



# NEW HAMPSHIRE COLLEGE

Where The World Comes To Mind

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**1994-1995**  
**Catalog**

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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 4 p.m. all year and on Saturday mornings during the academic year. Call the Admission Office (603) 645-9611 or 800-NHC-4YOU to make specific arrangements.

The Culinary Institute visitation hours are also Monday through Friday, 9 a.m. to 4:00 p.m. Call 603-645-9611 or 800-NHC-4YOU 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: Undergraduate 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 catalog 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 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 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

### Academic Calendar Undergraduate Day School 1995-1996

**Fall**

Returning Student Check-in	September 5
Staff Meeting Day	September 5
Classes Begin	September 6
Mid-Term Holiday (Columbus Day Observed)	October 9
Thanksgiving Recess	November 22-24
Classes Resume	November 27
Last Class Day	December 13
Reading Day	December 14
Final Exams	December 15-20
(excluding Sunday) <b>Intersession</b>	January 2-12

(includes Saturday January 6)

**Spring**

Returning Student Check-In	January 15
Staff Meeting/Development Day	January 15
Classes Begin	January 16
Mid-Term Holiday	March 4-8
Classes Resume	March 11
Last Class Day	May 1
Reading Day	May 2
Final Exams	May 3-8
Graduation	(excluding Sunday) May 11

# 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 is accessible, innovative and offers 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, hospitality 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:

- Present a quality education that enables students to enter the professional world, or that enables those already established to enhance, advance or change their careers.
- Research and teach important truths, principles, ideas, facts and performance methods, so that students can make significant contributions to their chosen fields.
- While providing a challenging course of studies, encourage students to become life-long learners, critical thinkers, and problem solvers, so that they can adapt creatively and appropriately to all situations, whether structured or unstructured.
- Help students to understand themselves, society and different cultures, so that they can participate in the changing world around them.
- Encourage students to identify the personal qualities and ideals which will enable them to function ethically and responsibly in all areas of society.
- Ensure that all students learn to speak and write clearly and accurately, use computers efficiently, and use libraries effectively.

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 affective 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 has become a “global village” where events, corporations and other institutions transcend national boundaries. Higher education must reflect the interdependence of this world and recognize that its graduates will be world citizens whose careers will influence and be influenced by people, organizations and cultures beyond their country’s borders.

New Hampshire College prepares its students to live in this increasingly complex world of diverse beliefs, ideologies and values. It has moved into the forefront of educational efforts to increase the exchange of ideas and experiences between the United States and other countries.

New Hampshire College hosts students from 70 countries. From Thailand to Kenya, from Colombia to Denmark, from Turkey to Japan, its student body reflects the diversity of our world. The mix of foreign and domestic students has created a climate rich with opportunity for cross-cultural dialogue and exchange. The benefits of international and intercultural exchange do not show up in grades or grade point averages; they manifest themselves in the understanding developing in the experience of learning with people from other cultures and in the network developed by alumni around the world.

New Hampshire College’s commitment to educational exchange is exemplified in the following areas:

### Certificate and Degree Programs

- The Graduate Certificate in International Business;
- The M.S. in International Community Economic Development;
- The Bachelor of Applied Science in Hospitality Administration, an international training program;
- The M.S. and B.S. programs in International Business;

### Support Programs

- The American Language and Culture Center;
- The Center for International Exchange

### Exchange and Foreign Programs

- Work exchange trainee programs with Fanshawe College and other Canadian and overseas institutions;
- Exchange student agreements with the University of North London and the University of Greenwich;
- Participation in the Quebec/New England Exchange Program;
- Articulation agreements and cooperative relationships with foreign educational institutions.

New Hampshire College will continue to support and to recognize members of its community who strive to support its goals in international educational exchange.

## 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 twenty 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.
- Association of Collegiate Business Schools and Programs (ACBSP), a national association which reviews and accredits undergraduate and graduate business programs.
- The New Hampshire Post-Secondary 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
  - Aviation Management
  - 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
- Hospitality Administration (Applied Science)
- Hotel Administration
- Humanities
- International Business
- Management Advisory Services
- Marketing
- Restaurant Management
- 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 seven associate degree programs:

- Accounting
- Business Administration
- Computer Information Systems
- Culinary Arts
- Fashion Merchandising
- Liberal Arts
- Marketing

**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 program of the Graduate School of Business was 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:

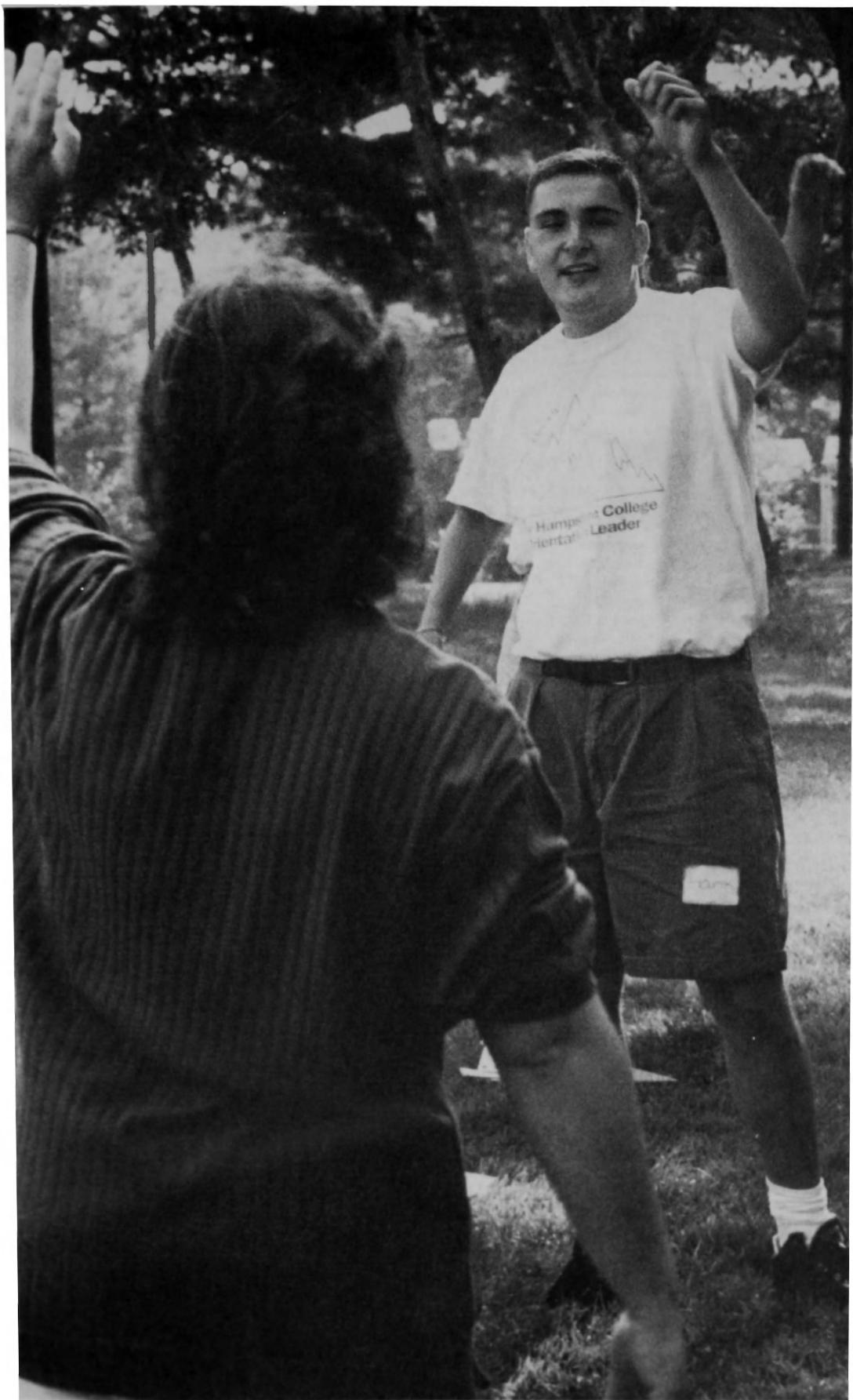
- Harry A.B. and Gertrude C. Shapiro Library
- The Learning Center
- New Hampshire College Computer Center
- The American Language and Culture Center

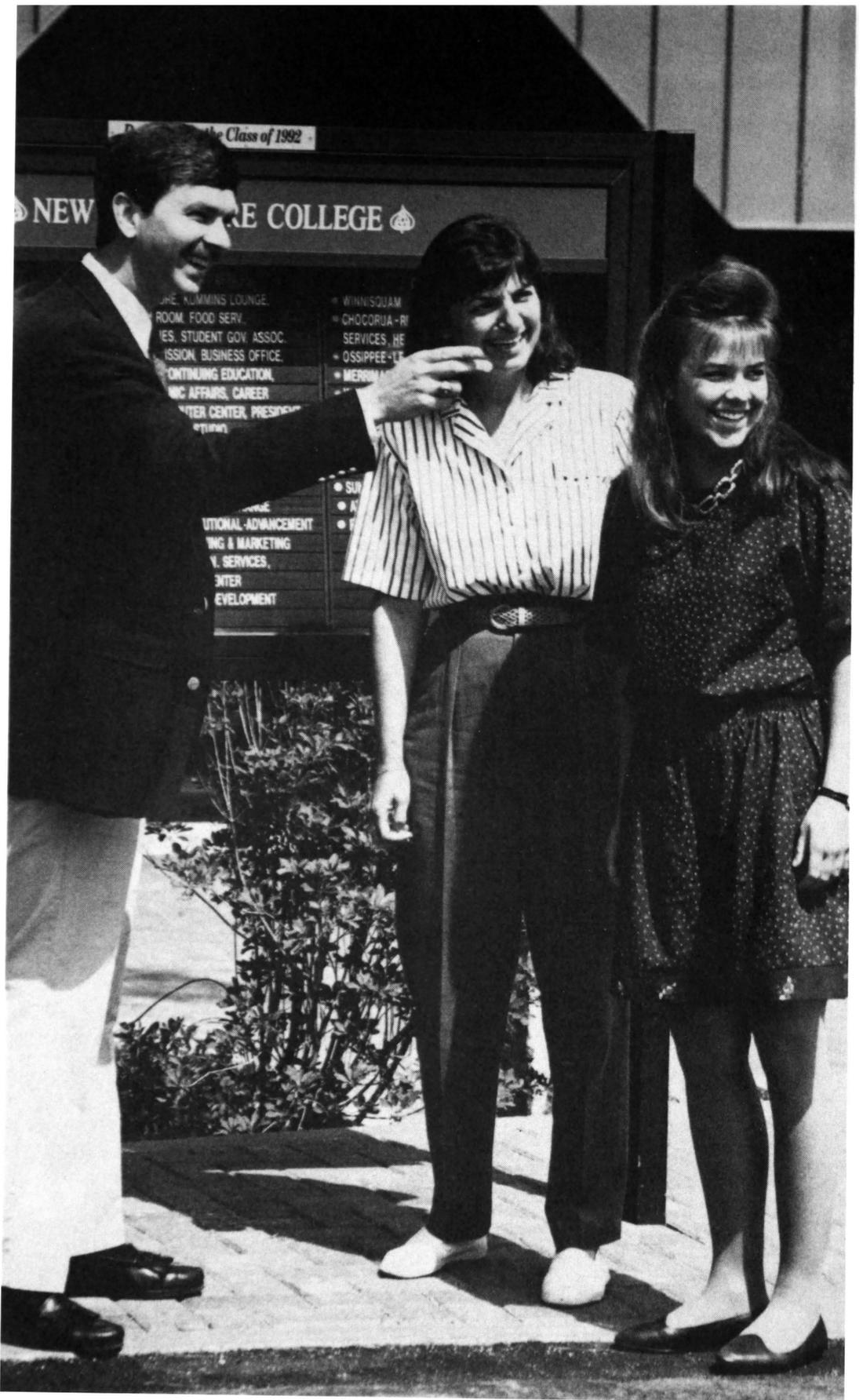
**New Hampshire College student affairs include:**

- Admission (Domestic and Foreign)
- Athletics and Athletic Facilities
- Campus Ministry
- Student Activities
- Center for International Exchange
- Residence Life
- Public Safety
- Wellness Center - Health, Counseling and Educational Services

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, writing 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 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. Grades of 'C-' will be transferred for credit if the grade point average of all transferred courses is 2.0 or better. 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. 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. Transfer students are expected to meet all graduation requirements of New Hampshire College. (See Graduation Requirements section in college policies chapter.)

## **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. Students who complete an associate's degree (or equivalent) in a program covered by an articulation agreement shall have all passing courses accepted for transfer credit, as specified in the articulation agreement.

## **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 may be transferred 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 methods.

Through the advanced placement program, credits are granted for the demonstration of proficiency in prescribed sets of competencies at a level acceptable in one of the college's educational programs. The credits must fit into the degree requirements of the program at New Hampshire College chosen by the applicant.

Students beginning at New Hampshire College should review the various methods of earning credit toward graduation for previous formal and informal educational experiences. The following describes each method and explains the process for applying for evaluations and for the granting of credit.

## **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 program coordinator. 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. An institutional examination can be taken only once.

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

The most common type of credit for previous experience is the transfer of credits from other institutions of higher education. To receive credit on a direct transfer basis, the credits must have been earned at an accredited institution of higher education either in the United States or abroad. The registrar's office can inform you if your former institution is accredited. International course work is evaluated by the Office of International Admission.

If you wish to apply for transfer of credits, you must supply an official transcript of your grades to the registrar's office. Once your transcript is reviewed, you will be notified of the credits that can be transferred and the requirements which they satisfy.

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**

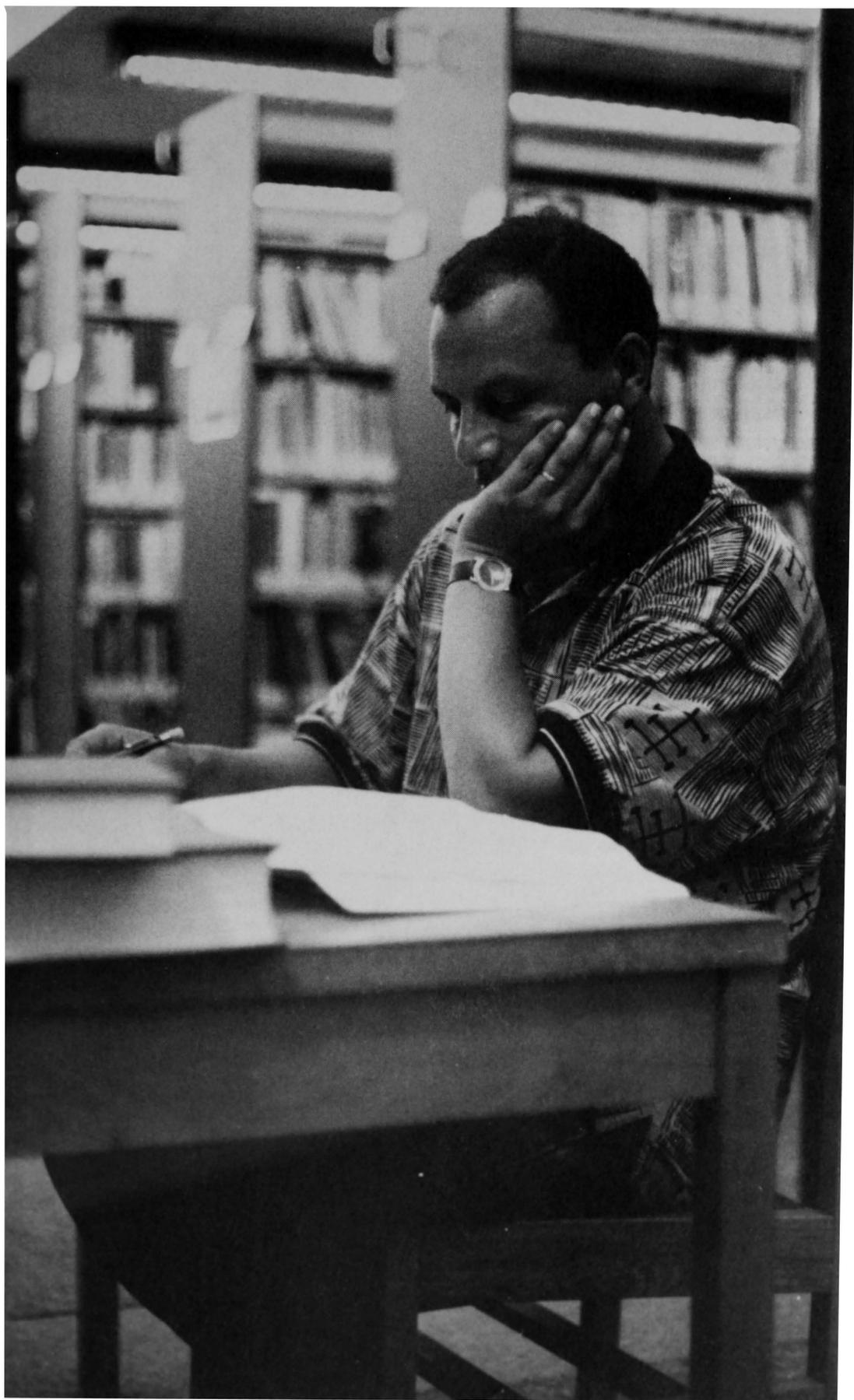
Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. New Hampshire College intends to comply fully with Section 504. New Hampshire College's 504 policy was coordinated in conjunction with the 504 Compliance 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. The New Hampshire College code number for the FAFSA is 002580.

