., State University of New York at Stony Brook
1980

William J. M. Dolbow
Assistant Professor of Mathematics
B.S., M.S., Worcester Polytechnic Institute
1988

John K. Evans
Professor of Business Administration
Coordinator of International Business Program
B.A., St. Anselm College
M.A., University of New Hampshire
Ed.D., Boston University
1980

Robert H. Fleeson
Professor of English
B.A., Yale University
M.A., University of New Hampshire
1967
Sabbatical Spring 1994

John P. Fleming, APR
Professor of English and Communication
A.B., Merrimack College
M.A., Southern Illinois University
M.Ed., Notre Dame College
M.S., Boston University School of Public Communication
Ph.D., Bowling Green State University
1981

Eleanor Dunfey Freiburger
Associate Professor of English and Ethics
B.A., Emmanuel College
M.A., University of San Francisco
1984

Lynda R. Gamans
Associate Professor of Fashion Merchandising
B.A., University of New Hampshire
M.Ed., Notre Dame College
1980

James L. Grace, Jr.
Professor of Business Law
B.S., St. Joseph's College
Ed.M., Temple University
J.D., Franklin Pierce Law Center
Ed.D., University of Pennsylvania
1970
Sabbatical 1 year 93/94

Yvonne C. Hall
Associate Professor of Economics/Finance
B.S.B.A., Florida Technological University
M.S., Ph.D., Colorado State University
1981

John J. Harrington
Professor of Business Administration
B.S.B.A., Boston College
M.S., Southern Illinois University
Ed.D., George Washington University
1977

Mahboubul Hassan
Assistant Professor of Economics
B.A., M.A., M.B.A., University of Dhaka
M.A.P.E., Boston University
1985

John F. Hinckley
 Associate Professor of Computer
 Information Systems
 B.S., M.Ed., Worcester State College
 C.A.E.S., Boston College
 1977

Carolyn Hollman
 Coordinator of English Education
 Professor of English
 A.B., University of Michigan
 M.A., University of New Hampshire
 Ed.D., Vanderbilt University
 1980

Ernest H. S. Holm
 Chairperson, Department of
 Humanities/Social Sciences
 Professor of Government
 A.B., Dartmouth College
 M.A., Boston University
 M.A.T., University of New Hampshire
 Ph.D., Tufts University
 1969

Alec Ingraham
 Chairperson, Department of
 Mathematics/Science/Education
 Associate Professor of Mathematics
 B.A., M.A., University of
 Massachusetts-Boston
 1978

Lawrence Kinsman
 Associate Professor of English
 B.A., State University College at Oneonta
 D.A., State University of New York at
 Albany
 1984
 Sabbatical Fall 1993

Ausra Kubilius
 Professor of English
 B.A., Boston University
 M.A., California State University at Los
 Angeles
 Ed.D., Boston University
 1973

Louis B. Lanzillotti
 Associate Professor of Accounting
 B.S., M.B.A., Northeastern University
 C.P.A.
 1975

Robert Losik
 Professor of Business Administration
 B.S., University of Wisconsin
 M.A., University of No. Carolina
 Ed.D., Vanderbilt University
 1980

Judith Schmitz McKenna
 Associate Professor of Communication
 B.S., University of South Florida
 M.S., Boston University, School of Public
 Communication
 1986

Carol Mueller
 Instructor in Culinary Arts
 B.S., Bridgewater State College
 1989

William J. F. Murphy
 Associate Professor of Accounting
 B.S., Merrimack College
 M.A., University of Rhode Island
 C.P.A.
 1975

C. Erik Nieuwejaar
 Chairperson, Department of Business
 Administration
 Assistant Professor of Business
 Administration
 B.A., Concordia College
 M.S., University of Minnesota
 M.S., Northeastern University
 1981

Nicholas Nugent
 Associate Professor of Marketing
 B.A., M.B.A., University of South Florida
 Ph.D., Florida State University
 1990

William J. Peacock
 Assistant Professor of Mathematics
 B.A., Loyola University
 M.A.T., Emory University
 1981

Laurence J. Pelletier, Jr.
 Assistant Professor of Accounting
 B.S., M.B.A., New Hampshire College
 1980

Norton R. Phelps, Jr.
 Professor of Mathematics
 Coordinator of Sport Management
 B.S., Springfield College
 M.S., University of Utah
 M.B.A., New Hampshire College
 1968

