NEW HAMPSHIRE COLLEGE

Where The World Comes To Mind

1996-1997 Catalog

New Hampshire College cordially welcomes campus visits and personal interviews. The Admission Office, located in Frost 37, is open year round and staff are available for tours and interviews Monday through Friday, 9:00 a.m. to 4:00 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, 9:00 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, 8:00 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.

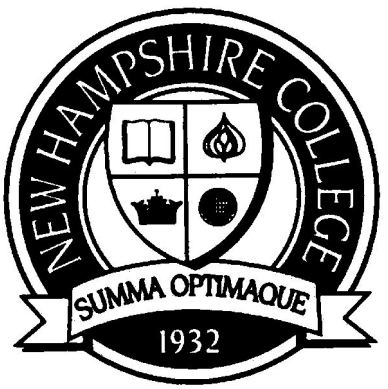
Family Educational Rights and Privacy Act

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.



NEW HAMPSHIRE COLLEGE

Where The World Comes To Mind

1996-1997 Catalog

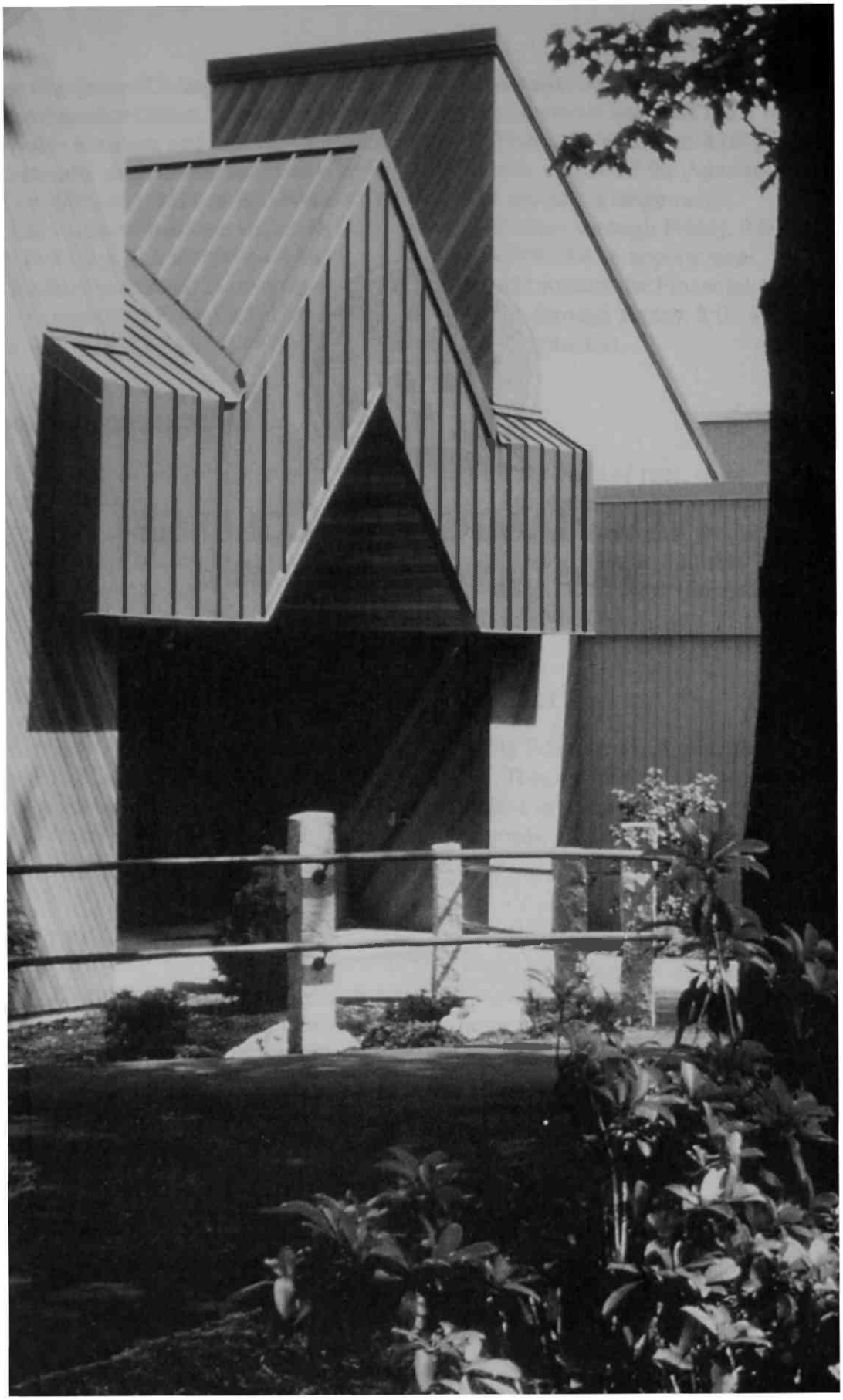


Table of Contents

Academic Calendar 4
New Hampshire College 5
Mission 5
The Undergraduate School 5
History of the College 8
Accreditation and Membership 9
Campuses 9
Academic Programs 10
Academic Support Services and Support Services 14
Admission 17
Freshman Admission 17
The Culinary Institute Admission 17
Transfer Admission 17
International Student Admission 19
Financial Aid 27
New Hampshire College Grants and Scholarships 28
Endowments 30
Loans and Jobs 33
Tuition and Expenses 41
Undergraduate School (Day) 41
Culinary Institute Fees 42
American Language and Culture Center Fees 42
Division of Continuing Education 47
Academic Support Services 51
H.A.B. & Gertrude C. Shapiro Library 51
Learning Center 52
Computer Center 52
Career Development Center 53
American Language and Culture Center 54
Special Academic Programs 59
Academic Programs 65
Division of Business 67
Division of Liberal Arts 84
Division of Hospitality Administration & Culinary Arts 99
Minors 108
Associate Degree Programs 112
Certificate Programs 117
Course Descriptions 121
Academic Standards and Regulations 189
Grades and Grading 189
Policies 192
Graduation Requirements 201
Division of Student Affairs 209
Wellness Center 210
Athletics 211
Center for International Exchange 212
Office of Residence Life 213
Public Safety 214
Campus Ministry 214
Student Activities 214
College Directory 219

Academic Calendar Undergraduate Day School 1996-1997

Fall

Returning Student Check-in	September 3
Staff Meeting Day	September 3
Classes Begin	September 4
Mid-Term Holiday	October 14
Thanksgiving Recess	November 27-29
Classes Resume	December 2
Last Class Day	December 12
Reading Day	December 13
Final Exams	December 14-19
Intersession	December 30, 31 and January 2-10 (Excludes Sunday 1/5)

Spring

Returning Student Check-in	January 13
Staff Development Day	January 13
Classes Begin	January 14
Mid-Term Holiday	March 3-7
Classes Resume	March 10
Last Class Day	April 30
Reading Day	May 1
Final Exams	May 2-7
Graduation	May 10

Academic Calendar Undergraduate Day School 1997-1998

Fall

Returning Student Check-in	September 2
Staff Meeting Day	September 2
Classes Begin	September 3
Mid-Term Holiday (Columbus Day Observed)	October 13
Thanksgiving Recess	November 26-28
Classes Resume	December 1
Last Class Day	December 11
Reading Day	December 12
Final Exams	December 13-18 (excluding Sunday)
Intersession	December 29-31 and January 2-9 (includes Saturday January 4)

Spring

Returning Student Check-In	January 12
Staff Meeting/Development Day	January 12
Classes Begin	January 13
Mid-Term Holiday	March 2-6
Classes Resume	March 9
Last Class Day	April 29
Reading Day	April 30
Final Exams	May 1-6 (excluding Sunday)
Graduation	May 9

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 as well as in an inter-disciplinary liberal arts program. In addition to bachelor of science degrees in sixteen areas of business and professional preparation, the college also offers bachelor of arts degree programs in communication, English language and literature, humanities, psychology and social science as well as programs in pre-law and pre-MBA.

Graduate programs in business administration, accounting, business education, computer information systems, community economic development and international business meet the needs of professionals who seek career advancement.

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).
- 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 by offering the following major courses of study leading to the bachelor's degree:

- Accounting
- American Studies (fall 1997)
- Business Administration
- Business Studies (with concentrations in:)
  - Accounting
  - Aviation Management
  - Business Administration
  - Business Finance
  - Computer Information Systems
  - Healthcare Management
  - 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 Management
- Humanities
- International Business
- Management Advisory Services
- Marketing
- Psychology
- Restaurant Management
- Retailing
- Social Science
- Sport Management
- Teacher Education
  - Business
  - English
  - Marketing
- Technical Management
- Travel and Tourism

Minors:

- Accounting
- Business/Marketing Teacher Education
- Computer Information Systems
- Economics
- Finance
- History
- Hotel Management
- Marketing
- Psychology
- Restaurant Management
- Sociology

Associate's Degree Programs

In addition to its range of four-year bachelor's degree majors, New Hampshire College offers two-year associate in arts and associate in science and applied science 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
- Aviation
- Computer Programming
- Education and the Family
- Healthcare Administration (with options in:)
  - Accounting
  - Computer Information Systems
  - Human Resources
- Human Resource Management
- Microcomputer
- Production and Inventory Control
- Retailing

Distance Education

Through means of computer technology, the New Hampshire College Distance Education program provides an on-line learning environment that rivals the quality and content of the traditional classroom. The communications options provided by the Internet offer new opportunities for meaningful interaction between faculty and students, and collaborative learning among students.

The distance education program offers many advantages to students. Distance education program classes are limited in size, providing a special measure of faculty-student interaction not found in most traditional classes. The distance education program uses a bulletin board and WEB Server to provide e-mail, class discussions, chat rooms, and file transfers for the most effective mixture of tools for the task at hand. Distance education scheduling allows students to break the bounds of time and space associated with a traditional degree. With distance education, your desktop becomes the computer in your home! The distance education program provides a flexible climate for learning where students interact with experts in their field of study, drawing on resources from a global environment.

The Pre-law Program at New Hampshire College

The pre-law program at New Hampshire College is a flexible, interdisciplinary program incorporated within the various majors of the liberal arts division leading to the bachelor of arts degree. Students choose a major offered in the liberal arts program, shaping a course of study to fit their individual needs under the guidance of a faculty advisor and a pre-law advisory committee. The course of study should include a broad exposure to the liberal arts curriculum to include history, literature, mathematics, science, philosophy, logic and ethics.

Teacher Certification Programs

Students may become certified to teach high school business, English, or marketing, by completing a full bachelor's degree program with teaching certification or, with a previously earned bachelor's degree, by completing only the education courses required for certification.

For information on teaching certification programs contact Dr. Carolyn Hollman, teacher education coordinator, New Hampshire College, 2500 North River Road, Manchester, New Hampshire 03106-1045.

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
    - Government Finance Administration
    - 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
  - Finance
  - 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.