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.

## **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 New Hampshire residents planning to commute to New Hampshire College undergraduate school (day school and culinary institute) and attend full time. Applicants must be U.S. citizens. Scholarships awarded under this program will range from \$1,500 to \$3,000 for the academic year, September through May (\$750 to \$1,500 per semester). The total award of Granite State Scholarship and New Hampshire College Scholarship or Alumni Scholarship shall not exceed \$3,000 for day students or \$1,500 for culinary students.

### **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 Scholarships**

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 College also awards up to twenty-one scholarships of \$1,000 each year to students selected by the DECA advisor of each DECA chapter in the state of New Hampshire. Students may contact their DECA advisor or the New Hampshire College admission office for information.

## **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 Zeta Beta Tau/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**

Established in honor of Frank and Eleanor Barnes, professors in the computer information systems department of New Hampshire College, this scholarship is available 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 \$400 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. Principal 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 nine percent. 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's or daughter's 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 principal and interest begins immediately with minimum monthly payments of \$50 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.

## **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 fifteen 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.

## **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.

## **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.

## **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.



# Tuition and Expenses

## 1994-1995 Costs

### Undergraduate School (Day)

	Per Semester	Annually
Tuition	\$5,304	\$10,608
Summer School/Intersession rate	\$399/ course	
Room and Board (double dormitory)	\$2,370	\$4,740
Room and Board (single dormitory)	\$2,730	\$5,460
Apartment with 4 Beds		
Room Only	\$1,537	\$3,074
Room and Board	\$1,872	\$3,744
Apartment with 6 Beds		
Room Only	\$1,490	\$2,980
Room and Board	\$1,825	\$3,650
Townhouse		
Room Only	\$1,832	\$3,650
Room and Board	\$2,167	\$4,334
Board only		
Dormitory	\$990	\$1,980
Apt./Townhouse	\$335	\$670
More than 18 credits in the 120 credit curriculum per semester		\$133 per credit
More than 18 credits in the previous 129 credit curriculum		\$133 per credit
Less than 12 credits		\$357 per credit
Health Insurance (Domestic)		\$115 per year (payable with first semester charges)
Orientation		\$70 per year
Late Registration Fee		\$30
Comprehensive Fee		\$240 per semester
Auto Registration Fee		\$20 per year/per car
Transcript Fee		\$3 each (first unofficial transcript is free)
Graduation Fee		\$75
Duplicate Diploma Fee		\$25
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	\$4,569	\$9,138
Room and Board	\$2,370	\$4,740

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, 1994 - December 22, 1994	\$2,850	\$2,370
January 17, 1995 - May 5, 1995	\$2,850	\$2,370
12 Week Term:		
May 8, 1995, - July 22, 1995	\$2,280	\$1,728
8 Week Terms:		
October 24, 1994 - December 22, 1994	\$1,520	\$1,185
March 13, 1995 - May 5, 1995	\$1,520	\$1,185
June 5, 1995 - July 28, 1995	\$1,520	\$1,185

### Payment of College Bills

Full payment of tuition and fees, or enrollment in the college's payment plan is required before the first day of classes.

The student's portion, also known as the net amount due, is the balance of tuition and fees remaining after all financial assistance has been deducted.

Prior to the start of any term student financial accounts must be settled in any of the following ways:

- Paid in full to the Student Administrative Services/Business Office before the first day of class. (Cash, check, money order, VISA and Mastercard, accepted.) or;
- Enrolled in the ten-month New Hampshire College payment plan, (June through March), or;
- Students enrolled after June must make an initial payment before the first day of class with equally divided payments calculated to complete the payment schedule in March. Students with exceptional or unusual circumstances should contact the Business Office upon acceptance.

Please note that permission to participate in advance registrations will be determined based upon compliance with the above policies. Transcripts will not be issued until all financial obligations have been met. Please keep in mind that balances not paid in full by the first day of the class are subject to eighteen percent annual interest unless otherwise noted. (The regular ten-month payment plan is excluded from this 18 percent interest.)

### **Deposit Policy for New Students**

Following acceptance to the college, students need to confirm their intention to enroll at New Hampshire College by submitting a tuition deposit of \$100 and, if applicable, a residence deposit of \$100. These deposits are requested by, and payable to, the admission office and will be 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 1, the tuition deposit is not refundable. The room and board deposit remains refundable.

January Admission: The tuition 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 limited opportunities for residents of the greater Manchester area to enroll as special students on a part-time basis in its day programs in the undergraduate school including the 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 undergraduate dean, or the director of the Culinary Institute and must be approved by the registrar.

For the 1994-95 academic year, the per course tuition is \$399 for those non-matriculated students granted permission to enroll on a part-time basis.

### **Credit Overload**

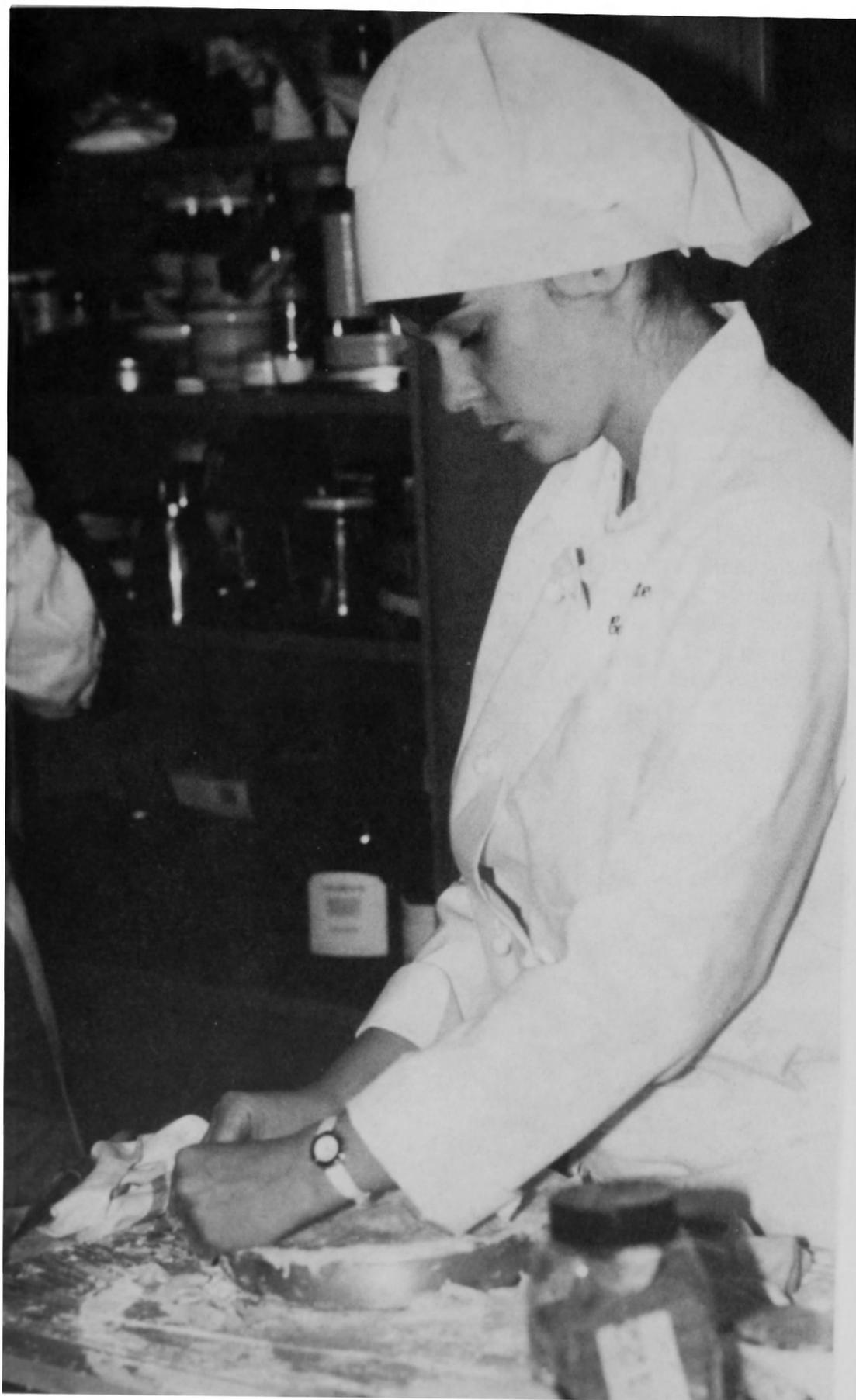
A student who wants to take more than 18 credit hours in a single semester, including all day and continuing education credits, must receive permission to take these extra credit hours from the division chair. Credit hours for courses from which the student withdraws are included in the total number 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 one semester.

### **Full tuition**

Full tuition covers 12 to 18 credits for all students, regardless of grade point average. Students who take more than 18 credits will be charged additional tuition per credit at the rate of \$133 per credit.

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





# 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 fields 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 eight 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 published in our continuing education bulletin. For further information contact one of the following continuing education centers:

## **In New Hampshire:**

Concord Center (Graduate courses only)

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

Laconia Center

Lakes Region Professional Bldg. 2 Airport Road, Gilford, 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.

Shapiro Library houses the college's technology business information center which provides students and staff, as well as New Hampshire residents and area business people, and other library users, the ability to access and utilize the most up-to-date business data and information. The technology center features twenty-four networked personal computers in an open area for general use, and thirty-two networked personal computers in a seminar/training room. The computers will allow all users access to information resources such as books, journals, video, government documents and databases available at Shapiro Library, libraries in the greater Manchester area, and at the state, national and international level via the Internet.

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 potential 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 and have been 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 applied business experience and is often the basis for enhanced career opportunities upon graduation.

New Hampshire College offers cooperative education in three, six and twelve credit hour blocks in most majors. Each cooperative education 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. By special arrangement through the dean's office, students may take a three-credit course without additional charge during the subsequent summer or intersession term. 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 allows them the opportunity to concentrate on full-time work for an extended period of time. Summer cooperative education carries separate tuition rates.

### **Advantages to the Student**

- Helps in career decision-making. Students can test reality and make choices based on experience in a chosen field. Studies show that students with cooperative education experience have a clearer and more specific sense of their career objectives than students in traditional college programs.
- Allows students to test classroom learning in the world of work.
- Improves after-graduation job prospects by giving students valuable work experience and a competitive edge.
- Teaches students valuable job-search skills such as resume writing and interviewing techniques.
- Produces a more direct relationship between college major and full-time permanent employment.

### **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 library audio-cassettes. Listening texts are 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. Students who have completed the advanced level ESL course and have been accepted into the undergraduate school are placed into English 070, a pre-freshman course consisting of nine hours of ESL reading, writing, and study skills, along with two courses from the core curriculum of the Undergraduate School. 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, 1994 - December 22, 1994	\$2,850	\$2,370
January 17, 1995 - May 5, 1995	\$2,850	\$2,370
12 Week Term:		
May 8, 1995, - July 22, 1995	\$2,280	\$1,728
8 Week Terms:		
October 24, 1994 - December 22, 1994	\$1,520	\$1,185
March 13, 1995 - May 5, 1995	\$1,520	\$1,185
June 5, 1995 - July 28, 1995	\$1,520	\$1,185
Damage Deposit	\$ 100	

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 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 Honors Program**

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.

## Mathematics Honors Program

The Mathematics Honors Program was formally approved in 1986. Students who are fortunate enough to be selected for participation are provided with a mathematics curriculum which is substantially more challenging than required by the college core.

In order to receive recognition for honors in mathematics the following three courses must be successfully completed at New Hampshire College.

MAT 150	Honors Finite Mathematics	3 credits
MAT 250	Honors Statistics	3 credits
MAT 210	Calculus I	3 credits
		Total: 9 credits

## 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**

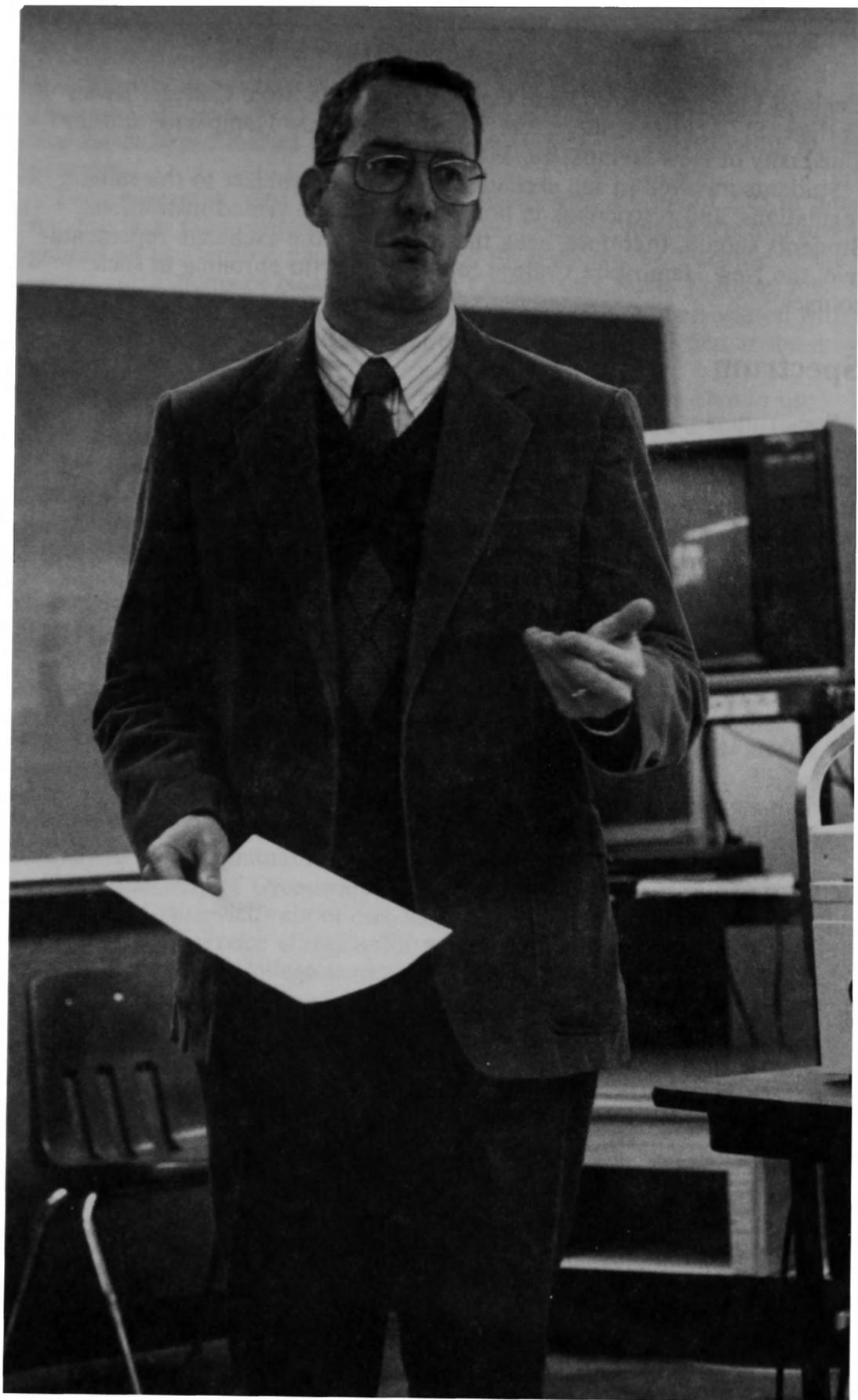
New Hampshire College students are eligible to take courses at New Hampshire College and University Council (NHCUC) member institutions during the regular academic year. Courses must be approved in advance by the registrar and are subject to available space. Courses completed at other institutions under 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 New Hampshire College registrar prior to enrolling in such courses.