Jeanette A. Ritzenthaler
Professor of English
A.B., Mary Manse College at Bowling Green
State University
M.A., New York University
Ed.D., Rutgers University
1976

Don W. Sieker
Professor of English
A.B., M.A., San Francisco State University
Ph.D., University of California
1980

Jean F. Silver
Coordinator of Business/ Marketing Education
Professor of Business Education
B.S., M.Ed., University of New Hampshire
1964

Karen Curry Stone
Chairperson, Department of Marketing
Associate Professor of Marketing
B.A., Wake Forest University
M.A., University of Kentucky
Ph.D., Boston College
1983

George Teloian
Professor of Accounting
B.S., Boston University
M.B.A., Northeastern University
C.P.A.
1962

Vernon T. Tetley
Associate Professor of Mathematics
B.Ed., Plymouth State College
M.S.T., University of New Hampshire
1968

Christopher J. Toy
Coordinator of Mathematics Education
Professor of Mathematics
B.A., M.A., San Francisco State University
1971

William H. Trueheart
Associate Professor of Computer Information
Systems
B.S., Northeastern University
M.S., Georgia Southern College
1981

John VanSantvoord
Chairperson, Department of Accounting
Associate Professor of Accounting
B.S., New Hampshire College
M.B.A., University of New Hampshire
1980

H. Fred Walter
Associate Professor of Hotel/Restaurant
Management
B.S., Empire State College
M.S., State University of New York at Albany
1978

James D. Walter
Professor of Sociology
B.A., Kent State University
M.A., Indiana State University
Ph.D., Ohio State University
1981

Charles V. A. White
Associate Professor of Economics
B.A., M.S., University of Connecticut
Ph.D., Ohio State University
1979

Steven Widener
Chairperson, Department of Economics/Finance
Assistant Professor of Economics
B.A., Xavier University
M.A., Ph.D., University of New Hampshire
1987

Charles L. Wilbert
Professor of English
B.A., University of Pennsylvania
M.A., Ohio University
1968

James Williams, Jr.
Assistant Professor of History
B.A., Oklahoma Baptist University
M.A., University of Arizona
Ph.D., University of Arizona
1993

Walter L. Zimmermann
Professor of Psychology
B.S., M.Ed., Springfield College
1968

Undergraduate School Part-time Faculty

Mary Franz Allan
A.S., B.S., Johnson and Wales
M.E.d., Cambridge College

Michael Annicchiarico
B.S., University of New Hampshire
M.F.A., Brandeis University

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

Lois Bradt
B.S., Indiana University
M.S., New Hampshire College

Michael Ciola
A.O.S., Culinary Institute of America

David Coeyman
B.A., Montclair State College
M.P.A., Syracuse University

William Alex Colgate
B.A., Coe College
M.S., University of South Carolina
A.A.S., The Culinary Institute of New Hampshire College

Fred Dobrowolski
B.A., St. Anselm College
M.Ed., Notre Dame College

Joan Doty
B.S., Cornell University

Martha Duffy
B.A., M.A., St. Bonaventure University

John Erlman
B.A., St. Anselm College
M.S., Northwestern University

Jane E. Fallon
B.A., Eastern Oregon State University
M.A., Arizona State University

Mary Farley
B.A., M.A., Montclair State College

Thomas Foulkes
B.A., Salem State College
M.S.T., University of Missouri

Philip H. Funk, Jr.
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology

Susan Garabedian
L.P.N., New Hampshire Technical College
B.A., Notre Dame College
M.B.A., New Hampshire College

R. Larry Johnson
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University

Howard M. Jones
B.A., University of Missouri at Kansas City
M.A., New York University

Arlene Kershaw
B.A., Northeastern University
M.A., University of Kansas

Claire Larrabee
B.A., George Washington University
M.A., University of New Hampshire

Paul Lins
B.S., Wright State University
M.B.A., New Hampshire College

Christine A. Merritz
B.S., University of New Hampshire

Ronald H. Page
B.S., Northeastern University
M.B.A., Northeastern University
M.S., Michigan State University