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:

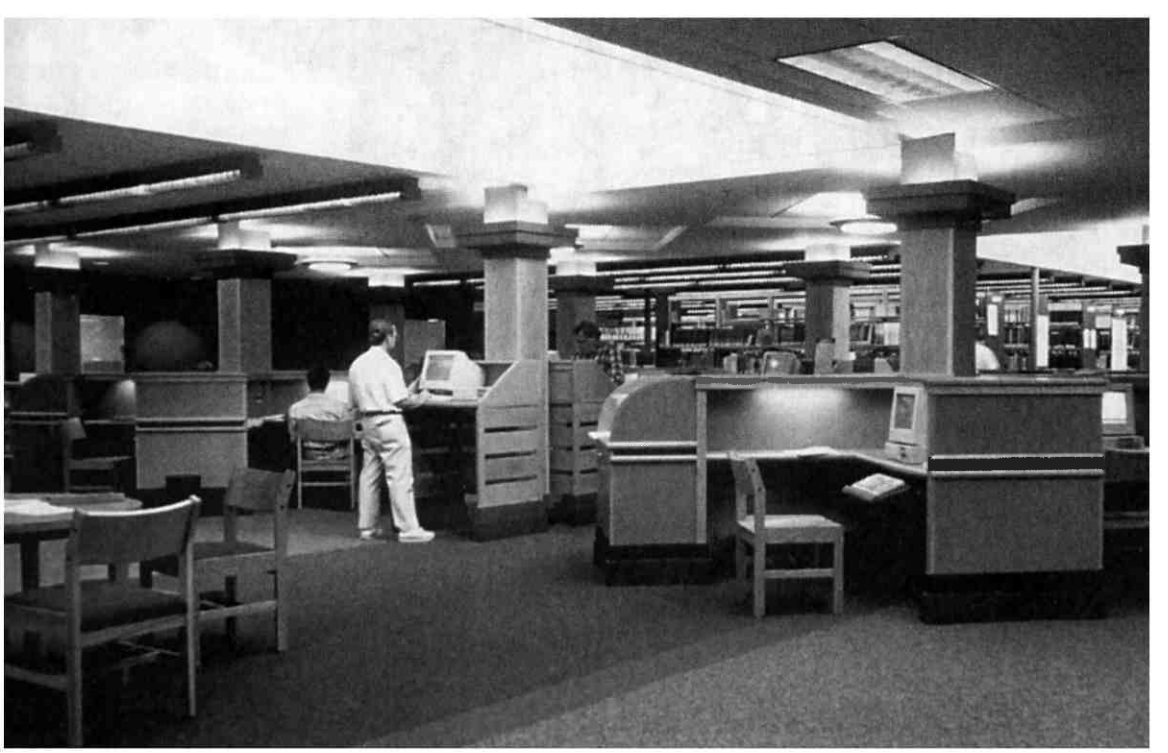
- Harry A.B. and Gertrude C. Shapiro Library
- New Hampshire College Computer Center
- The American Language and Culture Center
- The Learning Center

New Hampshire College student affairs include:

- Admission (Domestic and Foreign)
- Athletics and Athletic Facilities
- Campus Ministry
- Center for International Exchange
- Financial Aid
- Public Safety
- Residence Life
- Student Organizations and Leadership
- 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



Class of 1992
NEW
RE COLLEGE
RHE, KUMMINS LOUNGE,
ROOM, FOOD SERV.,
ES, STUDENT GOV. ASSOC.
SSION, BUSINESS OFFICE,
ONTINUING EDUCATION,
IC AFFAIRS, CAREER
TER CENTER, PRESIDE
WINNISQUAM
CHOCORUA-RI
SERVICES, HE
OSSIPEE-LA
VTIONAL ADVANCEMENT
WG & MARKETING
V. SERVICES,
NTER
EVELOPMENT

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.

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. 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.
- SAT or ACT is optional.

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.
- International students should submit course descriptions and syllabi in order to maximize transfer credits.

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 candidates for freshman admission apply prior to March 15 for the fall term and before December 1 for the spring term. Transfer applicants are encouraged to apply by June 15 for fall term, and by December 1 for the spring. 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. Evaluation of early action applicants is based on high school academic work through the junior year. Applications may be submitted during the summer prior to senior year, or in the early fall of the senior year, before November 15. 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.

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 five or more years.

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 in 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.)

Credit for Prior Learning Through Portfolio Assessment

Students must have been accepted into an undergraduate New Hampshire College associate's or bachelor's degree program. Students must have earned a minimum of nine credits at New Hampshire College to be eligible to present a portfolio for review. Students must request a portfolio review prior to their final 18 credits at New Hampshire College. This applies to students in either an associate's or a bachelor's degree program.

Portfolio reviews will be accepted only for courses that are part of New Hampshire College's curriculum. Awarded credit may be applied to core, major, or elective course requirements. All course prerequisites must be met prior to presenting the portfolio. A full-time, New Hampshire College instructor must be involved in the reviewing process of the portfolio. A maximum of nine credits can be earned by way of portfolio review for an associate's degree program. A maximum of 15 credits for a bachelor's degree program.

Students applying for a portfolio review must attend a series of Portfolio Workshops designed to:

- help them recognize the learning they have gained through noncurricular methods and settings;
- help them recognize how this learning fits into their chosen degree program;
- help them recognize learning outcomes, competencies, course equivalents;
- help them gather and organize appropriate materials in a presentable portfolio.

Students applying for a portfolio review must complete the process within one year from the initial date of application. Students submitting a portfolio for review will be graded on a Pass/Fail basis.

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.

Credit 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 with an advisor 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. The registrar's office can provide information on minimum scores required.

Institutional Examinations

If students believe their experience and background have prepared them to meet the requirements of certain 100- and 200-level courses, they can challenge the course through an institutional examination. Students should consult the registrar as to which courses may be challenged. Before challenging a course, students should obtain an application form from the academic advisor or center director or registrar. If after this initial consultation students feel capable of passing an institutional examination, an appointment will be made by the registrar for the student to meet with the appropriate departmental representative. The cost of credits earned by way of institutional examination will be the same as the cost of credits earned by enrolling in the course. A non-refundable fee, representing one-half the cost of the course will be assessed prior to sitting for the examination. The remaining balance is due upon the successful challenge of the exam. Institutional examinations will be held during the months of January, April, and September only. 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.

- Students must have earned a minimum of nine credits at NHC to be eligible for institutional exams. This applies to bachelor's and associate's degree candidates.
- Students must attempt institutional exams prior to their final 24 credits at NHC. This applies to bachelor's and associate's degree candidates.
- For certificate programs, the window of opportunity to take institutional exams will be after three credits and prior to the final six.
- Each division of the college will establish which courses in its program are eligible for institutional exam. However, selection of eligible courses will be restricted to 100- and 200-level courses.
- A maximum of 15 credits can be earned by way of institutional exams. This applies to bachelor's and associate's degree candidates. For certificate program, the maximum will be not more than one half of the total credits for the program.
- Students can attempt each exam only once.
- Students who are successful will receive a grade of "S" on their transcript. Unsuccessful students will receive nothing.

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

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

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

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

Internal Transfer

Any students currently enrolled in any of the New Hampshire College continuing education programs who wish to enroll in the undergraduate day division must file an internal transfer application with the admission office. Students will be evaluated on their academic performance in their current program. Being admitted to another New Hampshire College program does not guarantee acceptance to the undergraduate day division.

Admission and Service To Students With Disabilities

I. The Mission and Philosophy

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

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

II. Section 504 Compliance and ADA Compliance

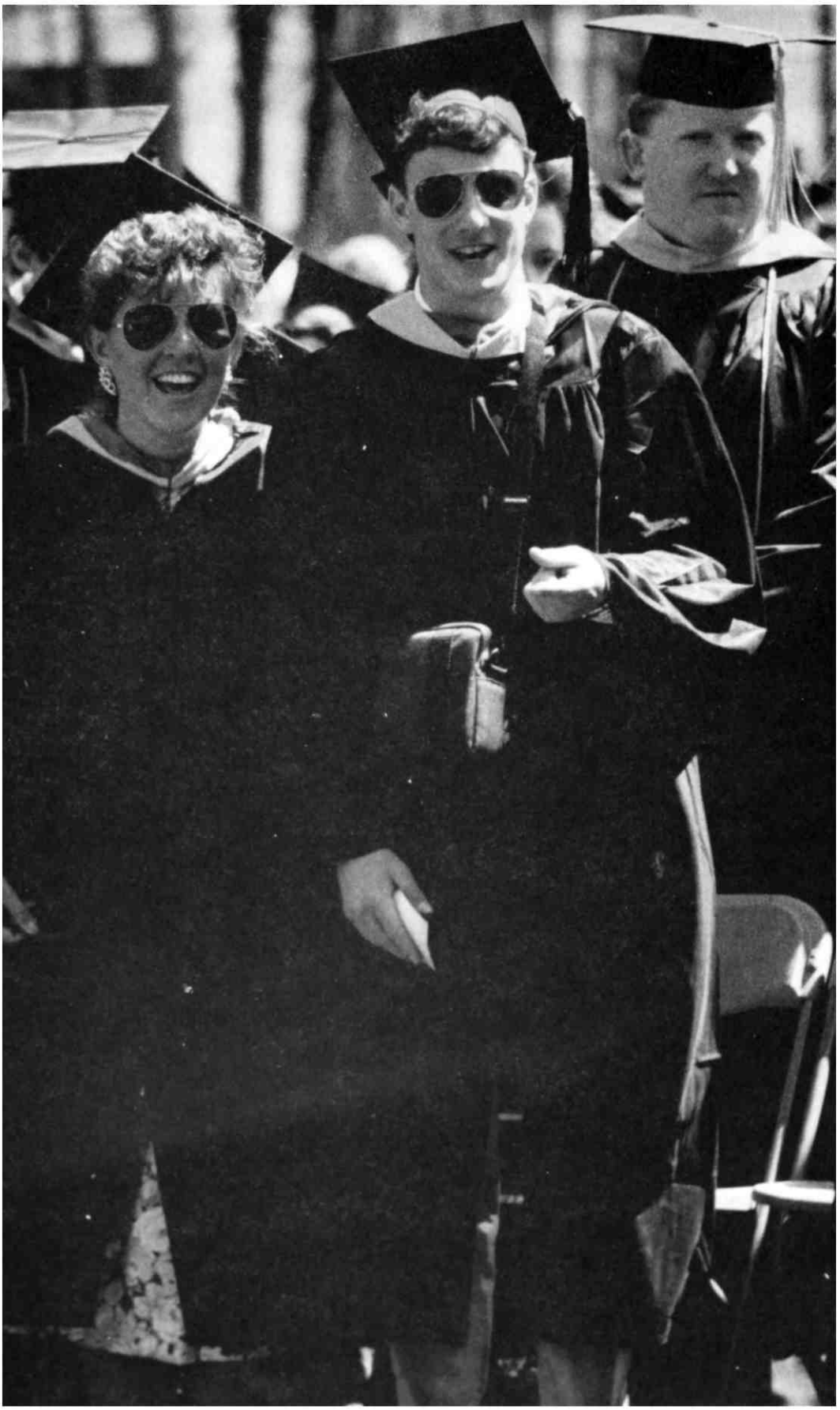
Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. New Hampshire College intends to comply fully with Section 504 and with the Americans with Disabilities Act (ADA). New Hampshire College's ADA/504 policy is coordinated by the ADA/504 Compliance 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 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, emotional 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, including assessment measures taken, and 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 ADA/504 Compliance 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 1995-1996 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.

The Financial Aid Application Process

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 Profile Form. 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 as 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 FAFSA and the Profile Form may be obtained from either the admission office, the financial aid office or from your high school guidance office. Both forms 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 Need Analysis Report forwarded to New Hampshire College, code #3649. The New Hampshire College code number for the FAFSA is 002580.

Students 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 FAFSA and Profile 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 FATs have been received.