## **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

## The Undergraduate Curriculum

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 courses in writing, arts and humanities, social sciences, mathematics and science, public speaking and the freshman seminar. 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.

### The College Core

		<b>Credits</b>
ENG 102	Process Writing (Composition II)	3
ENG 103	Analytical Writing (Composition III)	3
ENG 212	Public Speaking	3
ECO 201	Microeconomics	3
ECO 202	Macroeconomics	3
PSY 108	Introduction to Psychology	
	or	
SOC 112	Introduction to Sociology	
	or	
GOV 109	Introduction to Politics	
	or	
GOV 110	American Politics	3
MAT 120	Finite Mathematics	3
MAT 220	Statistics	3
CIS 100	Fundamental Concepts of Information and Computer Technology	3
FAS	Fine Arts Elective	
	or	
HUM	Humanities Elective	3
HIS	History Elective	3
LIT	Literature Elective	3
SCI	Science Elective	3
PHL	Philosophy Elective	3
	Elective (ATH, GOV, PSY, SOC, or GEO)	3
FEX 100	Freshman Experience	<u>3</u>
		48

## **Division Cores**

Each division of the undergraduate school sets out a series of courses required in that division. Business majors take the business core; liberal arts majors the liberal arts core; hospitality majors the hospitality core; and education majors the teacher education core.

## **Major Courses**

Each college program requires that students select a specific related major with up to 33 credits in that major. The record of the college alumni's success in specialized areas result in major course offerings that provide students the knowledge and skills to enter focused careers upon graduation. Some of the major credits may be designated 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 experience.

## **Allied Courses and Free Electives**

Each bachelor's 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 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.

## Division of Business

**Business Division Chair: Professor Frank J. Barnes**

### The Business Core

The following courses comprise the basic business education that the college believes 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 courses, allied courses, and free electives that will match their career goals.

### Business Core

			Credits
ACC 101	Elementary Accounting I		3
ACC 102	Elementary Accounting II		3
ADB 125	Human Relations in Administration		3
ADB 206	Business Law I		3
ADB 421	Strategic Management and Policy		3
CIS 200	Information Systems Concepts		3
FIN 320	Introduction to Business Finance		3
MKT 113	Introduction to Marketing		<u>3</u>
Total Credits:			24

### Accounting Program

**Coordinator: 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.

**Accounting Curriculum - Bachelor of Science**

	Credits
College Core	48
Business Core	24
<b>Major Courses</b>	
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 315 Accounting Systems Applications	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>
Total Major Credits:	33
<b>Allied Courses</b>	
ENG 220 Business Communication	3
FIN 435 Financial Policy and Decision-Making	<u>3</u>
Total Allied Credits:	6
Free Electives	<u>9</u>
Total Credits:	120

**Business Administration Programs**

**Coordinator: Assistant Professor Martin J. Bradley**

**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 has its emphasis on communication, accounting, behavioral dynamics and quantitative analysis. These business and management skills, when complemented with a solid foundation provided by the college core enable the students to obtain the knowledge and skills necessary to be a complete manager.

## Business Administration Curriculum - Bachelor of Science

	Credits
College Core	48
Business Core	24
<b>Major Courses</b>	
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 Business Electives (300/400 level)	6
INT International Elective (300/400 level)	<u>3</u>
Total Major Credits: 27	
<b>Allied Courses:</b>	
ECO 301 Managerial Economics	3
MAT Electives	<u>3</u>
Total Allied Credits: 6	
Free Electives	<u>15</u>
Total Credits: 120	

Note: Students who select the business administration with cooperative education program must use free electives to satisfy cooperative education requirements.

## 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, aviation management (continuing education only), business finance, computer information systems, human resource management, international business, materials management (continuing education only), marketing, production and inventory control (continuing education only), restaurant management, and sport management. In addition to the major required courses, students are able to tailor the degree program depending upon their selection 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 free elective credits enable transfer students to receive credit for a wide variety of previous courses.

**Business Studies Curriculum - Bachelor of Science**

	Credits
College Core	48
Business Core	24

**Accounting Concentration:****Major Courses**

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	<u>3</u>
Total Major Courses:		18

**Allied Courses**

MAT	Elective	<u>3</u>
Total Allied Credits:		3
	Free Electives	<u>27</u>
Total Credits:		120

**Aviation Concentration:**

(Available only in the Division of Continuing Education)

**Major Courses**

AVI 101	Aviation Development	3
AVI 102	Aviation Administration	3
AVI 201	Business/Corporate Aviation	3
AVI 202	Aviation Operations	3
AVI 320	Special Topics in Aviation Management	<u>3</u>
Total Major Credits:		15

**Allied Courses**

MAT	Elective	<u>3</u>
Total Allied Credits:		3
	Free Electives	<u>30</u>
Total Credits:		120

**Business Administration Concentration:****Major Courses**

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
INT	International Elective (300/400 level)	<u>3</u>
		Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**Business Finance Concentration:****Major Courses**

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	<u>3</u>
		Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**Computer Information Systems Concentration:****Major Courses**

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	<u>3</u>
		Total Major Credits: 15

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>30</u>
		Total Credits: 120

**Human Resource Management Concentration:****Major Courses**

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	<u>3</u>
		Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**International Management Concentration:****Major Courses**

ADB 215	Principles of Management	3
INT 300	or INT 400 International Business Administration Electives (INT 309, INT 310, INT 311, INT 315, INT 316)	<u>15</u>
		Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**Marketing Concentration:****Major Courses**

ADB 110	Introduction to Business	3
MKT 222	Principles of Retailing	3
MKT 320	Sales Management	
	or	
MKT 335	Sales and Persuasion	3
MKT 329	Principles of Advertising	3
MKT 337	Marketing Research	3
MKT 345	Consumer Behavior	<u>3</u>

Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
	Free Electives	<u>27</u>

Total Allied Credits: 3

Total Credits: 120

**Materials Management Concentration:**

(Available only in the Division of Continuing Education)

**Major Courses**

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	<u>3</u>

Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
	Free Electives	<u>27</u>

Total Allied Credits: 3

Total Credits: 120

**Production and Inventory Control Concentration:**

(Available only in the Division of Continuing Education)

**Major Courses**

ADB 333	Production Activity Control	3
ADB 335	Just in Time	3
ADB 339	Master Planning	3
ADB 346	Materials and Capacity Requirement Planning	3
ADB 347	Inventory Management	3
ADB 348	Systems Technology	<u>3</u>

Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**Restaurant Management Concentration****Major Courses**

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	<u>3</u>
		Total Major Credits: 18

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>27</u>
		Total Credits: 120

**Small Business Management Concentration:****Major Courses**

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
INT	Elective (300-400 level)	<u>3</u>
		Total Major Credits: 21

**Allied Courses**

MAT	Elective	<u>3</u>
		Total Allied Credits: 3
	Free Electives	<u>24</u>
		Total Credits: 120

**Sport Management Concentration:****Major Courses**

SPT	111	Sport Management I	3
SPT	207	Law and Sport Management	3
SPT	461	Seminar in Sport Management	3
SPT		Electives	<u>9</u>
Total Major Credits:			18

**Allied Courses**

MAT		Elective	<u>3</u>
Total Allied Credits:			3
		Free Electives	<u>27</u>
Total Credits:			120

**International Business Program****Coordinator: Professor John 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 - Bachelor of Science**

		Credits
College Core		48
Business Core		24

**Major Courses**

INT	113	Introduction to International Business	3
INT	315	International Management	3
INT		Electives	<u>12</u>
Total Major Credits:			18

**Allied Courses**

ADB 215	Principles of Management	3
ADB 342	Organizational Behavior	3
ACC	International Accounting Elective	3
ECO	International Economics Elective	3
MKT	International Marketing Elective	<u>3</u>
	Total Allied Credits:	15
	Free Electives	<u>15</u>
	Total Credits	120

**Sport Management Program**

**Coordinator: Professor Norton Phelps, Jr.**

The business of sports has experienced phenomenal growth in recent years. This \$80 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 sport industry. Students take specialized courses in sport 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**

		Credits
College Core		48
Business Core		24

**Major Courses**

SPT 111	Sport Management I	3
SPT 112	Sport Management II	3
SPT 207	Law and Sport Management	3
SPT 208	Sport Marketing	3
SPT 319	Sport Sales and Public Relations	3
SPT 321	Fitness Management	3
SPT 401	Sport Facilities Management	3
SPT 461	Seminar in Sport Management	3
SPT 491B	Sport Management Cooperative Education	<u>6</u>
	Total Major Courses:	30

**Elective and Allied Courses:**

ADB 215	Principles of Management	<u>3</u>
	Total Allied Credits:	3
	Free Electives	<u>15</u>
	Total Credits:	120

**Technical Management Program**

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 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**

	Credits	
College Core	48	
Business Core	24	
<b>Major Courses</b>		
ADB 215	Principles of Management	3
ADB	Electives (300/400 level)	<u>9</u>
	Total Major Credits:	12
<b>Allied Courses</b>		
MAT	Elective	<u>3</u>
	Total Allied Credits:	3
	Free Electives	<u>33</u>
	Total Credits	120

**Computer and Information Systems Programs**  
**Coordinator: Professor Eleanor H. Barnes**

The basic philosophy of the CIS 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 Program**

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 use of a 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
College Core	48
Business Core	24
<b>Major Courses</b>	
CIS 201 Computer Concepts	3
CIS 210 Application Development	3
CIS 310 Application Design and Implementation	3
CIS 315 Systems Development I	3
CIS 330 Data Base Management Systems	3
CIS 415 Systems Development II	3
CIS 420 Systems Project	3
CIS 430 Management of Information Systems	3
CIS 440 Data Communications and Networks	<u>3</u>

Total Major Credits: 27

**Allied Courses**

MAT 320	Discrete Mathematics	3
MAT	Elective	<u>3</u>
	Total Allied Credits:	6
	Free Electives	<u>15</u>
	Total Credits:	120

**Management Advisory Services Program**

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**

	Credits
College Core	48
Business Core	24

**Major Courses**

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 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	<u>3</u>
	Total Major Credits:	39
	Free Electives	<u>9</u>
	Total Credits:	120

**Economics/Finance Program**

**Coordinator: Associate 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 disciplines, or law.

**Economics/Finance Curriculum - Bachelor of Science**

	Credits
College Core	48
Business Core	24
 <b>Major Courses</b>	
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
ECO/FIN Electives	<u>15</u>
Total Major Credits:	30
 <b>Allied Courses</b>	
MAT Elective	<u>3</u>
Total Allied Credits:	3
Free Electives	<u>15</u>
Total Credits:	120

**Marketing Program**

**Coordinator: Instructor Patricia Spirou**

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 into the understanding of successful marketing.

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

	Credits
College Core	48
Business Core	24
<b>Major Courses</b>	
MKT 222 Principles of Retailing	3
MKT 320 Sales Management	
	or
MKT 335 Sales and Persuasion	3
MKT 329 Principles of Advertising	3
MKT 337 Marketing Research	3
MKT 345 Consumer Behavior	3
MKT 432 Marketing Strategies and Policies	3
MKT Electives	<u>6</u>
Total Major Credits: 24	
<b>Allied Courses:</b>	
ADB 326 Social Environment of Business	
	or
ADB 342 Organizational Behavior	3
SOC 112 Introduction to Sociology	
	or
PSY 108 Introduction to Psychology*	<u>3</u>
Total Allied Credits: 6	
Free Electives	<u>18</u>
Total Credits: 120	

\*Whichever was not taken as part of the college core.

### Retailing Program

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**

	<b>Credits</b>
College Core	48
Business Core	24

**Major Courses**

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
FMK 202	Fashion Merchandising	3
FMK 203	Retail Sales Promotion	3
MKT	Electives	<u>6</u>

Total Major Credits: 30

**Allied Courses:**

MAT 105	Merchandising Mathematics	<u>3</u>
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Total Allied Credits: 3

Free Electives	<u>15</u>
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Total Credits: 120

## Division of Liberal Arts

**Liberal Arts Division Chair: Professor Ernest H.S. Holm**

### 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 a teacher certification program. 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

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 courses, allied courses, and free electives that match their individual needs and interests.

### Liberal Arts Core

			Credits
ENG	213	American Literature I or	
ENG	214	American Literature II or	
ENG	223	English Literature I or	
ENG	224	English Literature II	3
HIS	109	Western Civilization I: Antiquity to 1648 or	
HIS	110	Western Civilization II: 1648 to Present or	
HIS	113	United States History I: 1607 to 1865 or	
HIS	114	United States History II: 1865 to Present	3
PSY	108	Introduction to Psychology or	
SOC	112	Introduction to Sociology or	

GOV 109	Introduction to Politics	
	or	
GOV 110	American Politics	3
HUM 201	Introduction to the Humanities I: Greece through Renaissance	3
HUM 202	Introduction to the Humanities II: Baroque through Modern	3
MAT	Elective	
	or	
	Science Elective	<u>3</u>
		Credits 18

### Humanities/Social Sciences Programs

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

Programs are available in communication, English, 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.

### Communication Program

**Coordinator: Professor Don W. Sieker**

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

	Credits
College Core	48
Liberal Arts Core	18
<b>Major Courses</b>	
COM 226 Mass Communication	3
COM 231 Writing for Public Communications	3
COM 235 Introduction to Journalism	3
COM 322 Advanced Public Speaking	3
COM 335 Principles of Public Relations	3
COM 440 Graphics and Layout in Print Media	3
COM 441 Desktop Publishing	3
ENG 220 Business Communication	3
Communications Electives	6
English Elective	<u>3</u>
	33

MKT 337, MKT 428, MKT 429 or FMK 101 may also fulfill the communications electives above.