Christopher J. Poullos
A.B., St. Anselm College
A.L.M., Harvard University

Raymond Prouty
B.S., New Hampshire College

Peter A. Romein
B.S., New Hampshire College
M.Ed., Rivier College

Alicia Rootes
A.B.J., University of Georgia
M.B.A., New Hampshire College

Raymond Roy
A.O.S., Culinary Institute of America

Susan Schragle-Law
B.A., M.Ed., Ed.D. University of Massachusetts - Amherst

Robert Seidman
B.S., Rutgers University
M.S., Ph.D., Syracuse University

Pamela J. Smith-Osrow
B.A., Hofstra University
M.S., Boston University

Siobhan K. Tautkus
A.S., Beecher Junior College
B.S., Northeastern University

Plonneke D. Thoolen
B.S., "De Windroos" College for
Professional Education

Frances Tishkevich
B.A., Plymouth State College
M.A., Vermont College of Norwich
University

Raymond Truncellito
B.A., Dartmouth College
M.A., Columbia University

Mary Ann Wareing
B.S., University of Vermont
M.A., University of Iowa

Marti J. Wolf
B.A., Hofstra University
M.B.A., Adelphi University

Susan Youngs
B.A., Luther College
M.A., Washington State University

Vincent Zuccala
B.S., Salem State College
M.S., Eastern Illinois University

Graduate School of Business

Administration

Jacqueline F. Mara
Dean
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

Steven R. Painchaud
Associate Dean
B.A., St. Joseph's College
M.S., University of Southern Maine
D.Ed., Boston College

Ann McCormick
Director, North Campus
B.A., Bates College
M.A., Tufts University
M.B.A., University of New Hampshire

Patricia R. Gerard
Academic Coordinator
B.S., Franklin Pierce College
M.B.A., New Hampshire College

Faculty

Eleanor H. Barnes
Professor
B.S.I.E., Northeastern University;
M.B.A., University of New Hampshire
1968

Frank J. Barnes
Associate Professor
B.S.E.E., Arizona State University;
M.B.A., University of New Hampshire
1969

Karin L. Caruso
Accounting Coordinator, Learning Center
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977

Euclid A. Dupuis, CPA
Associate Professor
B.A., New Hampshire College
M.S., Bentley College
1982

James Freiburger
Associate Professor
B.S., Loras College
M.S., University of Notre Dame
C.A.S., University of Vermont
Ph.D., University of Connecticut
1988

Philip H. Funk, Jr.
Associate Professor
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology
1982

Dennis P. Lemieux
Administrator, Jensen Baird Gardner &
Henry, Portland, ME
A.B., Colby College
M.P.A., University of Pittsburgh

David E. MacCulloch
CPA
B.S., Metropolitan State College
M.S., Colorado State University

Frederick Masciangelo, CDR, U.S.N. (Ret.)
Consultant
B.S., St. Joseph's University
M.B.A., New Hampshire College

Richard O. Hanson, CPA, CMA
Professor
A.S., Burdett College
B.S., Bellarmine College
M.B.A., New Hampshire College
1984

Gerald I. Harel
Professor
B.S., Hebrew University
M.B.A., State University of New York
M.A., Ph.D., Temple University
1984

Ernest H. S. Holm
Professor
A.B., Dartmouth College
M.A., Boston University
M.A.T., University of New Hampshire
Ph.D., Tufts University
1969

R. Larry Johnson
Professor
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University
1978

Gerald E. Karush
Professor
B.A., University of Pennsylvania
M.A., Brown University
Ph.D., University of Pennsylvania
1981

Patricia E. Khani, CPA
Professor
B.S., Suffolk University
M.S., Northeastern University
1979

Nicholas Nugent
Associate Professor
B.A., M.B.A., University of South Florida
Ph.D. Florida State University
1990

Jeanette A. Ritzenthaler
Professor
B.A., Mary Manse College
M.A., New York University
Ed.D., Rutgers University
1976

Marc A. Rubin
Associate Professor
B.A., Boston University
M.B.A., Northeastern University
1982

Massood V. Samii
Professor
B.S., University of Hartford
M.B.A., Western New England College
Ph.D., State University of New York
1988

Paul Schneiderman
Professor
B.B.A., M.B.A., University of Massachusetts
M.A., Ph.D., Clark University
1976

Susan Schragle-Law
Assistant Professor
B.A., M.Ed., Ed.D. University of
Massachusetts at Amherst
1988

Robert Seidman
Professor
B.S., Rutgers University
M.S., Ph.D., Syracuse University
1981