New Hampshire College Grants and Scholarships

Academic Scholarship

The Academic Scholarship is awarded to new freshmen and transfer students based on their high school or college cumulative grade point average (CGPA), or equivalent, at the time of admission. Applicants with a minimum 3.0 CGPA will receive $1,000 and those with a minimum CGPA of 3.5 will receive $1,500. International applicants who have the minimum equivalent of a 3.0 CGPA are eligible. Applications for the Academic Scholarship will be mailed to qualified students with their letter of acceptance to the college, and are due to be returned to the financial aid office by March 15 for freshmen, and June 15 for transfer students.

Alumni Academic Scholarship

The Alumni Academic Scholarship 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. 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.

Alumni Commuter Grant

The New Hampshire College Alumni Commuter Grant program is designed to assist deserving New Hampshire residents planning to commute to New Hampshire

College undergraduate school and culinary institute (day school) on a full time basis. Applicants must be U.S. citizens. Scholarships are $2,000 per academic year for undergraduate school students and $1,000 per year for culinary students. New freshmen must return the Alumni Commuter Grant application form by March 15; transfer students by June 15; and continuing students by May 15 each year.

New Hampshire College Need Based Grant

New Hampshire College grants are based on demonstrated financial need. Awards range from $500 to $6,300 annually.

Sibling Grant

The New Hampshire College Sibling Grant consists of $2,500 per academic year to the second student from one family attending New Hampshire College concurrently on a full-time basis.

Alumni Family Scholarship

The Alumni Family Scholarship in the amount of $500 per year is awarded to dependent children of alumni, including graduates of any associate's, bachelor's or master's degree program at New Hampshire College.

New Hampshire College Athletic Scholarship Program

Athletic scholarships are available to outstanding athletes in men's and women's basketball, and men's and women's soccer. 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 upperclass students enrolled full-time who have a cumulative grade point average of at least 2.0. Application is through the Office of Residence Life.

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.

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.

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

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 $2,340 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 New Hampshire residents and out-of-state students attending New Hampshire 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 New Hampshire.

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 (FWSP)

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 GED 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.

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 attempts to fund demonstrated need through a combination of financial aid sources available.

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

Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility

Review

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

Standards

Quantitative Measure

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

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

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

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

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

Qualitative Measure

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

Enforcement

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

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

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

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

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

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

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

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

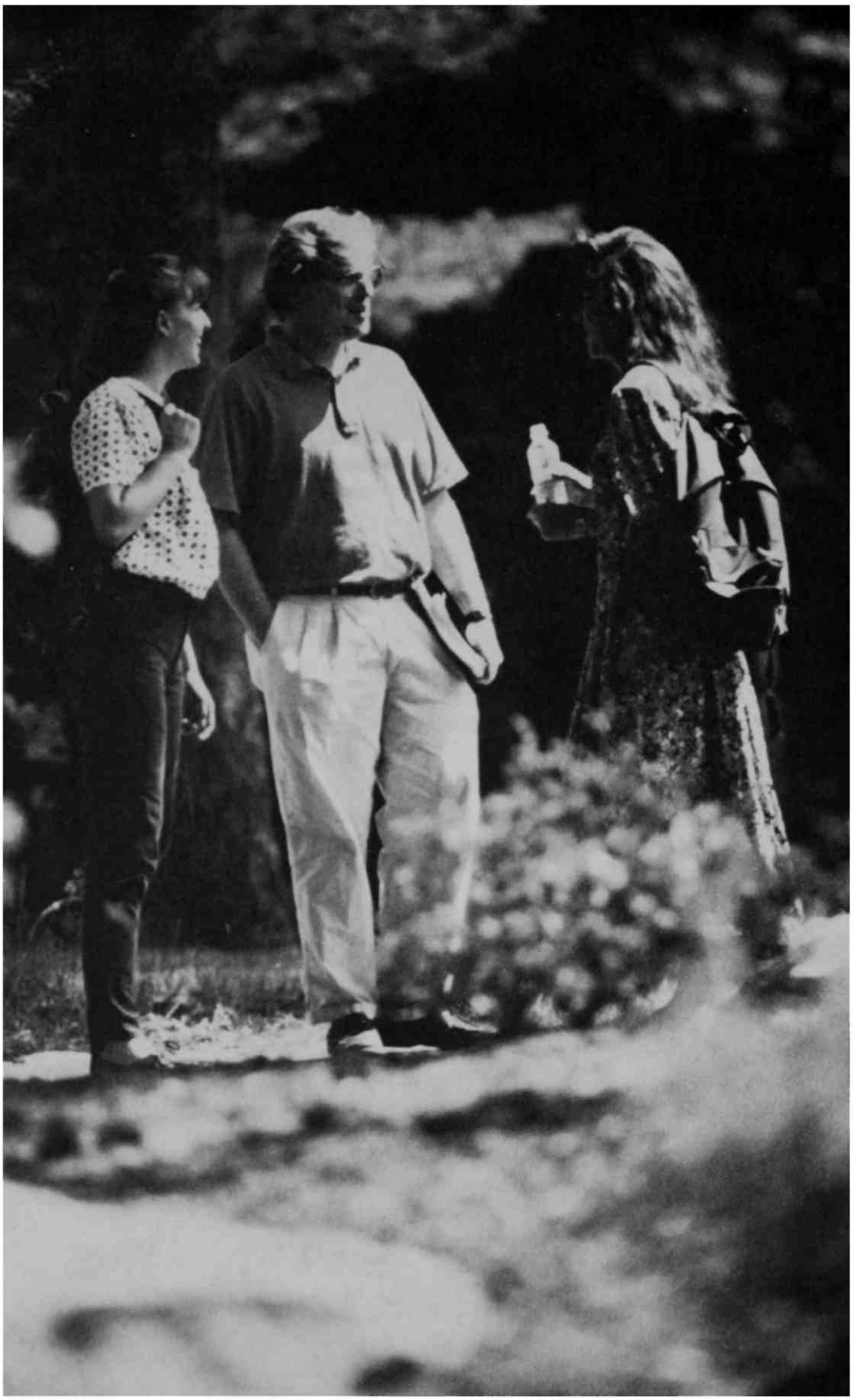
The probationary period for all programs will be a maximum of twelve months. During the period of probation students will be able to receive the financial aid for which they may be eligible. At the end of the probation period:

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

Reinstatement

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

Progress
Technology



Tuition and Expenses

1996-1997 Costs

Undergraduate School (Day)

	Per Semester	Annually
Tuition	$5,933	$11,866
Summer School/Intersession rate	$447/course	
Housing		
Dormitory - double	$1,586	$3,172
Dormitory - single	$1,986	$3,972
Apartment with 4 Beds	$1,761	$3,522
Apartment with 6 Beds	$1,708	$3,416
Townhouse	$2,088	$4,176
Meal Plans		
Dormitory		
Freshman & new residents	$1,020	$2,040
Others		
Plan 1	$1,020	$2,040
Plan 2	$795	$1,590
Apartment & Townhouse		
Options Plan 1	$1,020	$2,040
Plan 2	$795	$1,590
Plan 3	$600	$1,200
Plan 4	$390	$780
More than 18 credits in the 120 credit curriculum per semester		$149 per credit
Less than 12 credits		$399 per credit
Health Insurance (Domestic)		$125 per year (payable with first semester charges)
Orientation		$70 per year
Late Registration Fee		$30
Comprehensive Fee		$290 per semester
Auto Registration Fee		$20 per year/plus $5 each additional sticker
Transcript Fee		$3 each (first unofficial transcript is free)
Graduation Fee		$80
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	$5,183	$10,366
Room and Board	$2,606	$5,212
Comprehensive Fee	$290	$580
More than 19 credits per semester		$275 per credit
Less than 12 credits per semester		$275 per credit

Culinary students must purchase a uniform and set of knives. 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 3, 1996 - December 20, 1996	$3,150	$2,606
January 13, 1997 - May 2, 1997	$3,150	$2,606
12 Week Term:		
May 5, 1997, - July 25, 1997	$2,520	$1,990
8 Week Terms:		
October 28, 1996 - December 20, 1996	$1,680	$1,303
March 10, 1997 - May 2, 1997	$1,680	$1,303
June 2, 1997 - July 25, 1997	$1,680	$1,303

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 one of the following ways:

- Paid in full and received by the Student Administrative Services offices before the first day of class. (Cash, check, money order, VISA, Discover and MasterCard accepted.) or:
- Enrolled in the contracted New Hampshire College monthly payment plan, (June through March), or:
- Payment of 60 percent on or before clearance/check-in and two additional payments of 20 percent each due by the tenth day of the following two months after the term begins. Example: Fall charges payment schedule: 60 percent due at clearance/September (whichever comes first) and 20 percent due by October 10 and 20 percent due by November 10. Spring charges payment schedule: 60 percent due at clearance/January (whichever comes first) and 20 percent due by February 10 and 20 percent due by March 10.

Balances not paid in full by the first day of class are subject to eighteen percent annual interest unless otherwise noted (contracted payment plan above).

Permission to participate in advance registration will be determined based upon compliance with the above policies.

For additional information contact the Student Administrative Services office.

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.

Housing Security Deposit

A housing security deposit is required of all students residing in college housing. The deposit is refunded when the student no longer resides on campus. The student's account is charged for any damages as they occur 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.

Requests for refunds must be submitted in writing to the director of admission.

Refund Policy

Students who withdraw from the college will be entitled to a refund according to the policy listed below that applies to their situation.

A. Students who have not received Title IV financial aid (Pell Grant, SEOG, Stafford Loan, PLUS loan, Perkins loan or College Work Study) receive refunds according to the Institutional Withdrawal Refund Policy which is calculated by the Student Administrative Services Center.
B. Non-first time students who are recipients of Title IV financial aid will have both the Institutional Withdrawal Refund Policy and the Federal Withdrawal Refund Policy calculated and compared. The student will receive the larger of the two refund amounts.
C. First time students who are recipients of Title IV financial aid will receive a refund according to the Pro Rata Refund Policy. The calculation of this refund is performed by the Office of Financial Aid.

Details of the Institutional, Federal and Pro Rata Refund Policies for undergraduate school and culinary institute day students, as well as for other programs, are available in the Office of Financial Aid and Student Administrative Services.

New Hampshire College complies with all regulations required of institutions that receive federal Title IV funds.

Non-matriculated Part-time Students

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.