#### Allied Courses:

MKT 113 Introduction to Marketing	3
MKT 329 Principles of Advertising	3
PSY 108 Introduction to Psychology (From LA Core)	<u>—</u>
	Total Allied Credits: 6
Free Electives	<u>15</u>
	Total Credits: 120

### English Language and Literature Program

**Coordinator: Professor Robert Begiebing**

The English language and literature 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**

	Credits
College Core	48
Liberal Arts Core	18

**Major Courses**

ENG	213	American Literature I	3
ENG	214	American Literature II	3
ENG	223	English Literature I	3
ENG	224	English Literature II (from liberal arts core)	
ENG	319	Shakespeare	3
ENG	226	Contemporary Poetry	
		or	
ENG	234	Modern Authors	3
ENG	330	Seminar in Advanced Writing	3
ENG	331	American Business in Literature	
		or	
ENG	332	The Nature Writers	
		or	
ENG	336	Thoreau and His Contemporaries	3
ENG	333	Introduction to Linguistics	3
ENG	355	English Grammar	3
ENG	450	Senior Seminar in American Literature	<u>3</u>

Total Major Credits: 30

**Allied Courses:**

HIS	109	Western Civilization I: Antiquity to 1648	
		or	
HIS	110	Western Civilization II: 1648 to present	3
HIS	113	United States History I: 1607 to 1865	
		or	
HIS	114	United States History 1865 to present	3
PSY	108	Introduction to Psychology	
		or	
SOC	112	Introduction to Sociology	<u>--</u>

Total Allied Credits: 6

Free Electives 18

Total Credits: 120

## Humanities Program

**Coordinator: Professor Robert Begiebing**

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

	Credits
College Core	48
Liberal Arts Core	18

#### Major Courses

ENG 213	American Literature I	3
ENG 214	American Literature II	3
ENG 223	English Literature I	
ENG 224	English Literature II	3
ENG 301	World Mythology	3
ENG 333	Introduction to Linguistics	3
HUM 230	Changing Roles of Men and Women in Western Society	3
PHL 230	Religions of the World	3
PSY 108	Introduction to Psychology (from liberal arts core)	
PSY 216	Psychology of Personality	3
PSY 331	Human Sexuality	3
HIS	Elective (300 or 400 level)	<u>3</u>
Total Major Credits:		30

#### Allied Courses:

EDU 200	Introduction to Education	3
SOC 112	Introduction to Sociology	<u>3</u>
Total Allied Credits:		6
	Free Electives	<u>18</u>
Total Credits:		120

## Social Science Program

**Coordinator: Professor Ernest H.S. Holm**

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

	Credits
College Core	48
Liberal Arts Core	18

#### Major Courses

ECO 322	International Economics	
	or	
ECO 327	Economic Development	
	or	
ECO 345	History of Economic Thought	3
GEO 201	World Geography	3
GOV 211	International Relations	
	or	
GOV 213	Comparative Government	3
PSY 211	Human Growth and Development	3
SOC 444	Senior Seminar in Social Science	3
SOC 213	Sociology of Social Problems	3
	Social Science Elective	3
	Social Science Concentration*	<u>12</u>

Total Major Credits: 33

\* Four courses in PSY, SOC, GOV, ECO beyond those listed under the core, major, designated or allied courses.

Free Electives	<u>21</u>
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Total Credits: 120

PSY 108, SOC 112, GOV 109, or GOV 110 are all prerequisite for required major courses. Thus, if the student has not taken one of these introductory courses to fulfill college core or liberal arts core requirements, it will be necessary to take the course as a social science elective.

## Mathematics/Science Programs

**Coordinator: Professor Alec Ingraham**

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.

## Teacher Education Programs

**Coordinator: Professor Carolyn Hollman**

### Teacher Education Core:

HIS	113	United States History I: 1607-1865 (from college core)	
EDU	200	Introduction to Education	3
EDU	290	Field Experience	3
EDU	490	Student Teaching	12
PSY	108	Introduction to Psychology (from college core)	
PSY	201	Educational Psychology	3
PSY	211	Human Growth and Development	3
PSY	320	Psychology of Individual Differences and Special Needs	<u>3</u>
			Total Credits: 27

## English Education Program

**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 junior and senior 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, each student must be interviewed by the education admission board and must and meet the following requirements:

- Have accumulated at least 60 semester credits.\*
- Have a cumulative grade point average of at least 2.5 and a minimum 2.8 grade point average in English courses.
- Demonstrate capabilities for success in the teaching profession.
- Display competency in oral and written communication.
- Submit two letters of recommendation from college faculty, preferably at least one from an English faculty member.

\*Students should apply at least four months prior to registering for EDU 490 Student Teaching. Applications for admission are available from the area coordinator.

## English Education Curriculum - Bachelor of Science

	Credits
College Core	48
Teacher Education Core*	27
 <b>Major Courses</b>	
ENG 213 American Literature I	3
ENG 214 American Literature II	3
ENG 215 Survey of the Theater	
or	
ENG 316 Contemporary Drama	3
ENG 223 English Literature I	3
ENG 224 English Literature II	3
ENG 225 Introduction to Poetry	
or	
ENG 226 Contemporary Poetry	3
ENG 319 Shakespeare	3
ENG 330 Seminar in Advanced Writing	3
ENG 333 Introduction to Linguistics	3
ENG 355 English Grammar	<u>3</u>
Total Major Credits:	30
 <b>Allied Courses:</b>	
EDU 320 Methods of Teaching English I	3
EDU 321 Methods of Teaching English II	<u>3</u>
Total Allied Credits:	6
Free Electives	<u>9</u>
Total Credits:	120

## **Business and Marketing Teacher Education Programs**

### **Coordinator: Professor Jean Silver**

The business and marketing teacher education programs are designed to prepare graduates for business and marketing education positions at the secondary school level or training positions in industry.

### **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 education admission board and must meet the following requirements:

- Have accumulated a minimum of 60 credits
- 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.
- Submit two letters of recommendation from college faculty members, preferably one from a teacher in the student's major area.

Students should apply at least four months prior to registering for EDU 490 Student Teaching. Applications for admission are available from the area coordinator.

### **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
College Core	48
Teacher Education Core	27

#### **Major Courses**

ACC 101	Elementary Accounting I	3
ACC 102	Elementary Accounting II	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
ADB 206	Business Law I	3

ENG 220	Business Communication	3
FIN 320	Introduction to Business Finance	3
MKT 113	Introduction to Marketing	3
OAD 220	Word Processing I	<u>3</u>
Total Major Credits:		27

**Allied Courses:**

EDU 300	Principles of Business and Vocational Education	3
EDU 310	Methods of Teaching Keyboarding and Office Technology	3
EDU 313	Methods of Teaching Accounting and General Business	<u>3</u>
Total Allied Credits:		9
	Free Electives	<u>9</u>
Total Credits:		120

**Marketing Teacher Education Curriculum - Bachelor of Science**

	Credits
College Core	48
Teacher Education Core	27

**Major Courses**

ACC 101	Elementary Accounting I	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
ADB 206	Business Law I	3
MKT 113	Introduction to Marketing	3
ENG 220	Business Communication	3
FIN 320	Introduction to Business Finance	3
OAD 220	Word Processing I	3
MKT	Electives*	<u>9</u>
Total Major Credits:		33

\*Choose three from the following: MKT 222, MKT 325, MKT 329, MKT 337, or MKT 345.

**Allied Courses:**

EDU 300	Principles of Business and Vocational Education	3
EDU 313	Methods of Teaching Accounting and General Business	3
EDU 315	Methods of Teaching Marketing Education	<u>3</u>
Total Allied Credits:		9
	Free Electives	<u>3</u>
Total Credits:		120

## Mathematics Teacher Education Program

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 which provides academic competency; the education segment which 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.

### Admission to the Mathematics Teacher Education Programs

Prior to being formally admitted to the mathematics teacher education program at New Hampshire College, each student must be interviewed by the education admission board and must meet the following requirements:

- Have accumulated a minimum of 60 credits
- Have a cumulative grade point average of at least 2.50 and a minimum 2.80 grade point average in mathematics courses
- Demonstrate the capabilities for success in the teaching profession
- Display competency in oral and written communications.
- Submit two letters of recommendation from college faculty members, preferably one from a mathematics teacher.

Students should apply at least four months prior to registering for EDU 490 Student Teaching. Applications for admission are available from the area coordinator.

### Mathematics Teacher Education - Bachelor of Science

	Credits
College Core	**48
Teacher Education Core	27

#### Major Courses

MAT 210	Calculus I	3
MAT 211	Calculus II	3
MAT 305	Introduction to Quantitative Methods	3
MAT 315	Abstract Algebra	3
MAT 320	Discrete Mathematics	3
MAT 330	Modern Geometry	3
MAT 410	Historical Trends in Mathematics	<u>3</u>

Total Major Credits: 21

**Allied Courses**

EDU 325	Methods of Teaching Mathematics	3
CIS 200	Information Systems Concepts	<u>3</u>
	Total Allied Courses:	6
	Free Electives	<u>18</u>
	Total Credits:	120

**\*\*Mathematics teacher education students will take MAT 150 and MAT 250 in lieu of MAT 120 and MAT 220 in the college core.**

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

## **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, to provide those already in the industry an opportunity to upgrade their managerial and technical skills, and to serve the community by offering technical courses to men and women interested in culinary arts.

We offer programs to a broad range of students - those beginning their college education, those with a junior college degree in hospitality, those already in the work place, and those who wish to acquire technical skills in specific disciplines.

For students entering four year programs at New Hampshire College, the division offers three majors leading to bachelor of science degrees - hotel administration, restaurant management and travel and tourism. Students who complete the requirements of the hotel administration major as well as the restaurant management major qualify for the double major in hotel and restaurant management.

For students entering two-year programs at New Hampshire College, the division offers a two-year culinary arts major leading to an associate in applied science degree in culinary arts. Students in the culinary arts degree program may transfer to the four-year restaurant management program at the end of their two years and receive substantial credits toward a B.S. degree in restaurant management.

For students who have already received an associate's degree in hotel or restaurant management from accredited colleges, the division offers an upper division program in hospitality administration leading to the bachelor of applied science degree in hospitality administration. This degree includes an eight month cooperative education experience and is normally completed in two calendar years.

Students coming from a country outside of the United States and who have obtained a three year hospitality diploma from institutions accredited in their home countries may apply for entry into a hospitality program specially designed for these students. It is an upper division program leading to a bachelor of applied science degree in hospitality administration. It encompasses two academic semesters of cooperative education and two summer sessions of academic work.

### **Hotel Administration, Restaurant Management and Travel and Tourism Programs**

A career in hotel administration, restaurant management, or travel and tourism holds exciting prospects for individual growth and personal satisfaction. The travel industry is now the largest industry in the world, and it is expanding at a rapid rate. Increased travel has created a demand for

a large number of new hotels, motels, resorts, restaurants, and similar properties. It has also created many new jobs with excellent salaries in every segment of the travel industry. All programs in the hospitality division combine the practical coursework necessary to succeed in industry with a broad education encompassing liberal arts courses and business subjects.

All 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 valuable insights into the industry, and allows students to compare classroom theory with industry practice.

All students majoring in hotel administration, restaurant management, and travel and tourism must complete New Hampshire College's core curriculum, the hospitality division core, and the requirements from their specific majors.

### Hospitality Division Core

			Credits
ACC 101	Elementary Accounting I		3
ACC 102	Elementary Accounting II		3
ADB 125	Human Relations in Administration		3
ADB 421	Strategic Management and Policy		3
FIN 320	Introduction to Business Finance		3
LDG 320	Hospitality Managerial Accounting		3
LDG 416	Law of Hospitality Industry		3
LDG 418	Seminar		3
MKT 113	Introduction to Marketing		3
Total Credits:			27

### Hotel Administration Curriculum - Bachelor of Science

		Credits
College Core		48
Hospitality Core		27

### Major Courses

LDG 112	Introduction to Hospitality Industry	3
LDG 215	Hotel Information Systems	3
LDG 314	Promotional Activities	3
LDG 421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	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 490A	Hotel Restaurant Cooperative Education	3
	Hospitality Department Electives	<u>6</u>
	Total Major Credits:	33
	Free Electives	<u>15</u>
	Total Credits:	123

### Restaurant Management Curriculum - Bachelor of Science

	Credits
College Core	48
Hospitality Core	27

#### Major Courses

LDG 112	Introduction to Hospitality Industry	3
LDG 421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	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
REST 422	Beverage Management and Control	3
REST 424	Wines and Beverages	3
REST 451	Nutrition	3
LDG 490A	Hotel Restaurant Cooperative Education	3
	Hospitality Department Elective	<u>3</u>
	Total Major Credits:	33
	Free Electives	<u>15</u>
	Total Credits:	123

### Travel and Tourism Program

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 percent 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**

	Credits
College Core	48
Hospitality Core	27
<b>Major Courses</b>	
LDG 314 Promotional Activities	3
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
TOUR 401 Convention and Meeting Management Planning	3
TOUR 428 Resort Development	3
TOUR 490A Tourism Cooperative Education	3
Hospitality Division Electives	<u>6</u>
Total Major Credits:	33
Free Electives	<u>15</u>
Total Credits	123

### **Bachelor of Applied Science in Hospitality Administration**

The Bachelor of Applied Science in Hospitality Administration degree was developed for those students who have a previous degree or diploma in hospitality administration. Students entering this program would possess a basic technical knowledge of the hospitality industry. There are two bachelor of applied science programs that are offered, depending on what credits students are able to transfer to New Hampshire College.

#### **The 15-month Program**

Students who possess a three-year diploma in an area of hospitality from an accredited institution, which is typical in some countries, would enroll in a fifteen-month program that provides an overview of American culture and the hospitality industry in the United States. Students complete 42 credits at New Hampshire College. Included in the program is a 12 credit internship in an American hotel or resort. 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.

**Required Courses:**

	Credits
Diploma credits transferred from an accredited three-year program	90

**Major Courses**

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

Total Credits: 132

**The Two Year Program**

Students who possess a two-year degree from an accredited hospitality management program would enroll in a two-year curriculum leading to a bachelor of applied science degree. Those students could transfer to New Hampshire College, where they would complete an additional 60 credits, including a 12 credit cooperative education placement. Students graduating from this program would be prepared to enter management positions in the hospitality industry.

Admission to this program is open only to those students who have completed an associate's degree from an accredited hospitality management program. Students who have not completed the following courses as part of their two-year programs will be required to take them either during the summer prior to entering New Hampshire College or during the first semester of the bachelor of applied science degree program:

- 2 semesters of English writing
- 1 semester of introduction to marketing
- 1 semester of financial accounting or 2 semesters of accounting principles
- 1 semester of college mathematics
- 1 semester of history or social science

**Required Courses**

		Credits
Degree credits transferred from an accredited two-year program		60
ADB 421	Strategic Management and Policy	3
ECO 201	Microeconomics	3
ECO 202	Macroeconomics	3
ENG 212	Public Speaking	3
ENG 220	Business Communication	3
FIN 320	Introduction to Business Finance	3
LDG 215	Hotel Information Systems	3
LDG 314	Promotional Activities	3
LDG 320	Hospitality Managerial Accounting	3
LDG 416	Law of the Hospitality Industry	3
LDG 418	Seminar	3
REST 422	Beverage Management and Control	3
REST 424	Wines and Beverages	3
TOUR 401	Convention and Meeting Management Planning	3
	Humanities Elective	3
MAT	Elective	3
LDG 490C	Hotel Cooperative Education	<u>12</u>
Total Credits:		120

Note: Students who have taken any course above as part of their associate's degree may replace that course at New Hampshire College with a free elective.

## **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 hotel restaurant management major.

### **Admission**

To be admitted to the Culinary Institute program, an applicant must have completed high school with at least an average, or preferably better than average, academic record. SAT scores are optional but encouraged. The 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 1994-1995 academic year for the Culinary Institute are as follows:

	Per Semester	Per Year
Tuition	\$4,569	\$9,138
Room and Board	\$2,370	\$4,740

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 Garde Manger I	3
TCI 113 Bakeshop I	3	TCI 114 Bakeshop II	3
ENG 102 Process Writing (Composition II)	3	TCI 126 Culinary Arts Mathematics	3
FEX 100 Freshman Experience Sem	<u>3</u>	ENG 103 Analytical 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	Second Semester
TCI 116 Sanitation	TCI 218 Int'l Cuisine & Service
TCI 127 Nutritional Cooking	TCI 220 Garde Manger II
TCI 217 Classical Cuisine	TCI 237 Menu/Facilities Planning
TCI 235 Regional Cuisine	TCI 250 Dining Room MGT II
TCI 236 Cooperative Ed Sem II	Elective
TCI 243 Dining Room MGT I	<u>3</u>
Elective	15
<u>3</u>	
17	

Total Credits: 66

**Electives:**

TCI	223	Senior Seminar	3
TCI	233	Bakeshop III Classical Baking	3
TCI	240	Bakeshop IV 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

## Minors

### 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:

- 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

### 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.

- 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

### Minor in Economics:

A student may declare a minor in economics by successfully completing the following six courses at New Hampshire College.