Walter Zimmermann
Professor
B.S., M.Ed., Springfield College
1968

Adjunct Faculty Teaching Graduate Courses (1992-93)

Dhar Bharatula
Senior Industrial Engineer, Millipore Corp.
B.S., University of Delhi
M.S., University of Toledo
M.B.A., New Hampshire College

Leon J. Bien
Vice President Key Bank
A.B., Boston College
M.A., Michigan State University

Roger W. Brown, Sr.
Vice President, Human Resources (Ret.)
Sanders Associates
B.S., University of Illinois
M.B.A., New Hampshire College

Jose Camacho
Postmaster, G.P.O.
B.B.A., University of Puerto Rico
M.B.A., Inter American University

George Carter
Assistant Principal, Timberlane Regional
High School
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Marcia Carter
Assistant Principal,
Trinity High School
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Hao Chun Chang
Financial Planning Consultant
B.S., National Taiwan University
M.S., Montana State University
Ph.D., Texas A&M University

Angel Alicea Cosme
MIS Director, Puerto Rico Department of
Education
B.A., M.B.A., Inter American University
Ph.D., University of Connecticut

Manuel Garcia Diaz
Puerto Rico Electric Power Authority
B.S.E.E., University of Mayaguez
M.B.A., University of Mayaguez
M.S., Ph.D., Walden University

Phillip Downs
Consultant
B.A., M.A., University of Maine
Ph.D., Vanderbilt University

Gregory Driscoll
Financial Analyst, L.L. Bean
B.A., University of Southern Maine
M.B.A. College of William and Mary

Robert J. Forget, CPA
Director of Treasury Operations, Teradyne, Inc.
B.A. Florida Atlantic University
M.B.A., University of New Hampshire

Marcia Gadzera
Chairman, Business Department, North Shore
Community College
B.S., Salem State College
Ed.M., Ed.D., Boston University

Richard M. Guillemette
Accountant, Sanders Associates
B.S., M.B.A., New Hampshire College

William Henes
Cost Analysis Supervisor
Calcomp Display Products
B.S., Bowling Green State University
M.S., New Hampshire College

John Henry
Engineering Manager, Alcon Laboratories
B.A., M.B.A., Inter American University

Sarah C. Hubbard
President/CEO Visiting Nurses Association
of Manchester and Southern NH, Inc.
B.S., Syracuse University
M.S., University of New York, Buffalo
Ph.D., Boston University

William A. Hunzeker
Systems Integration Consultant
B.S., University of Arizona
M.S., University of Southern California

Douglass M. Jack
Professor, Northern Essex Community
College
B.S.B.A., M.Ed., Plymouth State College
M.B.A., New Hampshire College

Mohsen E. Khani
Trustee, Pars Realty Trust
B.S., M.B.A., New Hampshire College

John A. Lighthall
Attorney
A.B., Syracuse University
J.D., Syracuse University College of Law

Thomas P. McGrevey, Sr.,
President, TPM Enterprises
B.S., United State Military Academy
M.B.A., New Hampshire College

Stephen C. Miller
Academic Advisor, New Hampshire College
B.A., Amherst College
Ed.M., Tufts University

Keith D. Moon
Consultant
B.B.A., Niagara University
J.D., Franklin Pierce Law Center

Deepay Mukerjee
Vice President/Chief Operating Officer
Firstmark Corporation
B.S., M.S., Clarkson University
M.B.A., Cleveland State University

Edmond R. Neveu
Consultant
B.B.A., M.B.A. Rivier College

Robert W. O'Brien
Manager, Business Development
Maritz Performance Improvement Company
B.A., University of Massachusetts
M.B.A., Western New England College

Maria E. M. Painchaud
Real Estate Appraiser
B.A., University of New Hampshire
B.A., Franklin Pierce College
M.B.A., New Hampshire College

John Parker
Bath Iron Works
A.B., Dartmouth College
M.B.A., Columbia University

Jonathan Posner
Manager, Employee Benefits Compensation
W.C. Grace
B.A., Boston University
J.D. Suffolk University

John Rainone
Assistant Dean/Associate Professor
NH Technical College at Manchester
B.S., M.S., New Hampshire College

Burton C. Reynolds
Digital Equipment Corporation
B.S., University of Vermont
M.B.A., Golden Gate University

William Schubert
Marketing and Sales Representative
Elite Aluminum Company, Inc.
B.S., University of New Hampshire
M.B.A., New Hampshire College