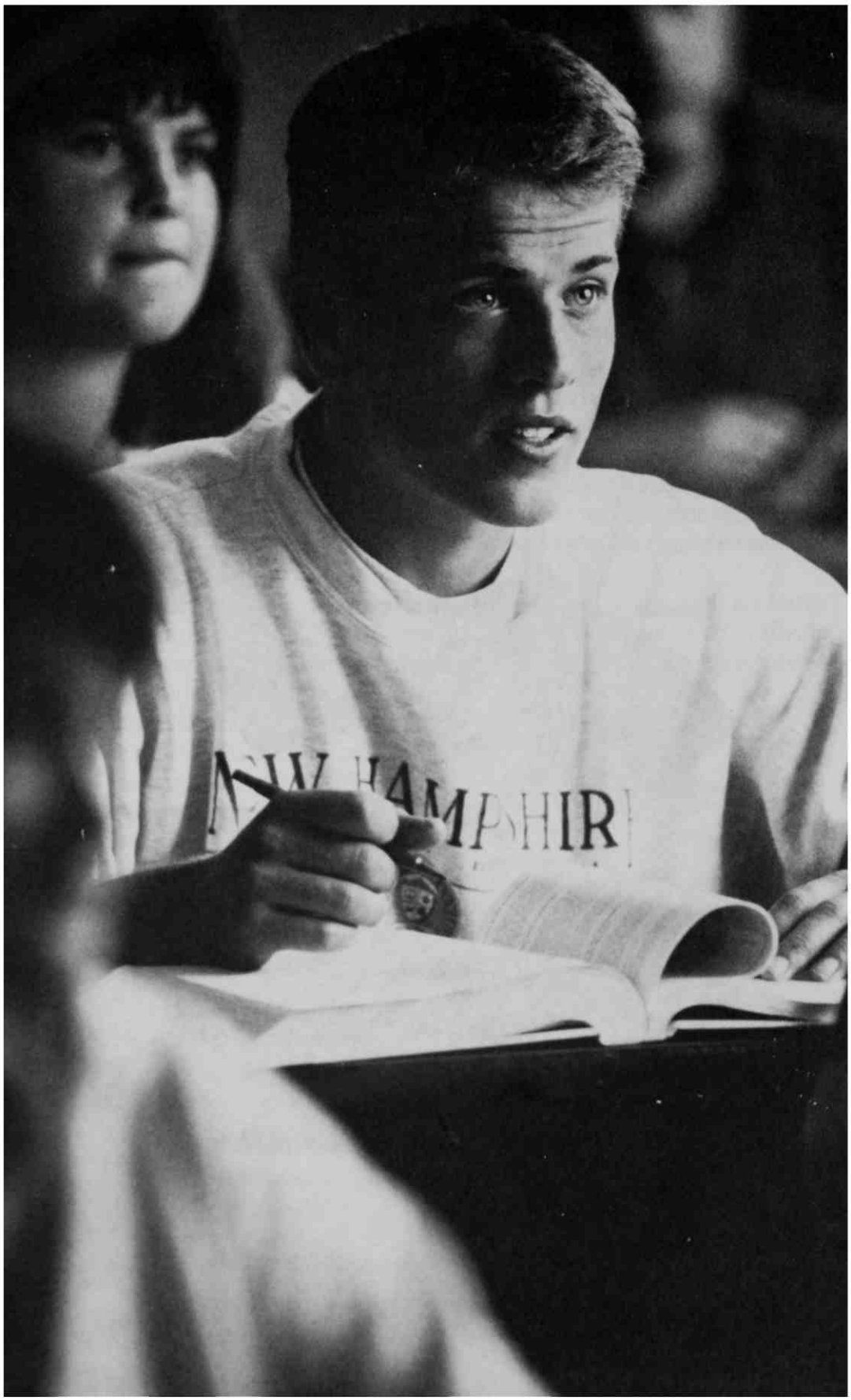
For the 1996-97 academic year, the per course tuition is $447 for those non-matriculated students granted permission to enroll on a part-time basis.

Credit Overload

A student who wants to take more than 15 credit hours in 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.

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

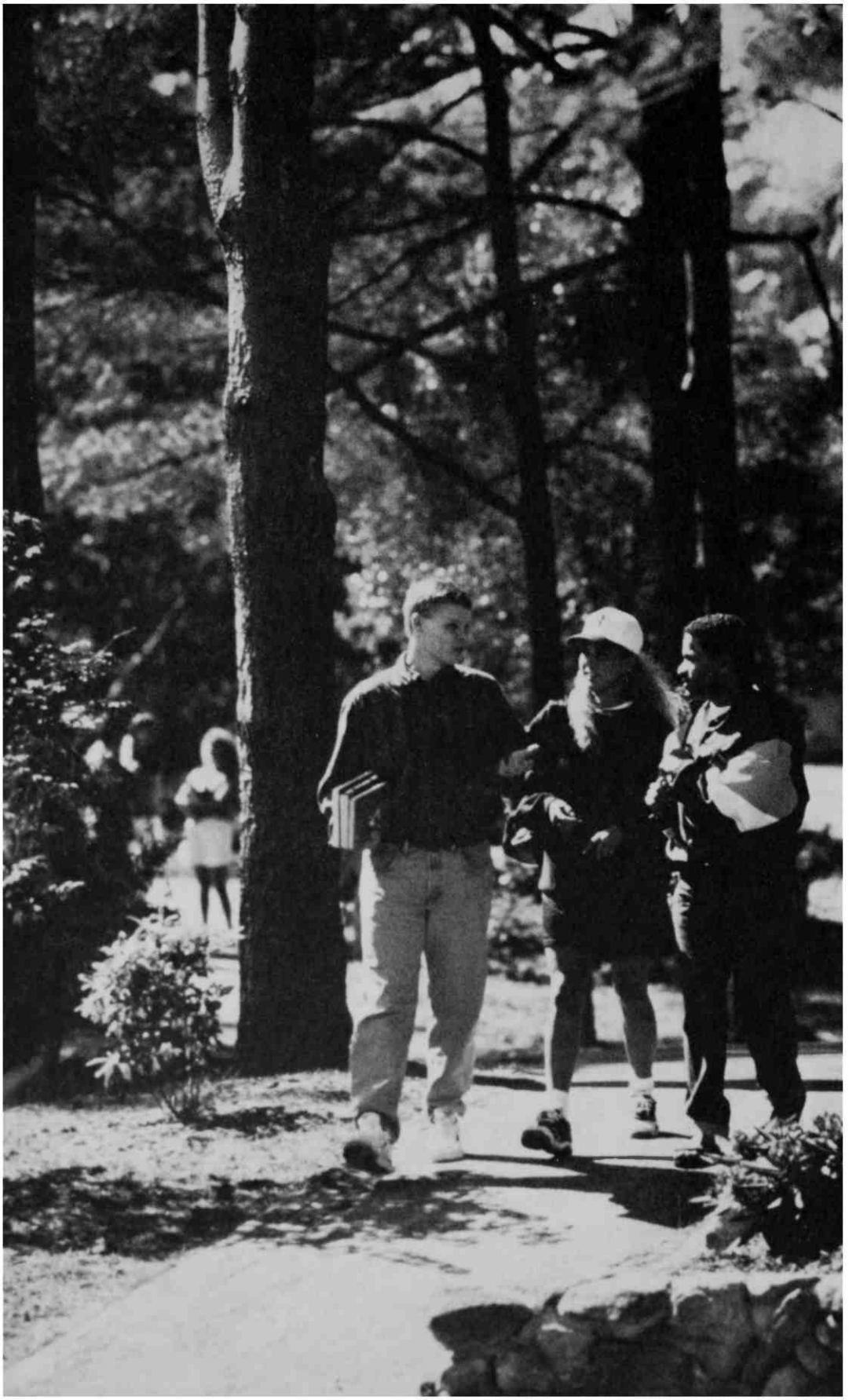
Nashua Center
546 Amherst Street, Nashua, NH 03063 (603) 881-8393

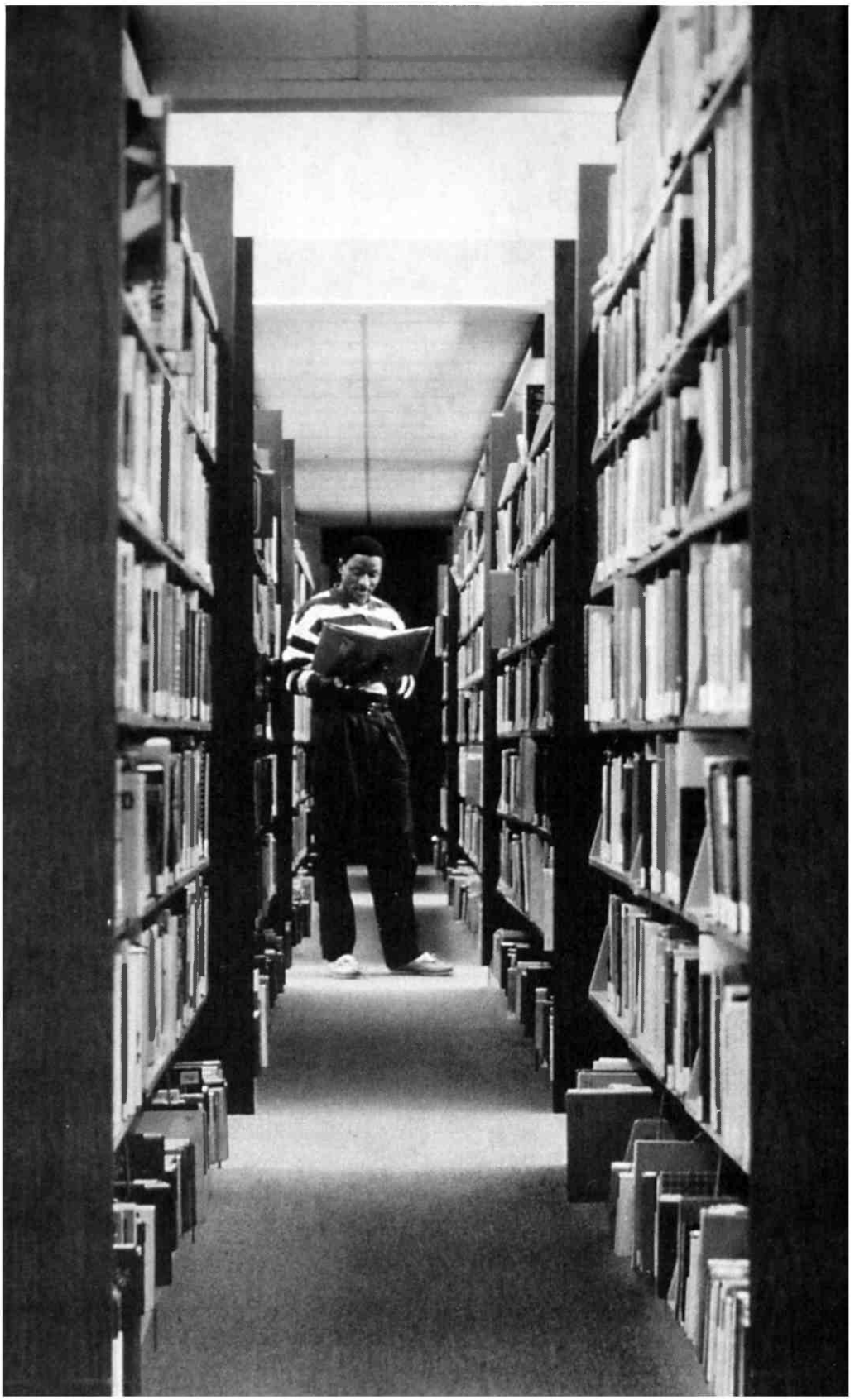
Portsmouth Center
Unit 4 150 Greenleaf Ave., Portsmouth, NH 03801-5393 (603) 436-2831

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

In Puerto Rico:
Roosevelt Roads Center;
Naval Station Roosevelt Roads, PSC 1008, Box 3602, FPA AA 34051-3602, (787) 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 Computing Resources

New Hampshire College provides student computing laboratories at all campus locations. These facilities contain industry-standard microcomputers with a suite of Microsoft Windows-compatible software. Each student facility has a functioning network which provides file and print sharing services as well as full access to the Internet. This Internet access provides students with electronic mail, file transfer and remote login capability, and full world wide web access. New Hampshire college also supports a Digital VAX system which is accessible from all campus locations.

In a manner less visible to students but equally important, the Department of Computing Resources serves as the hub of the college's many administrative functions, supporting hardware and software used to assist NHC in administrative operations such as grade reports, transcripts, paychecks, and so forth. A network of over 100 terminals reaching to every college campus provides access to the college's IBM mainframe system to provide this support. Faculty and students also access the college's IBM mainframe system for specific computing requirements.