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

### Minor in Finance:

A student may declare a minor in finance by successfully completing the following six courses at New Hampshire College.

- 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 Financial Policy and Decision-Making (May be included in this selection if FIN 320 has already been taken.)

### **Minor in English Language and Literature:**

Choice of two:

- ENG 213 American Literature I or ENG 223 English Literature I
- ENG 214 American Literature II or ENG 224 English Literature II

Choice of one:

- ENG 330 Seminar in Advanced Writing  
or
- ENG 355 English Grammar  
or
- ENG 333 Introduction to Linguistics  
and

One literature elective

Plus one other literature elective required by the college core

### **Minor in History:**

One complete year of a survey:

Either HIS 109 Western Civilization I: Antiquity to 1648 and HIS 110 Western Civilization II: 1648 to Present or HIS 113 United States History I: 1607 - 1865 and HIS 114 United States History II: 1865-Present

Two other courses with the HIS designator, unless one of the survey courses has been taken to fulfill the core requirement of one history course. If one of the survey courses has been taken to meet that requirement, the student would need to take three other courses with the HIS designator to complete the minor in history.

### **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

### **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 New Hampshire College.

- EDU 200 Introduction to Education
- EDU 300 Principles of Business and Vocational Education
- EDU 310 Methods of Teaching Keyboarding and Office Technology
- EDU 313 Methods of Teaching Accounting and General Business
- EDU 315 Methods of Teaching Marketing Education
- PSY 201 Educational Psychology
- PSY 211 Human Growth and Development
- PSY 320 Psychology of Individual Differences and Special Needs

## **Associate Degrees**

Some students want a two-year degree as a goal itself or as a first step toward a four-year degree. All credits in New Hampshire College's two associate degree programs transfer into its four-year programs.

### **Accounting Curriculum - Associate in Science**

<b>Courses:</b>		<b>Credits</b>
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 102	Process Writing (Composition II)	3
ENG 103	Analytical Writing (Composition III)	3
ENG 212	Public Speaking	3
MAT 120	Finite Mathematics	3
MKT 113	Introduction to Marketing	3

FEX 100	Freshman Experience Seminar	3
	Liberal Arts Elective	3
	Free Electives	<u>6</u>
Total Credits:		60

### Business Administration Curriculum - Associate in Science

Courses:		Credits
ACC 101	Elementary Accounting I	3
ACC 102	Elementary Accounting II	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 (Composition I)	3
ENG 102	Process Writing (Composition II)	3
ENG 103	Analytical Writing (Composition III)	3
ENG 212	Public Speaking	3
MAT 120	Finite Mathematics	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

### Computer Information Systems Curriculum - Associate in Science

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.

Courses:		Credits
ACC 101	Elementary Accounting I	3
ACC 102	Elementary Accounting II	3
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	102	Process Writing (Composition II)	3
ENG	103	Analytical Writing (Composition III)	3
ENG	212	Public Speaking	3
MAT	120	Finite Mathematics	3
FEX	100	Freshman Experience Seminar	3
CIS		Electives	6
		Free Elective	3
		Liberal Arts Electives	<u>6</u>
			Total Credits: 60

**Culinary Arts** (see Culinary Arts curriculum section)

### **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**

<b>Courses:</b>			<b>Credits</b>
ACC	101	Elementary Accounting I	3
ACC	102	Elementary Accounting II	3
ADB	125	Human Relations in Administration	3
CIS	100	Fundamental Concepts of Information & Computer Technology	3
ECO	201	Microeconomics	3
ENG	102	Process Writing (Composition II)	3
ENG	103	Analytical Writing (Composition III)	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

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
FMK 290A	Fashion Merchandising Cooperative Education*	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.

### 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 102	Process Writing (Composition II)	3
ENG 103	Analytical Writing (Composition III)	3
ENG 212	Public Speaking	3
	Math Elective	
	or	
	Science Elective	3
CIS 100	Fundamentals Concepts of Information and Computer Technology	3
HUM 201	Introduction to Humanities I	3
HUM 202	Introduction to Humanities II	3
FEX 100	Freshman Experience Seminar	
	or	
	Liberal Arts Elective	3
<b>Core Electives:</b>		
	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>21</u>
Total Credits:		60

**Marketing - Associate in Science**

<b>Courses:</b>		<b>Credits</b>
ACC 101	Elementary Accounting I	3
ACC 102	Elementary Accounting II	3
CIS 100	Fundamental Concepts of Information and Computer Technology	3
ECO 201	Microeconomics	3
ECO 202	Macroeconomics	3
ENG 102	Process Writing (Composition II)	3
ENG 103	Analytical Writing (Composition III)	3
ENG 212	Public Speaking	3
MAT 120	Finite Mathematics	3
MAT 220	Statistics	3
MKT 113	Introduction to Marketing	3
MKT 222	Principles of Retailing	3
MKT 320	Sales Management	
	or	
MKT 335	Sales and Persuasion	3
MKT 329	Principles of Advertising	3
MKT 337	Marketing Research	3
MKT 345	Consumer Behavior	3
PSY 108	Introduction to Psychology	
	or	
SOC 112	Introduction to Sociology	3
	Liberal Arts Elective *	3
	Free Electives	<u>6</u>
<b>Total Credits:</b>		<b>60</b>

\*Students must select a liberal arts course from one of the following areas: psychology/sociology, English, history/government, humanities, anthropology, mathematics, economics, fine arts, education.

**The Certificate Program**

The certificate program is designed for those individuals who need basic skills for entry level positions or for an employee who wants to be promoted or transferred within an organization.

**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

**Baking** (see culinary arts section)

### **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

**Cooking** (see culinary arts section)

### **Education and the Family**

EDU 200	Introduction to Education
PSY 108	Introduction to Psychology
PSY 201	Educational Psychology
PSY 211	Human Growth and Development
PSY 320	Psychology of Individual Differences and Special Needs
SOC 317	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 Benefit Administration
ADB 342	Organizational Behavior
ADB 442	Advanced Seminar in Human Resource Management and Development

### **Microcomputer**

This program is designed for the working adult who has the desire or work requirement to be proficient in the operations and the applications of personal computers in the business setting. Its purpose is to enable students to use the features and functions of basic systems, along with efficiently enhancing the capabilities of personal productivity software such as word processors and desktop publishing systems, and form the foundations for keeping abreast with this rapidly growing field.

This program includes five three-credit courses, two of which deal with systems issues and three that immerse the students in generic productivity software. The courses are as follows:

CIS	170	Introduction to Microcomputers
CIS	172	Spreadsheets and Graphics
CIS	173	Microcomputer Database Systems
CIS	174	Survey of Desktop Publishing
CIS	176	Advanced Microcomputer Systems

All courses are designed to be a practical hands-on nature. They are scheduled to meet at least part of the time in the microcomputer lab to provide immediate hands-on reinforcement of skills and concepts.

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

### **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	348	Systems Technologies

### **Retailing**

MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
MKT	442	Retail Management
FMK	202	Fashion Merchandising

Choose one of the following:

MKT	327	Retail Site Selection and Facilities Planning
		or
MKT	322	International Retailing

### **Guidelines for Certificate Worksheets**

**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 so long as an overall GPA of 2.0 or higher is transferred from that institution. 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 course 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 office maintains official records, each student is responsible for keeping his/her this 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 Conferral:** The student must advise the continuing education office upon completion of all required courses.

**Credit 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.

## Course Descriptions

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
HON	Honors
HUM	Humanities
INT	International Business
LDG	Hotel
LFR	Language (French)
LSP	Language (Spanish)
MAT	Mathematics
MKT	Marketing
NHC	Continuing Education Seminar
OAD	Office Administration
PHL	Philosophy
PSY	Psychology
REST	Restaurant
SCI	Science
SCS	Social Science
SOC	Sociology
SPT	Sport Management
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.

## 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. Prerequisites: For ACC 101: None; For ACC 102: ACC 101. Offered every semester.

### **ACC 203 and ACC 204 Intermediate Accounting I and II**

(2 semesters-3 credits each semester)

These courses cover 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: For ACC 203: ACC 102 or ACC 210; For ACC 204: ACC 203. Offered every year.

### **ACC 207 and ACC 208 Cost Accounting I and II**

(2 semesters-3 credits each semester)

These courses examine 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. Prerequisites: For ACC 207: ACC 102 or ACC 210; For ACC 208: ACC 207. 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, understand and prepare annual financial reports. 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 as needed during 1994-1995.

**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 102 or ACC 210. Offered every semester.

**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 102 or ACC 210. Offered as needed. Not open to 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. Prerequisites: For ACC 305: ACC 204; For ACC 306: ACC 305. 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 in other countries exist. This is a conceptual development of international 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. Prerequisites: 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 480 Independent Study (3 credits)**

Independent study allows the students to investigate any accounting subject not incorporated into the curriculum or to do in-depth research in a specialized of accounting. Prerequisite: Permission of instructor, program coordinator and dean of the undergraduate school. Offered every year.

### **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 approval by the accounting program coordinator with 3 credits given for 40 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 approval by the accounting program coordinator with 6 credits given 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 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 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 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 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 itself is also studied. Case studies, contemporary readings, and simulations are used. International considerations are included. Prerequisite: ADB 110. 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 discusses in detail the interrelationships among business, government, and society. Considerable time is spent discussing how these relationships change. The potency of change comes from both forces in the business environment and from the actions of business. The impact of these changes affects the daily lives of all Americans. Through the use of readings, supplemental cases and class discussions students will gain an understanding of the many significant issues facing the business community today. Offered every semester.

**ADB 328 Organizational Leadership (3 credits)**

This course examines leadership, as an interpersonal and intraorganizational phenomenon with an emphasis on student leadership development. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity,

and 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 supervision scheduling, materials management and the provision of services. Prerequisites: 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 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 and junior standing. 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 needs 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 339, ADB 346, ADB 347. Offered only in the Division of Continuing Education.

**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 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 LO-TUS 1-2-3 and word processing is recommended. Offered every semester.

**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. 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 480 Independent Study (3 credits)**

This course allows the student to investigate any economic or business subject not incorporated into the business administration curriculum. By permission of the instructor and program coordinator. Offered every semester.

**ADB 480A Independent Study (1 credit)**

By permission of the instructor and program coordinator. Offered every semester.

**ADB 490A Management Cooperative Education (3 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. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

**ADB 490B Management Cooperative Education (6 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. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

**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 Career Development Center and permission of the program coordinator. Offered every year.

**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 103. Offered as needed.

## **Aviation**

### **AVI 101 Aviation Development (3 credits)**

This course is a review of aviation from Kitty Hawk to the shuttle. Emphasis is placed on political and geographic situations which contributed to the development of aviation. Technological developments in aviation and other influences will be explored. Offered as needed.

### **AVI 102 Aviation Administration (3 credits)**

Management in the aviation industry will be examined. The course will include topics on growth, liability, good business practices, training, supervision and aviation regulations. Prerequisite: AVI 101. Offered as needed.

### **AVI 201 Business and Corporate Aviation (3 credits)**

This course is an analysis of operations of the aviation business and how it related to business and industry locally, nationally and internationally. It includes administrative and fiscal concerns, aircraft equipment evaluation and departmental organization. Prerequisite: AVI 102. Offered as needed.

### **AVI 202 Aviation Operations (3 credits)**

This course is designed to examine the fundamentals and principles of management in the aviation industry and to understand the duties and responsibilities of the manager in the airline operation. Special attention to planning and decision making will also be addressed. Prerequisite: AVI 101. Offered as needed.

### **AVI 320 Special Topics in Aviation Management (3 credits)**

Students will apply their understanding of aviation administration and development in a directed study of a selected topic in aviation. A detailed project will be developed. Students enrolled must have senior level status or permission of the instructor. Offered as needed.

## **Computer Information Systems**

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

This course stresses the use of a desktop computer with current important end-user software to solve problems within an organizational environment. It includes coverage of software and hardware components, operating system concepts, information structures and formal problem solving techniques. It also 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. Writing intensive course.

**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 are included. Prerequisite: CIS 100. 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 analytical 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 as needed.

**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. Offered as needed.

### **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 as needed.

### **CIS 241 Systems Software (3 credits)**

Today's and tomorrow's data processing environments require 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 (e.g. 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 as needed.

### **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 and 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 of this course. CASE tools, quality assurance and testing, and interactive systems are emphasized. Supervised structured laboratory exercises are included. Prerequisite: CIS 201. Offered every year.

### **CIS 315 Systems Development I (3 credits)**

The goal of this course is to use information systems methodologies to solve enterprise-wide managerial and organizational problems is the goal. Students use systems design methodologies to develop single-user systems including using database. Includes supervised structured laboratory exercises are included. Prerequisites: CIS 200, CIS 310. Offered every year.

### **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 as needed.

### **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 as needed.

### **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 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 as needed. Writing intensive course.

**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 as needed.

**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 as needed.

**CIS 420 Systems Project (3 credits)**

The course requires students 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 a completed project report. Prerequisite: CIS 415. Offered as needed.

**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 as needed. 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 use in both a real time or RJE environment. Prerequisites: CIS 300, CIS 330 and senior standing. Offered as needed.

**CIS 480 Independent Study (3 to 6 credits)**

This course allows the student to investigate any information system subject not incorporated into the curriculum. By permission of the instructor, program coordinator and dean of the undergraduate school. Offered every year.

**CIS 490A Computer Information Systems Cooperative Education  
(3 credits)**

Students in this course 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 coordinator of the CIS program. Prerequisite: Consent of the Career Development Center and program coordinator. Offered every year.

**MAS 490A Management Advisory Services Cooperative Education  
(3 credits)**

Prerequisite: Consent of the Career Development Center and program coordinator. Offered every year.

**Communication**

Note: Communication courses may satisfy business and free elective requirements for other 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. COM 235 also covers the design and organization of modern newspapers, including local and national publications. It may include work on the student newspaper. 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 copy fitting, 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 480 Independent Study (1 to 3 credits)**

This course allows the student to investigate any communication subject not incorporated into the curriculum. By permission of the instructor, program coordinator and dean of the undergraduate school. Offered every 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 liberal arts division chair 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 program coordinator. Prerequisite: Permission of communication program coordinator 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 levels 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 102 or 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 as needed.

**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, ECO 202. Offered as needed.

**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. Open only to students in the Bachelor of Applied Science in Hospitality Administration program. Offered as needed

**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 360 The Rise of Modern Asia (3 credits)**

This course describes and explains the emergence of modern nations in Pacific Asia. History, geography, and cultural traditions are examined and related to the economic development of Pacific Asia. Prerequisites: ECO 201, ECO 202. Offered as needed.

**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 to 6 credits)**

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. By permission of instructor, program coordinator and dean of the undergraduate school. Prerequisites: ECO 201, ECO 202, MAT 220. Offered every year.

**ECO 490A Economics Cooperative Education (3 credits)**

Prerequisite: Consent of the program coordinator and the Career Development Center. 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 program coordinator and the Career Development Center. Offered every year.

**ECO 490C Economics Cooperative Education (12 credits)**

Prerequisite: Consent of the program coordinator and the Career Development Center. Offered every 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. 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. A journal and several written reports are required. Prerequisite: Permission of teacher education coordinator at least eight weeks prior to registering for course. Offered every term.