Shaun Shannon
Quality Manager, Tool and Die Co.
B.A., M.B.A., Inter American University

Victor A. Somma, Jr.
Director of Marketing and Development, NH
Postsecondary Technical Education System
B.A., University of Bridgeport
M.S., New Hampshire College

Patricia Spirou
Marketing Consultant
B.S., Keene State College
M.B.A., New Hampshire College

James Stopa
Assistant Director of Vocational & Adult
Education
Manchester School of Technology
B.A., M.Ed., Michigan State University

Lee Surace
Vice President/Controller L.L. Bean
B.S., M.B.A., University of Southern Maine

John B. Tanzer
B.S., United States Military Academy
M.B.A., Long Island University

Samuel Townsend
International Consultant
B.A., Hamilton College
M.A., Johns Hopkins University

Michael D. Tunks
Consultant
B.S., M.S., University of Texas at El Paso

George Tuttle
Economic Analyst, Public Service Company
of New Hampshire
B.S., University of New Hampshire
M.B.A., New Hampshire College

Peter D. Varhol
Consultant
B.A. Grove City College
M.A., Loyola College
M.A., University of Lowell

William Webb
Dean of Community Education
N.H. Technical College at Stratham
B.A., State University of New York
M.P.A., Golden Gate University
M.Ed., University of New Hampshire
M.B.A., New Hampshire College

Derek J. White
B.S., Portsmouth Polytechnic, U.K.
M.S., London University, U.K.

Gunnel White
Director, Portland Regional Vocational
Technical Center
B.S., Hermoas Malmo Sweden
M.S., State University of New York

Kathryn S. Williams
Law Offices of K.S. Williams Hardy-General
Practice
B.A., University of Pennsylvania
M.B.A., Boston College
J.D. Suffolk University

Richard E. Willis
Dean, Continuing Education
Central Maine Technical College
B.A., Yale University
M.Ed., University of Maine
Ph.D., Stamford University

John Wilson
Attorney, Goff and Wilson, PA
B.A., State University of New York at
Genesco
J.D., Franklin Pierce Law Center

Louis J. Zivic
B.A., Michigan State University
M.S., Cornell University
Ed.D., Vanderbilt University

Community Economic Development

Michael Swack
Coordinator, C.E.D. Program, Professor
B.A., University of Wisconsin
M.S., Harvard University
Ph.D., Columbia University
1981

Christine A. Clamp
Professor
B.A., Friends World College
M.A., Ph.D., Boston College.
1981

Woullard Lett
Academic Coordinator
B.A., Northeastern Illinois University
M.S., New Hampshire College

G. David Miller
Associate Professor
B.A., Brown University
M.A., Northeastern University
M.S.W., University of Michigan
1986

Other Faculty Teaching Community Economic Development Courses

Clark Arrington
J.D., University of Notre Dame Law School

Jeff Ashe
B.A., University of California at Berkeley
M.A., Boston University.

Susan Brace
B.A., William Smith College
M.S., New Hampshire College

Dakota Butterfield
B.A., Rutgers University.

Ava Clough
M.A., Fairleigh Dickinson University
M.P.H., Boston University

John Davis
M.S., Ph.D., Cornell University

Jack Donovan
M.S., New Hampshire College

Karen Jacobsen
M.B.A., Boston University

Sue Karant
M.S., University of Wisconsin

Donald E. Mason
J.D., University of Miami

Susan Gilson Miller
Ph.D., University of Michigan

William A. Ninacs
M.S., New Hampshire College

Shirley Pippins
M.A., University of Illinois
Ed.D., Columbia University

Eswaran Selvarajah
M.S., Massachusetts Institute of Technology

Beverly Smith
M.B.A., Roosevelt University

Joan Sweeney
Ph.D., University of Massachusetts, Amherst

Denise Thal
B.A., Harvard University
M.P.P.N., Yale School of Management

Chuck Turner
B.A., Harvard University.