The college's Graduate School of Business is supported by a cluster of networked personal computers with all the standard features and capabilities mentioned previously. In addition, an advanced student computing laboratory contains state-of-the-art computing and networking facilities which are utilized in support of the Master of Science degree in Computer Information Systems.

Career Development Center

The Career Development Center provides services aimed at assisting students in life and career planning throughout and after their college careers. With increasing competition in the job market, career planning and development are critical for today's college students. Career Development Center services fall into two primary areas: Cooperative Education and Career Planning.

Cooperative Education

Cooperative education is an option available to all students in all majors at New Hampshire College. This "earn and learn" program provides credits toward a degree and integrates classroom study with related on-the-job work experiences, some of which are paid positions. These opportunities not only bridge the gap between textbook theory and the actual practices of the work world, but also allow students to test career choices early. All students are encouraged to build a cooperative education option into their academic program as they form 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 requires approval by a member of the college faculty and requires written assignments. Cooperative education experiences are coordinated and supervised by the Career Development Center in consultation with faculty and students, with work sites in all regions of the United States. When cooperative education is taken during the academic semester, it may be integrated with regular classroom work. However, students often elect to do co-op ed during summer months, allowing them to concentrate on full-time work for an extended period of time.

The Career Development Center maintains a working relationship with local, regional, national, and international employers. Students are also involved in developing contacts that will assist them and the college in developing new options.

Career Planning

Because career decision making is a systematic process that requires time and planning, the Career Development Center offers a developmental plan which can be followed during a student's undergraduate years. Making effective career decisions requires careful self-assessment and investigation of career options.

The Career Development Center's professional staff offers workshops and one-on-one counseling year-round, from freshman year and beyond graduation. Career objectives and values as related to personal goals and lifestyles are challenged by career assessment inventories. Traditional job search assistance is offered, and contacts with representatives of business, government, and industry to recruit on and off campus. An on-premise career library contains materials on career trends, job hunting techniques, and employment opportunities. A computerized employer data base, computerized career decision-making program, and Internet job search access are also available.

An early partnership between students and the Career Development Center will assist students in their preparations for entering the workforce.

American Language and Culture Center

The American Language and Culture Center offers intensive English language instruction and culture study from September through July. The center's goals are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at New Hampshire College or other colleges and universities in the United States. A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of ALCC's program is its content-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest. The fall term includes such topics as study skills, business management, occupational knowledge, marketing; the spring semester topics are civil rights, sports, health, business communications, criminal justice, and the environment; summer topics include travel and tourism, banking, United States history, and literature.

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

Small class sizes (limited to 12 students) and appropriate levels ensure individualized learning. Students cooperate in peer tutoring, counseling, and multilevel group work. Video programming and activities are an integral part of the program. Computer-assisted instruction is provided, and all levels have access to and classes in the computer lab. Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. A comprehensive lending library of audio-cassettes and listening texts 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.

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.

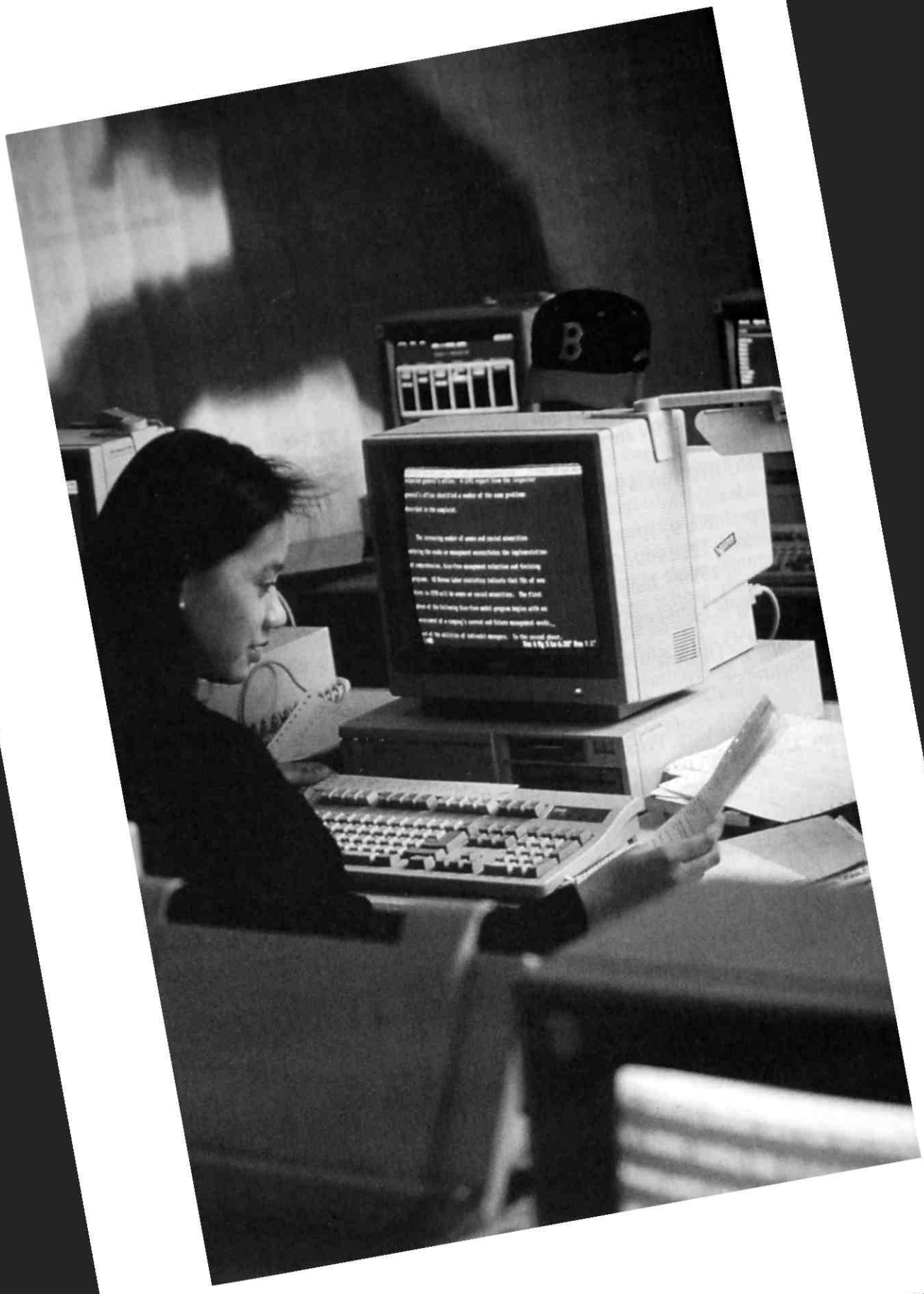
Admission Procedures

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. New students apply to the ESL program through international admission. Returning students are registered by the ALCC director. 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 3, 1996 - December 20, 1996	$3,150	$2,606
January 13, 1997 - May 2, 1997	$3,150	$2,606
12 Week Term:		
May 5, 1997, - July 25, 1997	$2,520	$1,990
8 Week Terms:		
October 28, 1996 - December 20, 1996	$1,680	$1,303
March 10, 1997 - May 2, 1997	$1,680	$1,303
June 2, 1997- July 25, 1997	$1,680	$1,303
ENG 070 Terms (must be enrolled as a New Hampshire College undergraduate student);		
September 3, 1996 - December 20, 1996	$1,450	
January 13, 1997 - May 2, 1997	$1,450	
May 5, 1997 - July 25, 1997	$1,450	
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.

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

The Honors Programs

The Honors Program is college-wide, rather than departmental, and it welcomes students in all majors. Honors Program students are expected to complete at least 20% of their curriculum in honors experiences, while maintaining an overall GPA of at least 3.0 or better. Honors experiences include honors sections of core courses and honors modules attached to regular classes. These two kinds of experiences are open to honors program students as well as selected students not fully enrolled in the honors program. Additionally, all Honors Program students complete the

interdisciplinary honors seminar (HON 201) and the independent honors project (HON 401), which is guided by a faculty mentor, on a topic of the student's choice (subject to approval by the honors director).

Courses with the HON designation replace free electives and may not be substituted for other required or elective courses in the curriculum. Each student who completes the program will be designated an Honors Program graduate.

Students may be admitted to the program during their first two years. They are selected based on their aptitude, achievement, initiative, and imagination. While there is no rigid formula for acceptance, the following are considered:

- student application, including an essay
- grade point average and class rank
- SAT and other test scores, when available
- recommendations
- a personal or phone interview (optional)

To be admitted, a student must first apply to the program. Admission decisions are made on a rolling basis, and it is to the student's benefit to apply as early as possible. Honors Program students in good standing are awarded scholarships each year they are in the program. For information and applications, contact the director of the Honors Program.

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 London, England

University of North London

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 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 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.

Dr. James Grace, professor of business law, is director of New Hampshire College's London program. His office is located in Frost 67.

Sepang Institute of Technology/NHC

New Hampshire College has entered into an agreement with a school in Kuala Lumpur, Malaysia to offer New Hampshire College courses up to the associate's degree. All students studying in this program are full-time New Hampshire College students studying most of the same courses available on the home campus and taught by faculty approved by the dean of the undergraduate school. The academic calendar will be the same. One full-time New Hampshire College faculty member

will be resident during one semester each year. In addition to current New Hampshire College courses, additional courses in Asian history, culture, politics, business practices, etc., will be available for students wanting to learn more about the region.

A unique feature of this program is that any student going to Kuala Lumpur will have the costs of round trip airfare included in the regular tuition paid to New Hampshire College for the semester.

Residential facilities are available. Second semester sophomores or juniors will be eligible. Contact Dr. Steve Harvey, Director of International Admission for further information.

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.

ENG 101 (Basic Writing) may be a requirement for some students, in addition to the 48 credits listed below.

All students who must begin the English sequence with ENG 101 should review with their advisor how that course will fit into their academic year.

The College Core			**Credits**
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 Seminar	3
			48

*Literature Electives are fulfilled by ENG 200-level courses and above. This does not include ENG 212, ENG 220, ENG 330, ENG 333, and ENG 435.

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. Students who complete their program of study with the business, hospitality and teacher education core receive a bachelor of science (B.S.) degree. Those who complete their program with the liberal arts core receive a bachelor of arts (B.A.) degree.

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 results 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 theory and practice the skills learned in the classroom in an 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	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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	3
		Total Credits:	24

Accounting Program
Coordinator: Associate Professor William J. F. Murphy

Accounting

Accounting is one of the fastest growing professions in the world today. Professional accountants are growing in number, influence and prestige. Opportunities for the professional exist in the fields of public accounting, private industry, with all three levels of government, with the not-for-profit institutions as well as in the international accounting arena. Advancement is limited only by individual desire, initiative and ability.

Rules, regulations, laws and procedures affecting the accounting profession have been changing dramatically and New Hampshire College's program is being continuously modified and updated to meet and address the changes.

Those who aspire to join the ranks of the public accounting profession will find that New Hampshire College's accounting program meets and satisfies all the individual states qualification requirements for sitting for the Certified Public Accountant exam.

For those not intending to pursue a career in public accounting, a degree in accounting will provide the necessary qualifications for the recipient to begin their professional careers with private industry, not-for-profit institutions or government.