### **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. Cooperative education is studied in depth. 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 102 or ACC 210. 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. Prerequisite: At least two courses in marketing, junior standing or permission of program coordinator. 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. Students should take this course prior to their student teaching. May be taken before or after EDU 321. Prerequisite: Junior standing and permission of program coordinator. 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. Students should take this course prior to their student teaching. May be taken before or after EDU 320. Prerequisite: Junior standing and permission of program coordinator. Offered as needed.

**EDU 325 Methods of Teaching Mathematics (3 credits)**

This course for prospective secondary mathematics teachers develops skills in planning classroom activities. It also 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: Junior standing and permission of program coordinator. Offered as needed.

**EDU 480 Independent Study (3 credits)**

This course allows the student to investigate any education subject not incorporated into the curriculum. By permission of the instructor, teacher education coordinator and dean of the undergraduate school. Offered every year.

**EDU 490 Student Teaching (12 credits)**

All teacher education majors will participate in twelve weeks of full-time practice teaching at nearby schools. During the twelve weeks the student-teacher receives close and continuous supervision and guidance from teaching personnel at the school and by a member of the New Hampshire College faculty. Weekly seminars at the college may also be held. Prerequisites: Prior acceptance into the teacher education program; one or more teaching methods courses; senior standing; permission of the teacher education coordinator at least three months prior to registration. Offered every term.

## 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 102 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 1870s 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 102 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 102 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 102 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 102 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 102 or permission of instructor. Offered every other year.

**ENG 226 Contemporary Poetry (3 credits)**

ENG 226 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 102 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, from roughly the late 19th century to the present. Depending on the term, the course is organized around different literary themes or movements. Prerequisite: ENG 102 or permission of instructor. Offered every other 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 English language and literature program coordinator. 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 program coordinator. 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 a 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 103. 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 Senior 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.

### **ENG 480 Independent Study (3 credits)**

This course allows the student to investigate any English subject not incorporated into the curriculum. By permission of the instructor, program coordinator and dean of the undergraduate school. Offered every year.

## **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 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 every term.

**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 120 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 120. 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. Offered every year.

**FIN 326 Advanced Issues in Finance (3 credits)**

This course offers an opportunity for the student to examine advanced issues in corporate finance. This includes coverage of issues in both the capital and money markets, to include derivative securities. The course will examine in detail these advanced topics in finance, their investment characteristics, various valuation approaches, and portfolio strategies for using them. Prerequisites: ECO 201, ECO 202 and FIN 320. Offered as needed.

**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: FIN 320, junior/senior standing, or permission of instructor. Offered only in the fall, except in special situations. Offered every year. Writing intensive course.

**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: FIN 320. 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, the program coordinator and the business division chair.

## **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 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 110, 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 or GOV 110, or PHL 110. Offered every three years.

**GOV 316 Civil Liberties and the Constitution (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 110. Offered every other year.

**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.

**GOV 480 Independent Study (3 credits)**

This course allows the student to investigate any government subject not incorporated into the curriculum. By permission of the instructor, program coordinator and dean of the undergraduate school. Offered every year.

**History****HIS 109 Western Civilization I: Antiquity to 1648. (3 credits)**

An overview of the major developments in the western history from antiquity to the Peace of Westphalia in 1648. The course examines the civilizations of Mesopotamia, Egypt, Greece, Rome, and Western Europe in detail. Offered every year.

**HIS 110 Western Civilization II: 1648 to Present History (3 credits)**

This course traces the growth of Western history from the rise of the nation-state in the seventeenth century to the present. The ideologies and political developments which produced modern Western Europe receive careful study. Offered every year.

**HIS 113 United States History I: 1607-1865 (3 credits)**

The first half of the U.S. survey, covering the period from the founding of Jamestown to the end of the Civil War. The development of regionalism and its effect on the coming of the Civil War provides a framework for investigation. Offered every year.

**HIS 114 United States History II: 1865-Present (3 credits)**

The second half of the U.S. survey, covering the period since the Civil War. The economic, political, and ideological developments which allowed the U. S. to attain a position of world leadership are closely examined. 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 Modern European History: 1890 - Present (3 credits)**

This course investigates the demise of European hegemony in the twentieth century. Special attention is devoted to the effects of the two major conflicts fought on European soil. Offered every third 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 third year.

**HIS 245 United States History 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 third 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 319 African-American History Since the Civil War (3 credits)**

This course traces the changes in labor practices, politics, and living conditions of the millions of African-Americans in the South after the Civil War. Further, the Great Migration, Civil Rights Movement, and black revolutionary movement will be investigated carefully. Offered every third year.

**HIS 330 Civil War and Reconstruction (3 credits)**

This course examines various interpretations of Civil War causation; the major political, economic, and military aspects of the war; and the rebuilding of Southern society after the war's end. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

**HIS 332 Colonial New England (3 credits)**

This course is an investigation of the experience and evolving institutions of the North Atlantic colonists from the first landings to the making of the Constitution. Special emphasis will be placed upon the colonists relationship with the native Americans, and upon the origins, progress, and character of the struggle against Great Britain. Offered as needed.

**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.

**Honors**

**HON 101 Perspectives on Idealism: Aspirations and Limitations (3 credits)**

Examining one or more aspects of the many forms of idealism, the focus of this interdisciplinary course changes from year to year. Past titles have included "Varieties of Idealism" and the "Search for Utopia". Students are introduced to the seminar format as they pursue individual studies and present them to the class. This is a year-long course that meets once a week. Prerequisite: Admission to the Honors Program. Offered every year.

**HON 201 Continuity and Change in Western Culture (3 credits)**

In this seminar, students are guided by the instructor in their reading, experiences, and presentations to the class. The focus varies from year to year. Past course titles have included: "Changing Perspectives on Humanity and the Environment" and "Issues in Technological Change". This is a year-long course that meets once a week. Prerequisites: Admission to the Honors Program; sophomore standing or permission of the director of the Honors Program. Offered every year.

**HON 301 Issues and Values: An International Perspective (3 credits)**

A seminar examining the kinds of subjects raised as the links between countries and regions grow and change. Focal points vary from year to year, and many include such issues as the interface between indigenous and colonial cultures; comparative social and cultural systems; or barriers to international understanding. This year-long course meets once a week. Prerequisites: Admission to the Honors Program; junior standing or permission of the director of the Honors Program. Offered every year.

**HON 401 Independent Honors Project (3 credits)**

In this year-long individual research project, each student in the Honors Program has the opportunity to learn about a subject of his or her choice, pending approval of the Honors director. Under the guidance of a faculty mentor, the student drafts a proposal for study, which may involve many kinds of learning experiences. The results are communicated both as a written project report and as a presentation before the Honors Colloquium in the spring semester. Prerequisites: Admission to the Honors Program; senior standing or permission of the director of the Honors Program. Offered every year.

**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 liberal arts program coordinator. A course description and syllabus will be posted in the registrar's office. Offered as needed.

## **International Business**

### **INT 113 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.

### **INT 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.

### **INT 310 International Business (3 credits)**

This is a study of the management of five operations: planning international objectives and strategies; multinational corporate structures; corporate skills for international operations; managerial communications and control of multinational organizations; and administrative practices and operating policies of the multinational corporation. Prerequisite: ADB 215. Offered as needed.

### **INT 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 maybe 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.

### **INT 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.

### **INT 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, junior standing. Offered as needed.

### **INT 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.

## **Hotel Administration**

### **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 102 or 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 480 Independent Study (1 to 3 credits)**

This course allows a student to independently study a subject not included in the curriculum, or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites: Permission of the instructor, department chairperson and dean of the Undergraduate School. Offered every year.

**LDG 490A 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 with permission of the department chair. 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 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 490C Cooperative Education for (12) twelve credits. LDG 490A involves work experience over one summer and LDG 490C involves work experience over an academic semester and one full summer.

**Languages****LFR 101A and LFR 101B Conversational French (6 credits)**

A six-credit, two semester course for students with little or no prior learning in French. The course emphasizes spoken French in everyday context but provides foundation in grammar and structure sufficient for reading at an introductory level. Credits are granted upon completion of LFR 101A and LFR 101B. Offered as needed.

**LFR 201A and LFR 201B Intermediate French (6 credits)**

This six-credit, two semester course continues development of spoken French, vocabulary, and introduces more complex language structures. More emphasis is placed on reading skills necessary for comprehension of newspapers and magazines. Open to students who have mastered basic level French. Credits granted upon completion of LFR 201A and LFR 201B. Offered as needed.

**LSP 101A and LSP 101B Conversational Spanish (6 credits)**

This is a six-credit, two-semester course for students with little or no prior learning in Spanish. The course emphasizes spoken Spanish in everyday context but provides foundation in grammar and structure sufficient for reading at an introductory level. Credits granted upon completion of LSP 101A and LSP 101B. Offered as needed.

**LSP 201A and LSP 201B Intermediate Spanish (6 credits)**

This is a six-credit, two-semester course which includes the development of spoken Spanish, vocabulary, and introduces complex language structures. More emphasis is placed on reading skills necessary for comprehension of newspapers and magazines. Open to students who have mastered basic level Spanish. Credits granted upon completion of LSP 201A and LSP 201B. Offered as needed.

**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 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 120 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)**

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 120 or MAT 150 may not register for MAT 110 or MAT 111). Prerequisites: For MAT 110-None; For MAT 111-MAT 110. Offered as needed during 1994-1995.

**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 120 Finite Mathematics (3 credits)**

This course serves to both prepare students for other courses in the core curriculum and in their major as well as provide a basis for making decisions which they will encounter after graduation. Topics include solving equations, modeling with linear, quadratic, exponential and logarithmic functions, solving simple linear systems of equations, mathematics of finance, and probability. While these topics obviously are prerequisite to

more advanced mathematics, they increasingly play a part in quantitatively sophisticated discussions of difficult and controversial public policy issues. Prerequisite: Competency in high school algebra. Placement in this course depends on SAT math score, high school GPA and/or a mathematics placement examination administered by the mathematics faculty. (A student who has completed MAT 110 or MAT 150 may not register for MAT 120).

### **MAT 150 Honors Finite Mathematics (3 credits)**

This course is designed for students who have a strong mathematics background in algebra. Topics will include an analysis of the properties of linear, quadratic, cubic, higher degree polynomial, rational, logarithmic, exponential, and trigonometric functions; an introduction to matrix theory; an introduction to mathematics of finance; and probability. Applied problems from a variety of areas will be investigated. This is the first course required for mathematics honors recognition. A student who has successfully completed MAT 110 or MAT 120 may not register for MAT 150. Prerequisite: Permission of the mathematics/science coordinator. Offered every fall.

### **MAT 210 and MAT 211 Calculus I and Calculus II (3 credits each)**

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 integration, multivariate calculus, Taylor series, and differential equations. The numerous applications will focus on a variety of topics. MAT 210 is the third course required for mathematics honors recognition. Prerequisites: For MAT 210: MAT 120; 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, MAT 120 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. This is the second course required for mathematics honors recognition. (A student who has completed MAT 220 may not register for MAT 250). Prerequisite: MAT 150 or permission of mathematics/science coordinator. 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 class work (at the discretion of the instructor). Prerequisites: CIS 100, MAT 220 or MAT 250. 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 n-sample cases are examined. SPSS and STATPAK are generally used to expand on the examples. Prerequisite: MAT 220 or MAT 250. 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 mathematics/science coordinator. Offered as needed. Can be taken concurrently with MAT 330.

**MAT 320 Discrete Mathematics (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 120 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, or permission of the mathematics/science program coordinator. 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 mathematics/science coordinator. Offered as needed.

### **MAT 480 Independent Study (3 credits)**

This course allows the student to investigate any mathematics subject not incorporated into the curriculum. Permission of the instructor, program coordinator and dean of the undergraduate school. Offered every year.

## **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 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 as needed.

**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, PSY 108 or SOC 112. 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 a 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 350, MKT 433, and 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, marketing program coordinator and dean of the undergraduate school.

**MKT 481 Independent Study (1 credit)**

Prerequisites: Permission of instructor, marketing program coordinator and dean of the undergraduate school. Offered every year.

**MKT 490A Marketing Cooperative Education (3 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 first-hand. Prerequisites: Open to marketing majors only with permission of the Career Development Center and program coordinator.

**MKT 490B Marketing Cooperative Education (6 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 first-hand. Prerequisite: Open to marketing majors only with permission of the Career Development Center and program coordinator.

**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 first-hand. Prerequisite: Open to marketing majors only with permission of the Career Development Center and program coordinator.

**MKT 491A Retailing Cooperative Education (3 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 first-hand. Prerequisites: Open to retailing majors only with permission of the Career Development Center and program coordinator.

**MKT 491B Retailing Cooperative Education (6 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 first-hand. Prerequisites: Open to retailing majors only with permission of the Career Development Center and program coordinator.

**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 first-hand. Prerequisite: Open to retailing majors only with permission of the Career Development Center and program coordinator.

**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)**

This course gives students 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 students' 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)**

This course includes the basic functions of the computer, and develops the touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. Basic letter forms, tabulations, and manuscripts are also included. 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)**

Students learn to create, modify, format, spell check, copy, block, move, search and replace, outline, paginate, and use list files (Word Perfect 5.1). In addition, students learn how to apply standard formats for business letters, manuscripts, reports, and tabulations. Prerequisite: OAD 110 or permission of instructor. Offered as needed.

**OAD 221 Word Processing II (3 credits)**

Students learn how to use additional word processing software (Windows 3.1) including graphics. Prerequisite: OAD 220 and permission of instructor. 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, work flow and layout, environment furniture and equipment, forms and records, and data and word processing are studied. Offered as needed. Writing intensive course.

**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. Writing intensive course.

### **OAD 480 Independent Study (3 credits)**

This course allows the student to investigate any office administration subject not incorporated into the curriculum. Permission of instructor, business education program coordinator and dean of the undergraduate school. Offered every year.

## **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 Religions of the World (3 credits)**

PHL 230 is a study of the origins of religion, how humans manifest religious spirit in the most primitive periods of history and 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 Islam. Offered every other year.

### **PHL 246 Understanding Non-Western Philosophy (3 credits)**

This course, which focuses on classics from non-western traditions, is meant to enrich students' understanding of those philosophical works which have shaped entire cultures. Selections are drawn from the literary, religious and philosophical works of Africa, West, South and East Asia, giving students a greater appreciation of the contemporary world, as well as basic philosophical issues. Prerequisite: PHL 110 or permission of instructor.

**PHL 480 Independent Study (3 credits)**

This course allows the student to investigate any philosophy subject not incorporated into the curriculum. By permission of the instructor, program coordinator and dean of the undergraduate school. Offered every year.

**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 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. Offered every year. Writing Intensive Course.

**PSY 211 Human Growth and Development (3 credits)**

PSY 211 studies physical and psychological development from the pre-natal 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 include 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 or permission of the instructor. Offered every other year.

**PSY 480 Independent Study (3 credits)**

This course allows the student to investigate any psychology subject not incorporated into the curriculum. Permission of the instructor, program coordinator and dean of the undergraduate school. Offered every 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: REST 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 needs diets. These are discussed in conjunction with the need for appetizing menu items and tasteful foods. Prerequisites: REST 111. Offered every year.

**REST 480 Independent Study (3 credits)**

This course allows a student to independently study a subject not included in the curriculum, or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites: Permission of the instructor, department chairperson and dean of the undergraduate school. 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 restaurant majors only with permission of the department chairperson. 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 restaurant majors only with permission of the department chairperson. Prerequisite: Consent of the Career Development Center.

Note: A cooperative education experience for all restaurant management 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 490C 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 Senior Seminar in 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 317 Sociology of the Family (3 credits)**

SOC 317 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 324 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 326 Sociology of Deviant Behavior (3 credits)**

SOC 326 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 328 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 330 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.