Peter White
M.S., New Hampshire College

Harry A.B. and Gertrude C. Shapiro Library

Richard Pantano
Library Director, Associate Professor
B.A., St. Anselm College
M.L.S., University of Rhode Island

Patricia A. Beaton
Public Services Librarian, Government
Documents, Assistant Professor
B.A., Salem State College
M.S., Simmons College

Edward W. Daniels
Public Services Librarian, Circulation,
Assistant Professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island

David C. Dillman
Audio Visual Director
B.S., New Hampshire College

Donna Marshall
Media Graphics Coordinator
B.A., Jamestown College

Carol West
Public Services Librarian, Periodicals,
Assistant Professor
A.A., Library Science
B.S.H.S., New Hampshire College
M.S., Simmons College

Deborah E. Wilcox
Technical Services Librarian,
Associate Professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island

The American Language and Culture Center

Diane Dugan
Director
B.S., Nazareth College of Rochester
M.S.H.S., New Hampshire College
M.Ed., Notre Dame College
New Hampshire TESL Certificate
1982

Lyra Bentsman
Associate Professor
B.A., M.A., Volgograd University
1982

Gary Carkin
Associate Professor
B.S., University of New Hampshire
M.A., University of New Mexico
Ph.D., Michigan State University
1982

Catherine-Ann Day
Associate Professor
B.S., Mt. Saint Mary's College
M.A., Middlebury College
C.A.G.S., Boston University
1982
Sabbatical Spring 1994

Denis Hall
Associate Professor
B.S., M.A., University of New Hampshire
1982

Learning Center

Francis G. Doucette
Director of Learning Center, Director of
Freshman Programs
B.A., Holy Apostle College
M.Ed., Northeastern University
Ed.D., Vanderbilt University
1978

Richard Colfer
Assistant Professor
Associate Director/Counselor
B.A., M.A., Glassboro State College
M.H.S., New Hampshire College
Certified Developmental Specialist, Kellogg
Institute
1980

Karin L. Caruso
Accounting Specialist/Assistant Professor
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977
Sabbatical Spring 1994

Pamela B. Cohen
Mathematics Specialist/Associate Professor
B.S., Boston University
M.A., Teachers College, Columbia University
1984

Cynthia Hagen
Writing Specialist/Associate Professor
B.A., New England College
M.A.T., University of New Hampshire
Ed.D., Vanderbilt University
1984

Christine Zimmermann
Reading Specialist/Associate Professor
B.S., Springfield College
M.Ed., Notre Dame College
1982

* Year of appointment at NHC

Division of Continuing Education

Ronald L. Baron
Director, Salem Center
B.S., University of New Hampshire
M.B.A., New Hampshire College

Ellen Cady
Director, Concord Center
B.A., Plymouth State College
Ed.M., University of New Hampshire

Jane T. Larkin
Director, Manchester Center
B.A., M.A., Ph.D., Boston College

Nancy Hughes
Assistant Director of Manchester Continuing
Education
B.S., M.S., New Hampshire College

Jeffrey Pruyne
Academic Advisor - Manchester Continuing
Education
B.A., New England College

Robert McChesney
Director, Roosevelt Roads Center
B.S., M.B.A., New Hampshire College

Diane S. Monaghan
Director, Nashua Center
B.A., College Misericordia
M.S., Millersville University

Robert Tropea
Academic Advisor - Nashua Continuing
Education
B.S., B.A., University of Mass. at Lowell
M.B.A., Babson College

Charles S. Pettigrew
Director, Brunswick Center
B.S., New Hampshire College
M.S., University of Southern Maine
M.B.A., New Hampshire College

Adrienne Stevens
Director, Laconia Center
B.Ed., Plymouth State College
M.Ed., Rivier College

Jane Torrey
Director, Portsmouth Center
B.A., St. Lawrence University
M.S., New Hampshire College

Stephen Miller
Academic Advisor - Portsmouth Continuing
Education
B.S., Amherst College
M.Ed., Amherst College

College Administrative Staff

Suzanne J. Bienvenue
Associate Director of Financial Aid
A.S., B.S., M.B.A., New Hampshire College

Marguerite Bourgeois
Assistant Director, Career Development
Center
B.Ed., Rhode Island College
M.Ed., Plymouth State

Rudolph D. Bourget
Director of Accounting
B.S., New Hampshire College

William Brodeur
Supervisor of Systems Programming,
Computer Center
B.S., New Hampshire College

Linda L. Broome
Manager of Payroll
B.S., New Hampshire College
M.B.A., New Hampshire College

Jeanne E. Burt
Assistant Director of Human Services
A.S., B.S., New Hampshire College