The program also provides the necessary educational prerequisites required for the other professional exams, such as the Certified Managerial Accountant, Certified Internal Auditor and the host of other accounting professional titles relating to accounting and taxes. A cooperative education experience is available in this program.

Accounting 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	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	3
		Total Major Credits:	33
Allied Courses			
ENG	220	Business Communication	3
FIN	435	Financial Policy and Decision-Making	3
		Total Allied Credits:	6
		Free Electives	9
		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 ever-changing and hectic business environment.

New Hampshire College's business administration major has its emphasis on leadership, communication, accounting, behavioral dynamics and quantitative analysis. These business and management skills, when complemented with a solid foundation provided by the college core enable 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
Major Courses			
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)	3
		Total Major Credits:	27
Allied Courses:			
ECO	301	Managerial Economics	3
MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	6
		Free Electives	15
		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, healthcare management, 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	3
		Total Major Courses:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		Total Credits:	120

Aviation Concentration:

(Available only in the Division of Continuing Education)

Major Courses

ADB	342	Organizational Behavior	3
AVI	101	Aviation Development	3
AVI	102	Aviation Administration	3
AVI	201	Business/Corporate Aviation	3
AVI	202	Aviation Operations	3
AVI	470	Special Topics in Aviation Management	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	24
		Total Credits:	120

Business Administration Concentration:

Major Courses

ADB	110	Introduction to Business	3
ADB	211	Human Resource Management	3
ADB	215	Principles of Management	3
ADB	331	Introduction to Operations Management	3
ADB	342	Organizational Behavior	3
		Total Major Credits:	15

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	30
		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	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		Total Credits:	120

Computer Information Systems Concentration:

Major Courses

ADB	110	Introduction to Business	3
ADB	215	Principles of Management	3
CIS	201	Computer Concepts	3
CIS	210	Application Development	3
CIS	310	Application Design and Implementation	3
CIS	315	Systems Development I	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		Total Credits:	120

Healthcare Management Concentration:

Major Courses

ACC	209	Cost Accounting for Healthcare Organizations	3
ADB	215	Principles of Management	3
ADB	302	The Management of Healthcare Organizations	3
ADB	420	Current Issues in the Healthcare Professions	3
CIS	205	Healthcare Information Systems	3
		Total Major Credits:	15

Allied Courses:

MAT		Mathematics Elective	3
		Total Allied Credits:	3
		Free Electives	30
		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 Benefit Administration	3
ADB	342	Organizational Behavior	3
ADB	442	Advanced Seminar in Human Resource Management and Development	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		Total Credits:	120

International Management Concentration:

Major Courses

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

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		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	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		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	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		Total Credits:	120

Production and Inventory Control Concentration:

(Available only in the Division of Continuing Education)

Major Courses

ADB	331	Introduction to Operations Management	3
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 Technologies	3
		Total Major Credits:	21

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	24
		Total Credits:	120

Restaurant Management Concentration

Major Courses

ADB	215	Principles of Management	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
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		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	324	Total Quality Management	3
		Total Major Credits:	18

Allied Courses

MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	27
		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		Sport Electives	9
		Total Major Credits:	18

Allied Courses

ADB	215	Principles of Management	3
		Total Allied Credits:	3
		Free Electives	27
		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	316	The Cultural and Political Environment of International Business	3
INT		Electives	9
		Total Major Credits:	18
Allied Courses			
ACC	310	International Accounting	3
ADB	215	Principles of Management	3
ADB	342	Organizational Behavior	3
ECO	322	International Economics	3
MKT	433	Multinational Marketing	3
		Total Allied Credits:	15
		Free Electives	15
		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	6
		Total Major Courses:	30
Elective and Allied Courses:			
ADB	215	Principles of Management	3
		Total Allied Credits:	3
		Free Electives	15
		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
Major Courses			
ADB	215	Principles of Management	3
ADB		Electives (300/400 level)	9
		Total Major Credits:	12
Allied Courses			
MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	3
		Free Electives	33
		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
Major Courses			
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	3
		Total Major Credits:	27
Allied Courses			
MAT	320	Discrete Mathematics	3
		Total Allied Credits:	3
		Free Electives	18
		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. A cooperative education experience is available in this program.

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	3
		Total Major Credits:	39
		Free Electives	9
		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
Major Courses			
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	12
		Total Major Credits:	27
Allied Courses			
INT	316	The Cultural and Political Environment of International Business	3
MAT	121	Mathematical Concepts and Techniques for Business	3
		Total Allied Credits:	6
		Free Electives	15
		Total Credits:	120

Marketing Program
Coordinator: Professor Karen Stone

Marketing is a broad field which includes activities related to selecting, designing, packaging, pricing, advertising, selling, distributing and servicing a product in the domestic and/or international marketplaces. It is the driving force in most businesses. The degree to which a company responds to customer demands determines that company's success and is the underlying note of all marketing activities. Classes integrate theory and practical applications. Marketing majors also study general management, human relations and liberal arts, and learn how to integrate theory and practical applications 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
Major Courses			
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	6
		Total Major Credits:	24
Allied Courses:			
ADB	326	Social Environment of Business	
		or	
ADB	342	Organizational Behavior	3
SOC	112	Introduction to Sociology	
		or	
PSY	108	Introduction to Psychology	3
		Total Allied Credits:	6
		Free Electives	18
		Total Credits:	120

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

			Credits
College Core			48
Business Core			24
Major Courses			
FMK	202	Fashion Merchandising	3
FMK	203	Retail Sales Promotion	3
MKT	222	Principles of Retailing	3
MKT	327	Retail Site Selection and Facilities Planning	3
MKT	337	Marketing Research	3
MKT	345	Consumer Behavior	3
MKT	432	Marketing Strategies and Policies	3
MKT	442	Retail Management	3
MKT		Electives	6
		Total Major Credits:	30
Allied Courses:			
MAT	105	Merchandising Mathematics	3
		Total Allied Credits:	3
		Free Electives	15
		Total Credits:	120

Division of Liberal Arts

Liberal Arts Division Head: 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	Survey of American Literature I	
		or	
ENG	214	Survey of American Literature II	
		or	
ENG	223	Survey of English Literature I	
		or	
ENG	224	Survey of English Literature II	3
HIS	109	Western Civilization I: Prehistory 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	
SCI		Elective	3
		Credits	18

Liberal Arts Programs

The liberal arts program of the undergraduate school has 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 American studies, communication, economics, English, English education, humanities, psychology, 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 liberal arts division offers liberal arts courses that equip students with:

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

One unusual feature for students in liberal arts majors at New Hampshire College is the Pre-MBA option. Under this option, a student majors in one of the available disciplines within the Division of Liberal Arts and uses twelve to fifteen free elective credits within the chosen major to take courses in the business disciplines.

These elective business courses combined with the college core give the student a substantial background for graduate study in business; they also fulfill all the requirement for entrance into the MBA program at the graduate school of New Hampshire College. The student graduating with a bachelor of arts in one of the traditional liberal arts disciplines as well as a master of business administration would then have exceptional academic preparation for a career in business.

The Pre-MBA courses in the business disciplines are listed below:

			Credits
ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting II	3
ADB	206	Business Law I	3
CIS	100	Fundamental Concepts of Information and Computer Technology	3*
ECO	201	Microeconomics	3*
ECO	202	Macroeconomics	3*
MKT	113	Introduction to Marketing	3
MAT	220	Statistics	3*
PSY	108	Introduction to Psychology	3*
MAT		Mathematics Electives	6*

*may be taken from core

American Studies Program
Coordinator: Professor Lawrence Kinsman
Fall 1997

The American studies major is one of the liberal arts division's most interdisciplinary courses of study. The foundation of the major is American history and secondarily American literature. The course of study includes courses in the fine arts, political science, the history and philosophy of education, and economics in addition to the liberal arts core. This diversity of academic disciplines is integrated through the American historical perspective.

Combined with the college's history minor, American studies can become, essentially, a history major, but with a uniquely American emphasis. Combined with the college's pre-law or pre-MBA program, the American studies major is an excellent choice for those wishing to prepare for law school or for graduate studies in a business area. For international students, a major in American studies may be combined with the pre-MBA program, or other specific business electives, as preparation for a career in business, whether in the American or global economies. This major is also excellent, interdisciplinary preparation for graduate study in any of the traditional liberal arts.

American Studies Curriculum - Bachelor of Arts

			Credits
College Core			48
Liberal Arts Core			18
Major Courses			
ENG	213	Survey of American Literature I	3
ENG	214	Survey of American Literature II	3
HIS	113	United States History I: 1607-1865	3
HIS	114	United States History II: 1865-Present	3
HIS	125	American Social and Intellectual History	3
GOV	110	American Politics	
		or	
GOV	316	Civil Liberties and the Constitution	3
ENG	450	Senior Seminar in American Literature	3
		Total Major Credits:	21
Allied Courses (Choose two)			6
EDU	200	Introduction to Education	
FAS	370	American Art	
SOC	324	Crime and Violence in American Society	
HIS	332	Colonial New England	
ENG	336	Thoreau and his Contemporaries	
ECO	308	U.S. Economic History	
		Total Allied Courses:	6
		Free Electives	27
		Total Credits:	120

Communication Program
Coordinator: Professor Ausra M. Kubilius

The special strength of the communication 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 such as 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 advanced courses in public relations and print journalism as well as courses in technical writing and video production. Some courses incorporate hands-on training and experience with "real world" clients. In addition, students may apply for a cooperative education option.

Communication Curriculum - Bachelor of Arts

			Credits
College Core			48
Liberal Arts Core			18
Major Courses			
COM	226	Mass Communication	3
COM	235	Introduction to Journalism	3
COM	322	Advanced Public Speaking	3
COM	330	Graphics and Layout in Print Media	3
COM	331	Desktop Publishing	3
COM	335	Principles of Public Relations	3
ENG	220	Business Communication	3
		Communication Electives	9
		English Elective	3
		Total Major Credits:	33

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

Allied Courses:			
MKT	113	Introduction to Marketing	3
MKT	329	Principles of Advertising	3
PSY	108	Introduction to Psychology (from liberal arts core)	—
		Total Allied Credits:	6
	Free Electives		15
		Total Credits:	120

Economics Program
Coordinator: Associate Professor Steve Widener
Fall 1997

The economics major offers a social sciences perspective on the liberal arts while emphasizing the dynamic nature of economic relations within a global community. Areas of study range from individual behavior to the operation of global markets.

Students in the major will develop the faculties of critical thinking and intellectual rigor characteristic of the social sciences. Students will also enhance their understanding of the influence of historical, cultural, and social institutions on economic policies and challenges.

Students may move directly into business careers upon graduation or pursue graduate study in economics, business, law and other social sciences.

Economics Curriculum - Bachelor of Arts

			Credits
College Core			48
Liberal Arts Core*			18
Major Courses			
ECO	301	Managerial Economics	3
ECO	306	Money and Banking	3
ECO	322	International Economics	3
ECO	345	History of Economic Thought	3
GOV	211	International Relations	
		or	
GOV	213	Comparative Government	
		or	
GOV	350	Business, Government and Public Policy	3
		Total Major Credits:	15
Economic Electives (Choose five)			15
ECO	308	U.S. Economic History	
ECO	314	Labor Economics	
ECO	327	Economic Development	
ECO	330	Public Finance	
ECO	340	Comparative Economic Systems	
ECO	360	Rise of Modern Asia	
ECO	402	Business Cycles and Forecasting	
		Total Economic Electives:	15
		Free Electives	24
		Total Credits:	120

* Students are advised to take MAT 121 as either part of the liberal arts core or as a free elective.