**Sport Management**

**SPT 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. Prerequisite: Non sport management majors must get approval of the sport management coordinator. Offered every fall.

**SPT 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. Prerequisite: Non sport management majors must get approval of the sport management coordinator. Offered every spring.

**SPT 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 sport management coordinator. Offered every spring.

**SPT 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. Prerequisite: MKT 113. Non sport management majors must get the permission of the sport management coordinator. Offered every fall.

**SPT 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. Prerequisite: Non sport management majors must get approval of the sport management coordinator. Offered every fall.

**SPT 321 Fitness Management (3 credits)**

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

**SPT 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.

**SPT 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.

**SPT 491A Sport Management Cooperative Education (3 credits)**

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management principles and practices can be learned firsthand. Prerequisite: Consent of the sport management coordinator and Career Development Center. Offered as needed.

**SPT 491B Sport Management Cooperative Education (6 credits)**

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management principles and practices can be learned firsthand. Prerequisite: Consent of the sport management coordinator and Career Development Center. Offered as needed.

**SPT 491C Sport Management 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 sport management principles and practices can be learned firsthand. Prerequisite: Consent of the sport management coordinator and the Career Development Center. Offered as needed.

## Culinary

### **TCI 108 New American Cuisine (3 credits/or non-credit)**

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. Offered as needed.

### **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)**

This is a foundation course for students embarking on a culinary career. It emphasizes basic cooking techniques, culinary terminology, and the proper uses of culinary tools. A typical class consists of a classroom lecture and demonstration of food preparation by the instructor, followed by hands-on food production by the students. Goals of the course include learning the importance of detailed organization or "Mise en Place," correct cooking procedures, and appropriate attitudes towards the culinary profession as developed by the Culinary Institute and the American Culinary Association. 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 Garde Manger I (2 credits)**

This lab course covers a variety of techniques utilized in cold food preparation. Salad, dressing, sandwich, and canapé preparation are studied in detail. Special attention is paid to product purchasing and storage as well as plate presentation. The course also incorporates the principles of breakfast cookery and the purchase and display of cheese. Offered once a year.

### **TCI 113 Bakeshop I (3 credits)**

This course defines basic baking terminology, ingredients, and methods. Techniques discussed in each class session are applied in actual production of baked items including yeast breads, puff pastry, danish dough,

quick breads, éclair paste, tarts, and pies. The student will be asked to analyze the components of each baked good and will learn how to evaluate the finished product. Proper sanitation and safety techniques in the bakery will be emphasized. Offered twice 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 chiffon, bavarian, mousses, pastry cream and other fillings, phyllo dough products, cakes and icings. Basic cake decorating techniques are also introduced. Prerequisite: TCI 113. Offered once a year.

**TCI 116 Sanitation (1 credit)**

This course examines the fundamentals of food service sanitation and the techniques of proper sanitation practices, safety practices, and first aid. Students become familiar with Federal and State food service sanitation requirements. Topics studied include the consequences of poor sanitation, purchasing and receiving safe food, storing food safely, cross contamination, harmful pathogens, pest management, employee sanitation training, and food service equipment cleaning. Offered once a year.

**TCI 126 Culinary Arts 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)**

Students prepare products using classic recipes from specific regions in France. They learn the cooking techniques that have been proven over time and how regional influences have helped shape the foods indigenous to French cooking. Food is prepared in this class for "à la carte" service in the public dining room of the Culinary Institute. Prerequisites: TCI 110 and TCI 111. 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 II (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 222 Meat Identification (3 credits)**

The material covered in this course is important in relation to all other laboratory courses offered in the curriculum. Because meat is one of the most expensive items handled in the food service industry, one must have a thorough understanding of buying, butchering and preparing. The subject matter is taught from the chef's point of view and covers animal anatomy for all the classes of animals used for meat, and boning primal cuts into sub-primal cuts and restaurant service cuts. Other topics covered are inspection, grading, yield grading, variety meats, beef, veal, pork and lamb, charts, and butchering. All the tools of the butcher shop, including hand and power saws and grinders are used. Offered as needed.

**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 (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. Prerequisite: TCI 114. Offered once a year.

**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 (elective) (3 credits)**

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. Prerequisite: 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)**

This course stresses the principles of proper dining room service and management in a combination of classroom lectures and actual practical experience, in a student run restaurant. Techniques of good customer relations, product merchandising and proper dining room design are reviewed. The management of all successful food service operations hinge on total facility management, beyond the kitchen door. Supervisory communication skills are enforced to gain a full understanding of employee relations. Beverage service management structures are also included. Offered once a year.

**TCI 244 Chef as Teacher (elective) (3 credits)**

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 (elective) (3 credits)**

This elective course emphasizes the many considerations of establishing a social catering business. The focus of lectures include culinary and business skills necessary for success, licensing and insurance requirements, development of a marketing plan, the menu and pricing, contracting a catered affair, and how to create a memorable event. Although primarily a lecture course, catering students will be involved in the contracting, preparation, and service of at least one catered affair during the semester. Lab time outside of lecture will be required for fulfillment of catering jobs. Prerequisite: TCI senior standing or permission of instructor. Offered as needed.

**TCI 250 Dining Room Management II (3 credits)**

This course continues the proper training of the dining room service staff in a combination of classroom lectures and practical applications in a student run restaurant situation. Traditional skills are studied concerning banquet supervision and booking techniques, wine service and application, table side cooking and a review of marketing skills. Also added

are applications from current industry information that is constantly evolving in the areas of employee motivation, sexual discrimination and trend setting management skills, all of which give the student a broader view of the hospitality industry as a whole. Prerequisite: TCI 243. Offered once a year.

### **TCI 380 Independent Study (3 credits)**

This course allows a student to independently study a subject not included in the curriculum or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites: Permission of the instructor, department chairperson and dean of the undergraduate school. Offered every 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 and department chair. 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. 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 480 Independent Study (3 credits)**

This course allows a student to independently study a subject not included in the curriculum, or one that is in the curriculum but not offered. Students study under the tutelage of the instructor. Prerequisites:

Permission of the instructor, department chairperson and dean of the undergraduate school. Offered each year.

### **TOUR 490A Tourism Cooperative Education (3 credits)**

TOUR 490A 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 with permission of the department chairperson. Prerequisite: Consent of the Career Development Center. Offered every year.

### **TOUR 490C Tourism 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 490A Cooperative Education, for three (3) credits. However, students may, with the permission of the department chairperson, take in its place TOUR 490C Cooperative Education for twelve (12) credits. TOUR 490A involves work experience over one summer while TOUR 490C 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

ROTC counts as free electives.

For further information on the Air Force ROTC contact the Office of the Registrar, New Hampshire College at (603) 668-2211 Ext. 2113.

**Military Science (Army), Reserve Officer Training Corps**

Professor of Military Science: Lt. Col. Jeffery L. Kimball

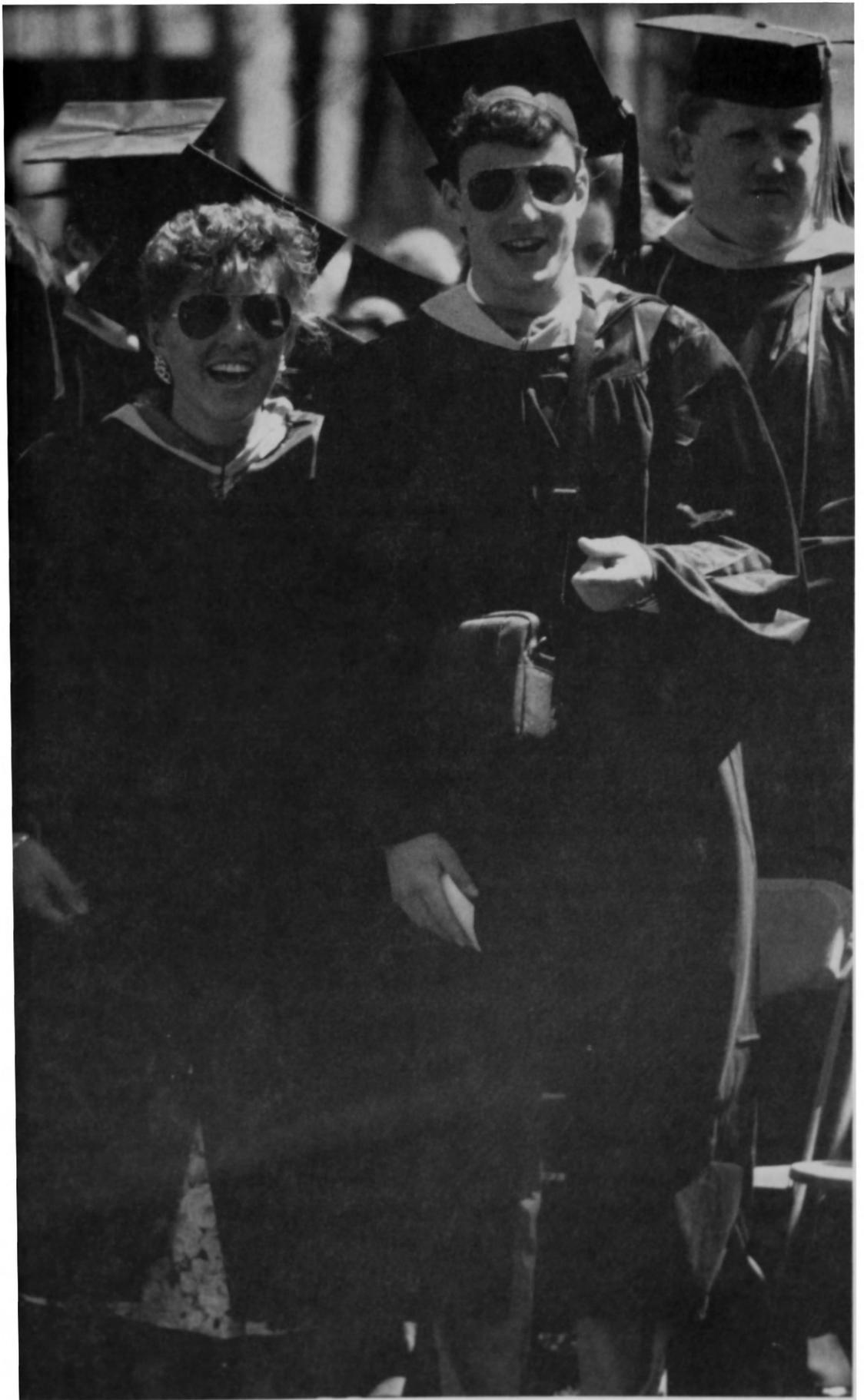
Assistant Professor: CPT Thomas S. Vandal, CPT Timothy D. Bond,

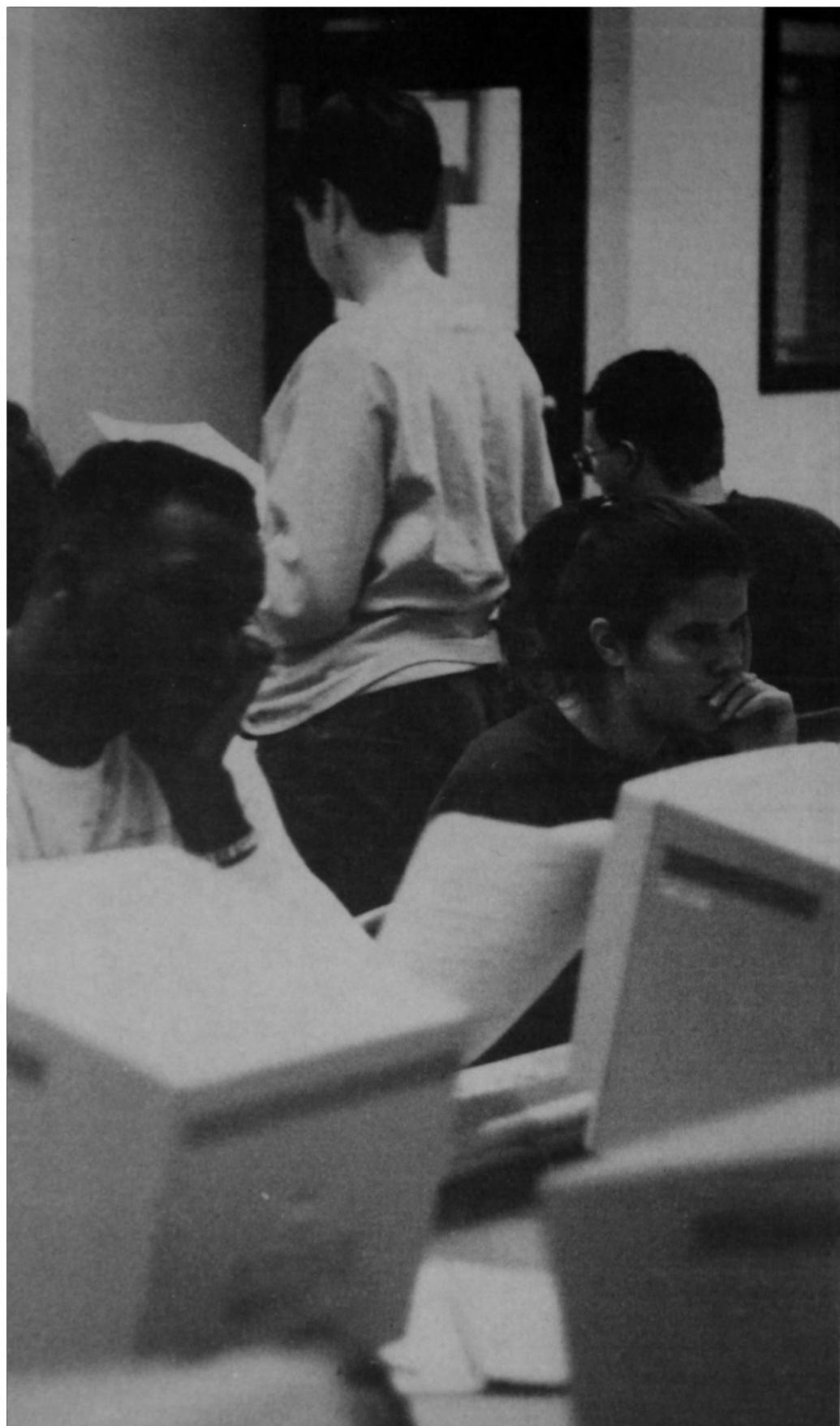
CPT Mark J. Moeller, CPT William W. Walker

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. ROTC counts as free electives. For further information on the Army ROTC contact the Office of the Registrar, New Hampshire College at (603) 668-2211 Ext. 2113.

**ROTC Scholarships**

ROTC Scholarships are offered on a competitive basis by both the Army and Air Force. Entering Freshmen may compete for four-year scholarships during the last year of high school. Students in both the four-year and two-year ROTC programs compete for scholarships covering their remaining academic years. Scholarships pay for full tuition, all mandatory college fees, and required textbooks for all courses. Limits may be placed on these scholarships dependent upon the type and amount of expenses incurred. In addition, all scholarship recipients receive a tax-free \$100-per-month subsistence allowance. For scholarship information contact Captain Gary P. Grover at (603) 862-1480.