Rev. Bruce W. Collard
Director of Campus Ministry/Catholic Chaplain
B.A., Providence College
Master of Divinity, St. Mary College
Cert. of Philosophy, St. Mary College

George E. Commenator
Director of Center for International Exchange
A.B., Rockhurst College
Ph.D., Boston College

James Cross
Lead Systems Programmer/Computer Resources
A.S., New Hampshire College

Peter M. Cross
Telecommunications Director
B.S., M.S., New Hampshire College

Nancy Davis
Assistant Registrar
A.A., Fisher Junior College
B.S., New Hampshire College

Michael DeBlasi
Director of College Relations
B.B.S., New Hampshire College
M.A., Rider College

Daryl Dreffs
Director of Computer Center
B.S., Michigan State University
M.B.A., Eastern Michigan University

Nancy Rowe Dreffs
Coordinator of Women's Athletics
Women's Basketball Coach
B.S., Plymouth State College
M.S., Michigan State University

Frank Eaton, C.P.M.
Director of Purchasing
B.S., New Hampshire College

Monique Fonner
User Liaison/Computer Center
B.S., New Hampshire College

Laurence Franco
Director of Media Services
B.S., New Hampshire College

William Gallant
Admission Counselor
B.S., New Hampshire College

Thomas Gonyea
Residential Coordinator
B.S., M.S., State University College,
Plattsburgh, NY

Leslie Gordon
Benefits Administrator
A.S., New Hampshire College

Leah R. Gradie
Director of Academic Computing
A.S., B.S., Bentley College

Louis Greenstein
Director of Auxiliary Services
A.S., University of Massachusetts/Amherst

Richard A. Groleau
Assistant Director of Student Activities
Operations
B.A., University of New Hampshire

Clinton A. Hanson, Jr.
Director of Financial Aid
A.B., Assumption College
M.Ed., Worcester State College

Steven W. Harvey
Director of International Admission
B.S., University of Maine
M.A., Ph.D., Boston University

Cynthia Heidenreich
Admission Counselor
B.S., New Hampshire College

Linda Hicks
Director of Food Service
A.S., Dean Jr. College

Pamela Hogan
Director of Human Resources
A.S., B.S., New Hampshire College

Deborah Hubbard
Director of Student Activities
B.S., New Hampshire College
M.Ed., Notre Dame College

Beverly A. Joyce
Publications Manager
B.S., New Hampshire College

William Keefe
Protestant Chaplain
B.A., Western Maryland College
S.T.M., Boston University School of
Theology
M.A., Boston University

Lynn King
Registrar
B.A., University of Massachusetts at Lowell
M.A., University of Massachusetts at Lowell

Darrell J. Krook
Accounting Manager
A.S., NHVTC, Nashua

James M. Kuras
Career/Coop Education Counselor
B.A., Eastern Connecticut University
M.Ed., Springfield College

C. Robert Lindquist
Director of Public Relations
B.A., University of New Hampshire
M.A., Ball State University

Karen L. Lindsay
Director, Career Development Center
B.A., Westfield State College
M.S.H.S., New Hampshire College

Richard Lussier
Program Analyst/Computer Resources
B.S., New Hampshire College

Shawn H. McGuirk
Residence Director
B.A., Fitchburg State College
M.A., Bowling Green State University

Charles J. Mitchell
Director of Counseling Services
B.Ed., Keene State College
M.A., University of Connecticut; NCC
(Nationally Certified Counselor)

George E. Miville
Director of Public Safety
A.S., B.S., St. Anselm College

James Miville
Telecommunication Systems Analyst
B.S., New Hampshire College

Chris Morris
Director of Facilities
B.S., Nasson College

Ellen M. Moschetto
Residence Director
B.S., Fitchburg State College

Patricia A. Nuss
Bursar, Business Office
A.S., B.S., New Hampshire College

James Olkovikas
Project Leader, Computing Resources
B.S., New Hampshire College

Norma Petit
Assistant Registrar

Joseph R. Polak
Director of Athletics/Intramural Programs
B.A., Fordham University

Brad Poznanski
Director of Admission
B.S., Springfield College

Kenneth Preve
Director of Development and Planned Giving
B.S., New Hampshire College

Raymond Prouty
Associate Director of Athletics/Athletic
Business Manager
B.S., New Hampshire College