English Language and Literature Program
Coordinator: Professor Lawrence Kinsman

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 Arts

			Credits
College Core			48
Liberal Arts Core			18
Major Courses			
ENG	213	Survey of American Literature I	3
ENG	214	Survey of American Literature II	3
ENG	223	Survey of English Literature I	3
ENG	224	Survey of English Literature II (from liberal arts core)	—
ENG	319	Shakespeare	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	334	Modern Authors	
		or	
ENG	337	Contemporary Poetry	3
ENG	355	English Grammar	3
ENG	450	Senior Seminar in Literature	3
		Total Major Credits:	30
Allied Courses:			
HIS	109	Western Civilization I: Prehistory 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 II: 1865 to present	3
PSY	108	Introduction to Psychology	
		or	
SOC	112	Introduction to Sociology (from liberal arts core)	—
		Total Allied Credits:	6
		Free Electives	18
		Total Credits:	120

Humanities Program
Coordinator: Professor Lawrence Kinsman

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 Arts

			Credits
College Core			48
Liberal Arts Core			18
Major Courses			
ENG	213	Survey of American Literature I	3
ENG	214	Survey of American Literature II	3
ENG	223	Survey of English Literature I	3
ENG	224	Survey of English Literature II (from liberal arts core)	—
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)	3
		Total Major Credits:	30
Allied Courses:			
EDU	200	Introduction to Education	3
SOC	112	Introduction to Sociology	3
		Total Allied Credits:	6
		Free Electives	18
		Total Credits:	120

Psychology Program
Coordinator: Professor Walter L. Zimmermann

The psychology program offers the student a solid foundation in the content and methods of psychology, an understanding of human behavior from a psychology perspective, and practical experience in applying the content of courses to supervised experiences in the community.

Graduates may continue in graduate programs in psychology or other social sciences or enter careers which place emphasis on interpersonal relations and human resource management.

Psychology Curriculum - Bachelor of Arts

			Credits
College Core			48
Liberal Arts Core			18
Major Courses			
PSY	108	Introduction to Psychology	3
PSY	211	Human Growth and Development	3
PSY	215	Psychology of Abnormal Behavior	3
PSY	216	Psychology of Personality	3
PSY	224	Research Methods	3
PSY	335	Assessment and Testing	3
PSY	444	Senior Seminar	3
		Total Major Credits:	21
Electives			
		Four courses from the psychology selections	12
Allied Courses			
ATH	111	Introduction to Cultural Anthropology	3
SOC	213	Sociology of Social Problems	3
		Total Allied Credits:	6
		Free Electives	15
		Total Credits:	120

Social Science Program
Coordinator: Professor Walter L. Zimmermann

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 Arts

			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
SCS	444	Senior Seminar in Social Science	3
SOC	213	Sociology of Social Problems	3
		Social Science Elective	3
		Social Science Concentration*	12
		Total Major Credits:	33

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

	Free Electives	21
	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 today's society, they must be able to deal intelligently with quantitative information. Most employers consider a familiarity with mathematical techniques a valuable asset. As a consequence, the mathematics faculty

- tailors its curriculum to suit the needs of the students and the major areas of study at New Hampshire College
- offers all mathematics/science courses designated by the various college cores
- offers electives both for individuals wishing to emphasize mathematics and science in their education and also for those intending to enroll in graduate courses requiring quantitative sophistication.

In addition, for students with an interest and ability in mathematics, the faculty provides the mathematics honors program which is available in the day undergraduate school.

Teacher Education Programs
Coordinator: Professor Carolyn Hollman

Teaching is among the most exciting and rewarding professions because teachers can make an important contribution to future generations and to society. The teaching programs in business, English and marketing prepare graduates to teach in high schools. Satisfactory completion of a teaching program carries State of New Hampshire certification. This certification, or teaching license, qualifies graduates to teach high school in New Hampshire and in twenty-five other states, including those in New England. With slight modifications, graduates will also be prepared to teach in high schools throughout the United States.

Teacher Education Core:

EDU	200	Introduction to Education	3
EDU	290	Field Experience	3
EDU	490	Student Teaching	12
HIS	113	United States History I: 1607-1865 (from college core)	—
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	3
		Total Credits:	27

English Teacher Education Program
Coordinator: Professor Carolyn Hollman

The English education major prepares students to teach grades 7-12. The program of study includes three areas: general education (the college core); specialized social science, education, and practical courses (the education core); and major (English) courses. This program of study provides the prospective English teacher with the techniques, knowledge, and experience to help junior and senior high school students develop to their highest potential.

Admission to English Teacher 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 Teacher Education Curriculum - Bachelor of Science

	Credits
College Core	48
Teacher Education Core	27

Major Courses

Choose one survey course from each category: World, American and English literature.

ENG	201	Survey of World Literature in Translation I	
		or	
ENG	202	Survey of World Literature in Translation II	3
ENG	213	Survey of American Literature I	
		or	
ENG	214	Survey of American Literature II	3
ENG	223	Survey of English Literature I	
		or	
ENG	224	Survey of English Literature II	3
AND: One survey course of your own choice			3
ENG	315	Survey of the Theater	
		or	
ENG	316	Contemporary Drama	3
ENG	319	Shakespeare	3

ENG	330	Seminar in Advanced Writing	3
ENG	333	Introduction to Linguistics	3
ENG	335	Introduction to Poetry	
		or	
ENG	337	Contemporary Poetry	3
ENG	355	English Grammar	3
		Total Major Credits:	30

Allied Courses:

EDU	320	Methods of Teaching English I	3
EDU	321	Methods of Teaching English II	3
		Total Allied Credits:	6
		Free Electives	9
		Total Credits:	120

Business and Marketing Teacher Education Programs Coordinator: Associate Professor Laurence Pelletier

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. Upon completion of the program, students will qualify for a New Hampshire Comprehensive Teaching Certificate which is reciprocal in many other states.

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.

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.

Business Teacher Education - Bachelor of Science

			Credits
College Core			48
Teacher Education Core			27

Major Courses

ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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	3
		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	3
		Total Allied Credits:	9
		Free Electives	9
		Total Credits:	120

Marketing Teacher Education Curriculum - Bachelor of Science

			Credits
College Core			48
Teacher Education Core			27

Major Courses

ACC	101	Introduction to Accounting and Financial Reporting 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*	9
		Total Major Credits:	33

*Choose three from the following: MKT 222, MKT 329, MKT 335, 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	3
		Total Allied Credits:	9
		Free Electives	3
		Total Credits:	120

Division of Hospitality Administration and Culinary Arts

Chairperson: Assistant Professor William R. Petersen

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 management, restaurant management and travel and tourism. Students who complete the requirements of the hotel management 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 hospitality or tourism 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 Management, Restaurant Management and Travel and Tourism Programs

A career in hotel management, 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 and tourism 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 management, 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	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting II	3
ADB	125	Human Relations in Administration	3
ADB	421	Strategic Management and Policy	3
ENG	220	Business Communication	3
FIN	320	Introduction to Business Finance	3
LDG	320	Hospitality Managerial Accounting	3
LDG	416	Law of Hospitality Industry	3
LDG	418	Seminar in Hospitality Administration	3
MKT	113	Introduction to Marketing	3
		Total Credits:	30

Hotel Management Curriculum - Bachelor of Science

			Credits
College Core			48
Hospitality Core			30
Major Courses			
LDG	112	Introduction to the Hospitality Industry	3
LDG	215	Hotel Information Systems	3
LDG	314	Hospitality and Tourism Marketing	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 Cooperative Education	3
		Hospitality Department Elective	3
		Total Major Credits:	30
		Free Electives	15
		Total Credits:	123

Restaurant Management Curriculum - Bachelor of Science

			Credits
College Core			48
Hospitality Core			30
Major Courses			
LDG	112	Introduction to the 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
REST	490A	Restaurant Cooperative Education	3
		Total Major Credits:	30
		Free Electives	15
		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		30
Major Courses		
LDG 314	Hospitality and Tourism Marketing	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	Travel and Tourism Cooperative Education	3
	Hospitality Department Elective	3
	Total Major Credits:	30
	Free Electives	15
	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.

BASHA I — 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	470	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 in Hospitality Administration	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

BASHA II — 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

General Education Courses (21 credits):

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
MAT	120	Finite Mathematics	3

Hospitality Core Courses (12 credits):

LDG	320	Hospitality Managerial Accounting	3
LDG	416	Law of the Hospitality Industry	3
LDG	418	Seminar in Hospitality Administration	3
		Hospitality division elective	3

Major Courses (12 credits):

Hotel Management

LDG	215	Hotel Information Systems	3
LDG	314	Hospitality and Tourism Marketing	3
LDG	421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
LDG	429	Hotel Administration	3

Restaurant Management

LDG	421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
REST	319	Restaurant Management	3
REST	422	Beverage Management and Control	3
REST	424	Wines and Beverages	3

Travel and Tourism

LDG	314	Hospitality and Tourism Marketing	3
TOUR	311	Tourism Planning and Policy Development	3
TOUR	401	Convention and Meeting Management Planning	3
TOUR	428	Resort Development	3
		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 or restaurant management major.

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.

Culinary Arts Curriculum - Associate in Applied Science

First Year			Credits
First Semester			
TCI	110	Culinary Skills and Procedures	3
TCI	113	Bakeshop I	3
TCI	116	Sanitation	1
TCI	126	Culinary Arts Mathematics	3
ENG	101	Basic Writing (Composition I)	3
FEX	100	Freshman Experience Seminar	3
			16
Second Semester			
TCI	109	Food Purchasing	3
TCI	111	Food Production	3
TCI	112	Garde Manger I	2
TCI	114	Bakeshop II	3
TCI	226	Cooperative Education Seminar I	2
ENG	102	Process Writing (Composition II)	3
			16
Summer Term			
TCI	390A	Culinary Cooperative Education	3

Second Year			Credits
First Semester			
TCI	127	Nutritional Cooking	3
TCI	217	Classical Cuisine	3
TCI	235	Regional Cuisine	3
TCI	236	Cooperative Education Seminar II	1
TCI	243	Dining Room Management I	3
		Elective	3
			16
Second Semester			
TCI	218	International Cuisine and Service	3
TCI	220	Garde Manger II	3
TCI	237	Menu/Facilities Planning	3
TCI	250	Dining Room Management II	3
		Elective	3
			15
		Total Credits:	66

Electives:

TCI	108	New American Cuisine	3
TCI	222	Contemporary Sauces	3
TCI	233	Bakeshop III - Classical Baking	3
TCI	240	Bakeshop IV - Advanced Pastry	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 (Culinary Arts 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 A.A.S. 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	3 credits
			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	3 credits
			12 credits plus prerequisites

Minors

A group of courses taken within one discipline which is different from one's major is considered a minor. The minor must include a minimum of fifteen credits, including at least twelve credits beyond the core. At least 50% of these credits must be taken at New Hampshire College.