# 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 students grades and grade point average is as follows:

ENG 102	3 Credits	x	A(4)	=	12 QP
FEX 100	3 Credits	x	B(3)	=	9 QP
MAT 120	3 Credits	x	C(2)	=	6 QP
PSY 108	3 Credits	x	D(1)	=	3 QP
CIS 100	<u>3 Credits</u>	x	<u>F(0)</u>	=	<u>0 QP</u>
	15				30 QP

30 QP divided by 15 CR = 2.00 GPA

## **Incompletes**

Faculty may give a student a grade of 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 Scholastic Standing Committee. The offices 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

New Hampshire College requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by 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 disposition will be sent to the dean of the undergraduate school for review and placement in a student personnel file. A student dissatisfied with the instructor's decision may request a meeting with the division head or center director, faculty member, and the undergraduate dean to indicate the student's version of the incident. The undergraduate 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 undergraduate 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 undergraduate 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, first-semester 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. Any change in program course requirements must be approved by the student's program coordinator. 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 the program coordinator. 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 division chair. If the student is still not satisfied or wishes to pursue the matter further, then the student should speak to the undergraduate 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 or posted on official forms issued by the dean. When in doubt as to whether a class has been canceled, students should check with the division secretary. Unofficial 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 program coordinator 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. Failure to obtain prior approval to take a course at another institution may lead to New Hampshire College not granting transfer credit for that course. Only courses in which the student received a grade of C- (with a 2.0 average for all courses transferred from the same institution) 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 the room untidy. 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. Required English courses 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 liberal arts division head to enroll in evening or weekend ENG 101, ENG 102, and ENG 103.

## **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.
- All entering freshmen will take a placement examination. On the basis of this examination, some students may be placed in English 101. Other students will be placed in English 102. English 101 will replace a free elective on their worksheets.
- Those students 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.

- 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 MAT 050 Fundamentals of Mathematics count toward a student's grade point average, the credits do not count as a part of the total credits required for graduation. Most students will be placed in MAT 120.
- Entering students who have demonstrated superior math skills, including a strong background in Algebra, may be placed in MAT 150 Honors Finite Mathematics. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken MAT 150 Honors Finite Mathematics 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 mathematics background.
- 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 14

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.
- Prior to receiving a degree, student obligations to the college, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.
- All students are expected to attend the graduation ceremonies.

## 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. Students should expect to communicate clearly and with grammatical correctness in both their business and liberal arts courses. To further New Hampshire College's commitment to Writing Across the Curriculum, the college has determined that two required courses beyond the core in each discipline for the B.S. degree shall be designated as writing intensive. We define writing intensive as ten pages of writing as

product and ten pages of writing to learn exercises. We recommend that thirty percent of the final course grade evaluate the student's writing in those designated courses.

## **Writing Intensive Courses**

Each major has designated courses as "writing intensive". The writing intensive courses are:

- ACC 322 Institutional Accounting
- ACC 411 Auditing Principles
- ADB 215 Principles of Management
- ADB 342 Organizational Behavior
- CIS 300 Advanced Systems Design
- CIS 400 MIS Project and Policy
- ECO 306 Money and Banking
- FIN 435 Financial Policy and Decision Making
- MKT 320 Sales Management
- MKT 432 Marketing Strategies and Policies
- MKT 442 Retail Management
- FMK 202 Fashion Merchandising
- LDG 314 Promotional Activities
- LDG 418 Hospitality Seminar
- EDU 200 Introduction to Education
- EDU 201 Educational Psychology
- OAD 231 Office Administration I
- OAD 232 Office Administration II

## **Participation in Graduation Ceremony**

Students who have not fulfilled all graduation requirements by the day of commencement in May, may participate in the ceremony by completing a petition to walk form which 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 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 Honor Society at New Hampshire College recognizes the scholastic achievement of junior and senior liberal arts students. Alpha Chi is a national honor society which provides meaningful benefits for students who plan to pursue graduate or professional study or who plan to pursue a career. Membership is limited to liberal arts degree students who have completed at least half of the total credits required for a cumulative grade point average of 3.2. Members must continue to maintain a 3.2 point average.

### **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**

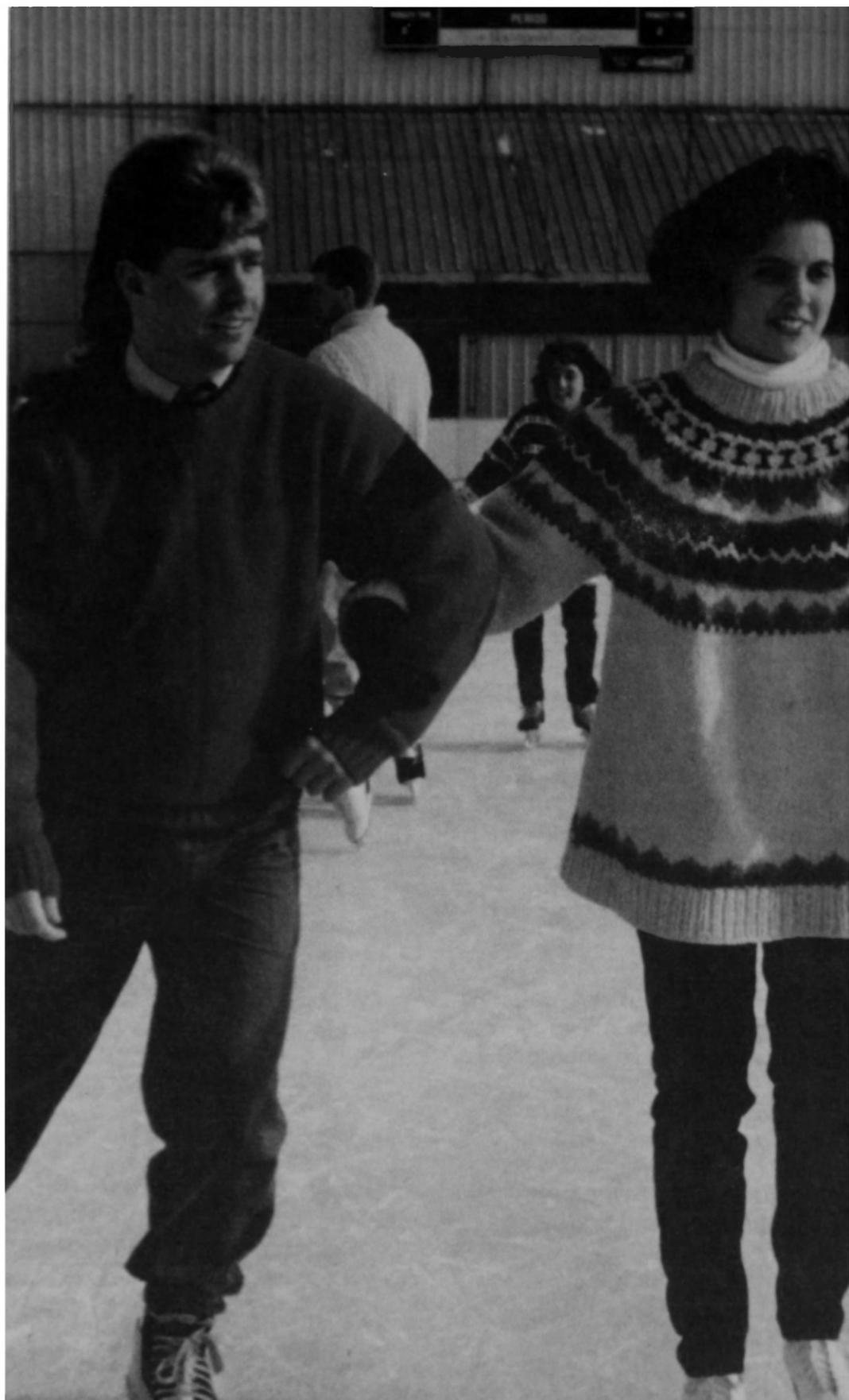
The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business/marketing teacher education. This award is presented at the discretion of the business education program faculty.

### **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

The Division of Student Affairs includes admission, athletics, campus ministry, the Center for International Exchange, international admission, public safety, residence life, student activities and the Wellness Center which encompasses health, counseling and educational services.

The division seeks to assist all New Hampshire College students in taking full advantage of the opportunities and services available. Its programs are geared toward a successful experience for each student.

## Statement of Belief

The division has accepted the following statement of belief regarding student affairs at New Hampshire College.

- We, the staff members of the Division of Student Affairs, believe that human development is at the core of the work we all do. It is incumbent on us to articulate developmental theories within our community and to use them as the foundation of all of our work.
- We believe that the living/learning environment must satisfy the fundamental physical, social and psychological needs of all who live, work and study here. This environment must also provide for the satisfaction of intellectual, cultural and spiritual needs in the growth and development of students and staff.
- We believe that the college community must be flexible, responsive, caring and inclusive in providing an environment of understanding, justice, fairness and harmony among students, faculty, staff and administration.

## Goals of the Student Affairs Division

The following goals have been agreed upon as means of implementing the mission of the college and the beliefs of the members of the division.

- To promote wellness issues and to support continuance of our Wellness Center.
- To educate students regarding the consequences of their behavior and to challenge them to conduct themselves appropriately within the college's living/learning environment.
- To focus on issues of recruitment and retention of a diverse student population and to be responsive to non-majority groups such as foreign students, students of color, students with disabilities and older students.

- To develop programs addressing issues of concern to people of color, women, gays, lesbians and other populations represented within the college community and to promote mutual understanding, respect and toleration.
- To foster a spirit of community through education, through co-operation with other divisions and between departments within student affairs, as well as through improved communication and continuing education within the division on student affairs work and theories.

## 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 Wellness Center in Chocorua Hall.

## Health Services

Located in Chocorua Hall on the south campus, the health services staff handle most common health concerns and are involved with wellness and preventative medicine.

All students are strongly urged to submit health records prior to admission. The college physician holds clinics on a weekly basis, as needed. Any problem the nurses cannot handle is referred to the college physician or another appropriate practitioner.

Unexpected medical expenses can cause financial hardships; therefore, the college urges students to participate in the ***accident and illness insurance program***. 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 Wellness Center. Charges for services are usually sent directly to students who must bring them to the Wellness 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 Wellness 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, a baseball and 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 more than 650 foreign 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 Night 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**

Campus living is an exciting educational experience. The college is committed to maintaining an environment that will provide opportunities to grow, to learn, to accept adult responsibilities, to make intelligent choices, to foster friendships and to increase self awareness.

College housing includes residence halls, townhouses and apartments. Residence halls consist mainly of double rooms in suites with capacities of 12-24 students who share a common lounge and bath. Townhouses and apartments consist of four and six person accommodations; students share a common kitchen, living room and bath.

All residence halls 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; freshman and sophomores are usually assigned to residence halls.

Each area is administered by a residence director who is a live-in professional staff member who supervises the student resident assistant staff. The resident director coordinates hall programming for the development of community, acts as a liaison for offices that provide support services for the resident students and provides counsel or referral to students in need of personal assistance.

The college requires students in the undergraduate school, the Culinary Institute and ALCC programs 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.

## **Wellness Housing**

The goal of wellness housing is to sustain a housing option for students who desire a substance free residence area. These students are also provided with the opportunity of maintaining a lifestyle that supports positive life choices.

## **Public Safety**

The Department of Public Safety was created to monitor and maintain a safe and secure campus 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 a 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 moneys 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, concert planning, working on a variety of philanthropic projects and other co-curricular endeavors.

### **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 standing committee 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 in conjunction with the PSA 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

## Trustees of the College

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B.A., Holy Apostles College  
M.Ed., Northeastern University  
Ed.D., Vanderbilt University

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## Undergraduate School

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### Faculty

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Assistant Professor in Culinary Arts  
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Computer Information Systems Program  
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1968  
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Business Division chair  
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1969

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1977

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B.A., State University of New York  
at Binghamton  
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1978

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1985

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B.A., Southwest Baptist University  
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1990

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1976

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 School  
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 1975

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 1979

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 1980

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 1988

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 Professor  
 B.B.A., M.B.A., University of Massachusetts  
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 1976

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 1981

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 Professor of Economics  
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 1979

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 Coordinator of Economics/Finance  
 Associate Professor of Economics  
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 1987

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 Professor  
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 1968

### **Adjunct Faculty Teaching Graduate Courses (1993-94)**

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## **Community Economic Development**

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Shirley Pippins  
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Chuck Turner  
B.A., Harvard University.

Peter White  
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B.S., Nazareth College of Rochester  
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Associate Professor  
B.A., M.A., Volgograd University  
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B.S., University of New Hampshire  
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## Learning Center

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B.A., M.A., Glassboro State College  
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B.A., Syracuse University  
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Pamela B. Cohen  
Mathematics Specialist/Associate Professor  
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## Division of Continuing Education

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M.Ed., Amherst College

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M.S., Millersville University

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M.S., University of Southern Maine  
M.B.A., New Hampshire College

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 M.Ed., Rivier College

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 B.A., St. Lawrence University  
 M.S., New Hampshire College

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## College Administrative Staff

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B.S., New Hampshire College  
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S.T.M., Boston University School of Theology  
M.A., Boston University

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B.S., New Hampshire College

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B.S., SUNY Brockport

Charles J. Mitchell  
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B.Ed., Keene State College  
M.A., University of Connecticut; NCC  
(Nationally Certified Counselor)

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A.S., B.S., St. Anselm College

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Telecommunication Systems Analyst  
B.S., New Hampshire College

Chris Morris  
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B.S., Nasson College

Gwendolyn O'Leary  
Residence Director  
B.A., Salisbury State University  
M.A., Towson State University

**Heather O'Leary**  
Residence Director  
B.S., Roger Williams University

**James Olkovikas**  
Project Leader, Computing Resources  
B.S., New Hampshire College

**Melinda Parker**  
Credit Manager  
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  
M.S., Rivier 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

**Registrar**  
Position Currently Open

**John T. Rootes**  
Head Men's Soccer Coach  
B.S., University of Nevada, Las Vegas  
M.A. Georgia State University

**Sheila Roy**  
Bursar, Business Office  
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

**Steven Simo**  
Assistant Director of Student Activities  
B.A., North Adams State College  
M.Ed., Northeastern University

**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., D.D., Rabbi, Hebrew Union  
College

**Randi Thureson**  
Assistant Director of Admission  
B.S., Skidmore College

**Peter C. Tufts**  
Head Men's Ice Hockey Coach; Head  
Women's Soccer Coach  
B.S., University of New Hampshire

**Kristin Vacco**  
Residence Director  
B.S., Plymouth State College  
M.Ed., Springfield College

**Nancy White**  
Director of Health Services/Nurse  
L.P.N., Moore General Hospital School of  
Practical Nursing  
B.S.H.S., New Hampshire College

**Jim Whitmore**  
Assistant Director of Human Services  
B.A., University of New Hampshire

**Sara J. Wilson**  
Wellness Coordinator  
B.A., University of Virginia

**Vincent J. Zuccala**  
Head Trainer  
B.S., Salem State College  
M.S., Eastern Illinois University

## Honorary Degree Recipients

- 1971 Mrs. Gertrude Shapiro, Doctor of Humane Letters
- 1972 Col. John H. Glenn, Doctor of Science
- 1973 Julian Bond, Doctor of Laws
- 1974 Stewart L. Udall, Doctor of Laws
- 1975 Louis Rukeyser, Doctor of Humane Letters
- 1976 Nikki Giovanni, 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
- 1982 Lotte Jacobi, Doctor of Humane Letters  
Robert Rosenberg, Doctor of Laws
- 1983 Henry R. Bloch, Doctor of Laws
- 1984 Ralph W. Farmer, Doctor of Laws  
Victor K. Kiam, II, Doctor of Laws  
Warren B. Rudman, Doctor of Laws
- 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
- 1989 Thomas A. Corcoran, Doctor of Laws
- 1990 Raymond F. Truncellito, Doctor of Laws  
Patricia Gallup, Doctor of Science
- 1991 Christos Papoutsy, Doctor of Laws  
Hedrick L. Smith, Doctor of Humane Letters  
Elton See Tan, 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
- 1993 Andrew W. Greene, Doctor of Laws  
Yelena Khanga, Doctor of Humane Letters
- 1994 David Van Note, Doctor of Laws  
John F. Swope, 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
- 1993 Dorothy Rogers

### **New Hampshire College Excellence in Teaching Recipients**

- 1989 Burton S. Kaliski
- 1990 Robert R. Craven
- 1991 Marc A. Rubin
- 1992 Nicholas Nugent
- 1993 Robert Losik
- 1994 Ausra Kubilius



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