John T. Rootes
Head Men's Soccer Coach
B.S., University of Nevada, Las Vegas
M.A. Georgia State University

Sheila Roy
Credit Manager
B.S., New Hampshire College

Pauline Y. St. Hilaire
Assistant Director of Admission
B.S., M.S., New Hampshire College

Paul St. John
Residence Director
B.S., Plymouth State College

Robert P. Schiavoni
Director of Residence Life
B.S., New Hampshire College
M.Ed., Springfield College

Randi Schutz
Admission Counselor
B.S., Skidmore College

Stanley C. Spirou
Head Men's Basketball Coach
B.S., Keene State College
M.Ed., Antioch University

Rabbi Arthur Starr
B.A., University of Cincinnati
B.H.L., M.A.H.L., Rabbi, Hebrew Union
College

Peter C. Tufts Head Men's Ice Hockey Coach; Head Women's Soccer Coach B.S., University of New Hampshire	1982	Lotte Jacobi, Doctor of Humane Letters Robert Rosenberg, Doctor of Laws
Kristin Vacco Residence Director B.S., Plymouth State College M.Ed., Springfield College	1983	Henry R. Bloch, Doctor of Laws
Nancy White Director of Health Center/Nurse L.P.N., Moore General Hospital School of Practical Nursing B.S.H.S., New Hampshire College	1984	Ralph W. Farmer, Doctor of Laws Victor K. Kiam, II, Doctor of Laws Warren B. Rudman, Doctor of Laws
Vincent J. Zuccala Head Trainer B.S., Salem State College M.S., Eastern Illinois University	1985	Curtis L. Carlson, Doctor of Humane Letters
	1986	Christopher Forbes, Doctor of Humane Letters Sakip Sabanci, Doctor of Laws
	1987	Joachim W. Froelich, OSB, Doctor of Humane Letters
	1988	Kenneth J. Rowley, Doctor of Laws Thomas V. Vanderslice, Doctor of Science

Honorary Degree Recipients

1971	Mrs. Gertrude Shapiro, Doctor of Humane Letters	1989	Thomas A. Corcoran, Doctor of Laws
1972	Col. John H. Glenn, Doctor of Science	1990	Raymond F. Truncellito, Doctor of Laws Patricia Gallup, Doctor of Science
1973	Julian Bond, Doctor of Laws	1991	Christos Papoutsy, Doctor of Laws Hedrick L. Smith, Doctor of Humane Letters Elton See Tan, Doctor of Laws
1974	Stewart L. Udall, Doctor of Laws	1992	Sophia Collier, Doctor of Laws Gary Hirshberg, Doctor of Science Kimon S. Zachos, Doctor of Laws Alirio Parra, Doctor of Laws
1975	Louis Rukeyeser, Doctor of Humane Letters	1993	Andrew W. Greene, Doctor of Laws Yelena Khanga, Doctor of Humane Letters
1976	Nikki Giovnanni, Doctor of Humane Letters Williams S. Green, Doctor of Laws		
1977	Martin Agronsky, Doctor of Laws Rev. Placidus H. Riley, Doctor of Humane Letters		
1978	Newell S. Paire, Doctor of Laws		
1979	Eugene S. Mills, Doctor of Laws Charles S. Stanton, Doctor of Laws John F. Sterling, Doctor of Laws		
1980	Jack L. Bowers, Doctor of Laws Norris Cotton, Doctor of Laws Philip S. Dunlap, Doctor of Laws		
1981	John A. Beckett, Doctor of Laws Richard A. Fulton, Doctor of Laws		

Distinguished Achievement Citations

Alumni Association Distinguished Service Award

1979	Kenneth E. Preve '71
1980	Chris Papoutsy '57
1981	Richard Courtemanche '73
1982	David D. Myler '69
1983	Maurice Raymond '70
1984	Robert K. Morine '71
1985	Michael Brody '73
1987	Gertrude Shapiro
1988	Thomas Space '74
1989	William S. Green
1990	Dale L. Plavnicky '83
1991	Michael De Blasi '70
1992	George Larkin

New Hampshire College Excellence in Teaching Recipients

Burton S. Kaliski	1989
Robert R. Craven	1990
Marc A. Rubin	1991
Nicholas Nugent	1992
Robert Losik	1993

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New Hampshire College
2500 North River Road
Manchester, NH 03106-1045
(603) 668-2211
FAX (603) 645-9665