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 Introduction to Accounting and Financial Reporting I
- ACC 102 Introduction to Accounting and Financial Reporting II
- ACC 203 Intermediate Accounting I
- ACC 204 Intermediate Accounting II
- ACC 207 Cost Accounting I
- ACC 208 Cost Accounting II

Minor in Business/Marketing Teacher Education

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. This minor may position a graduate for a job as an industry trainer or teaching consultant: alone, it does not lead to secondary teaching certification. (See Teacher Education Programs)

- EDU 200 Introduction to Education
- EDU 290 Field Experience

- 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

Minor in Communication:

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

- COM 226 Mass Communication
- COM 235 Introduction to Journalism
- COM 322 Advanced Public Speaking
- COM 330 Graphics and Layout in Print Media
- COM 331 Desktop Publishing
- COM 335 Principles of Public Relations

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
- Plus two (2) Economics Electives

Minor in English Language and Literature:

A student may successfully declare a minor in English language and literature by successfully completing the following five courses at New Hampshire College.

Choice of two:

- ENG 201 Survey of World Literature in Translation I

  or
- ENG 202 Survey of World Literature in Translation II
- ENG 213 Survey of American Literature I

  or
- ENG 223 Survey of English Literature I
- ENG 214 Survey of American Literature II

  or
- ENG 224 Survey of English Literature II

Choice of one:

- ENG 330 Seminar in Advanced Writing

  or
- ENG 333 Introduction to Linguistics

  or
- ENG 355 English Grammar

And:

One literature elective

Plus one other literature elective required by the college core

Minor in Finance:

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

- ECO 202 Macroeconomics
- FIN 220 Introduction to Investments
- FIN 320 Introduction to Business Finance
- FIN 435 Financial Policy and Decision-Making

Plus any two of the following:

- ECO 306 Money and Banking
- FIN 250 Personal Financial Planning
- FIN 322 Risk Management and Insurance
- FIN 324 Security Analysis
- FIN 326 Contemporary Issues in Finance
- FIN 336 Multinational Corporate Finance

Minor in History:

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

One complete year of a survey:

Either:

- HIS 109 Western Civilization I: Prehistory 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 Hotel Management:

A student may declare a minor in hotel management by successfully completing the following five courses at New Hampshire College:

- LDG 112 Introduction to the Hospitality Industry
- LDG 215 Hotel Information Systems
- LDG 314 Hospitality and Tourism Marketing
- LDG 320 Hospitality Managerial Accounting
- LDG 418 Seminar in Hospitality Administration

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 222 Principles of Retailing
- MKT 320 Sales Management

or

- MKT 335 Sales and Persuasion
- MKT 329 Principles of Advertising
- MKT 337 Marketing Research
- MKT 345 Consumer Behavior

Minor in Psychology:

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

- PSY 108 Introduction to Psychology (from core)
- PSY 211 Human Growth and Development
- PSY 215 Psychology of Abnormal Behavior
- PSY 224 Research Methods

plus two electives in psychology

Minor in Restaurant Management:

A student may declare a minor in restaurant management by successfully completing the following five courses at New Hampshire College:

- REST 109 Food Purchasing
- REST 110 Quantity Food Production I
- REST 319 Restaurant Management
- REST 422 Beverage Management and Control
- REST 424 Wines and Beverages

Minor in Sociology

A student may declare a minor in sociology by completing the following five courses at New Hampshire College.

- SOC 112 Introduction to Sociology
- SOC 213 Sociology of Social Problems

plus three sociology electives

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

Courses:			Credits
ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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
		Free Electives	9
		Total Credits:	60

Business Administration Curriculum - Associate in Science

Courses:			Credits
ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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	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
ADB		Business Electives	6
		Free Elective	3
		College Core Electives	6
		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	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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
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 Electives	12
		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

Courses:			Credits
ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting II	3
ADB	125	Human Relations in Administration	3
CIS	100	Fundamental Concepts of Information and 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
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
		Free Electives	6
		Total Credits:	60

*FMK 290A (Fashion Merchandising 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.

Marketing Curriculum - Associate in Science

Courses:			Credits
ACC	101	Introduction to Accounting and Financial Reporting I	3
ACC	102	Introduction to Accounting and Financial Reporting 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
FEX	100	Freshman Experience Seminar	3
		Free Electives	6
		Total Credits:	60

Liberal Arts - Associate in Arts

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
MAT	120	Finite Mathematics	3
CIS	100	Fundamentals Concepts of Information and Computer Technology	3
HUM	201	Introduction to the Humanities I: Greece through Renaissance	3
HUM	202	Introduction to the Humanities II: Baroque through Modern	3
FEX	100	Freshman Experience Seminar	
		or	
		Liberal Arts Elective	3
Core Elective:			
		English Literature Elective	3
Choose two:			
PSY	108	Introduction to Psychology	
		or	
SOC	112	Introduction to Sociology	
		or	
GOV	109	Introduction to Politics	
		or	

GOV	110	American Politics	6
		History Elective	3
		Philosophy Elective	3
		Science Elective	3
		Free Electives	12
		Two Designated Electives*	6
		Total Credits:	60

* Designated Electives (ATH, ECO, EDU, ENG, FAS, GOV, HIS, HUM, MAT, PSY, and SOC)

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	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting 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

Aviation

ADB	342	Organizational Behavior
AVI	101	Aviation Development
AVI	102	Aviation Administration
AVI	201	Business/Corporate Aviation
AVI	202	Aviation Operations
AVI	470	Special Topics in Aviation Management

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	210	Application Development
CIS	230	"C" A Programming Language
CIS	310	Application Design and Implementation

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

Healthcare Administration

The Healthcare Administration Certificate Program will have three options:

Accounting Option:

ACC	101	Introduction to Accounting and Financial Reporting I
ACC	102	Introduction to Accounting and Financial Reporting II
ACC	209	Cost Accounting for Healthcare Organizations
ADB	302	The Management of Healthcare Organizations
ADB	420	Current Issues in the Healthcare Professions
CIS	205	Healthcare Information Systems

Computer Information Systems Option:

ADB	302	The Management of Healthcare Organizations
CIS	100	Fundamental Concepts of Information and Computer Technology
CIS	200	Information Systems Concepts
CIS	205	Healthcare Information Systems
CIS	330	Data Base Management Systems

Human Resource Option:

ADB	125	Human Relations in Administration
ADB	211	Human Resource Management
ADB	302	The Management of Healthcare Organizations
ADB	342	Organizational Behavior
ADB	420	Current Issues in the Healthcare Professions
CIS	205	Healthcare Information Systems

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	347	Inventory Management
ADB	348	Systems Technologies

Note: Students must complete prerequisite requirements for this certificate.

Retailing

FMK	202	Fashion Merchandising
FMK	203	Retail Sales Promotion
MKT	113	Introduction to Marketing
MKT	222	Principles of Retailing
MKT	442	Retail Management

Choose one of the following:

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

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 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 Introduction to Accounting and Financial Reporting 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; 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; For ACC 208: ACC 207. Offered every year.

ACC 209 Cost Accounting for Healthcare Organizations (3 credits)

Cost Accounting has become an integral part of healthcare management in the last decade. The drive towards healthcare reform and the spread of managed care have heightened the awareness of the critical role of cost measurement and cost management. Care cannot be managed effectively unless you know the costs of different alternative approaches to providing care. These costs cannot be known unless the management and staff of the organization has the knowledge and capability to measure costs. This course is designed to provide the student with the

knowledge of how to plan and to control costs in the healthcare industry. Prerequisite: ACC 101 or ACC 102. This course is offered only in the Division of Continuing Education. Offered as needed.

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. Offered every semester.

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. 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 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 102. 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. 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 480 Independent Study (3 credits)
Independent study allows the student to investigate any accounting subject not incorporated into the curriculum or to do in-depth research in a specialized area of accounting. Prerequisites: Permission of instructor, program coordinator and business division chairperson. Offered every year.

ACC 480A Independent Study (1 credit)
Prerequisites: Permission of instructor, program coordinator and business division chairperson. 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. Prerequisites: Consent from the Career Development Center and approval by the program coordinator with 3 credits given for 240 hours. Offered every year.

ACC 490B Accounting Cooperative Education (6 credits)
This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisites: Consent from the Career Development Center and approved by the 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 year.

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. Offered as needed.

ADB 302 The Management of Healthcare Organizations (3 credits)

This course focuses on teaching students the management and leadership theories, functions and skills that are required for success in the Healthcare profession in the decade of the 1990s. Recognizing that the healthcare industry faces tremendous pressures to control cost while continuing to deliver world class service, industry leaders struggle to find solutions that will meet with the approval of its many constituents. Students will be challenged to understand the complex

problems of today's healthcare system and whenever possible to provide strategies that will result in added value to the market place. This course is offered only in the Division of Continuing Education. Offered as needed.

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 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, 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 Total Quality Management (3 credits)
Total Quality Management (TQM), crucial to efficient resource allocation and effective human resource management, is studied. Major factors affecting quality and strategies for effective total quality management are covered through the use of contemporary texts, reading, cases, exercises, and simulations. International considerations are also studied. Prerequisites: ADB 125 and junior standing. Offered every 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, unem-

ployment 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 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 as needed.

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 every year. 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 and 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 420 Current Issues in the Healthcare Professions (3 credits)

Students will be challenged to contemplate and debate many of the complex issues facing the healthcare profession as it struggles to balance the needs of the individual, organization and local community. Issues such as hospital mergers, step-care retirement communities, ambulatory surgical centers and outpatient hospital centers represent a sampling of topics that will be discussed. Offered only in the Division of Continuing Education. Offered as needed.

ADB 421 Strategic Management and Policy

(3 credits) Business Division Capstone Course

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 making U.S. and international corporations, public and not-for-profit organizations. Text and case studies are used extensively. Prerequisites: ACC 102, FIN 320, MKT 113 and senior standing. This is a writing intensive course and experience with LOTUS 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 480 Independent Study (3 credits)

This course allows the student to investigate any economic or business subject not incorporated into the business administration curriculum. Prerequisites: Permission of the instructor, program coordinator and business division chairperson. Offered every semester.

ADB 480A Independent Study (1 credit)

Prerequisites: Permission of the instructor, program coordinator and business division chairperson. Offered every semester.

ADB 490A Business Administration 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 Business Administration 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 Business Administration 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. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

ADB 492A Business Studies Cooperative Education (3 credits)

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

ADB 492B Business Studies Cooperative Education (6 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

ADB 492C Business Studies Cooperative Education (12 credits)
Prerequisites: 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 as needed.

Aviation Management

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/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 470 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 as needed.

(Note: CIS 170, CIS 172, CIS 173, CIS 174 and 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. 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 205 Healthcare Information Systems (3 credits)
This course offers the student an integrated presentation of today's issues surrounding the application of modern information technologies with health services delivery information systems. The field of Health Management Information Systems is studied as evolving from and associated with general systems theory, management information systems, information flow and data management, system development methodologies such as hardware, software, databases, electronic data interchange decision support systems and expert systems. Prerequisite: ACC 101 or ACC 102. Offered only in the Division of Continuing Education.

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 100. Offered every year.

CIS 230 "C" A Programming Language (3 credits)
This course is designed to introduce the students to block structure, thereby reinforcing the structure programming techniques learned in COBOL. This language is a cross between a high level and an assembly level language and is heavily dependent on the use of functions. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered as needed.

CIS 231 "C" Advanced Programming Language (3 credits)
Advanced "C" Programming continues where the Introduction to "C" Programming course finishes. A brief review of arrays, pointer manipulation, structures, and functions will set the foundation for advanced programming techniques in "C". Advanced topics include scanners and parsers, data structures and algorithms, recursion, optimization techniques, memory management, bit operations and interrupts, and managing large scale "C" projects. Principles of good program design will also be covered. Prerequisite: CIS 230. Offered as needed.

CIS 232 Object Oriented Programming in C++ (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 interruptions, and managing large scale "C" projects. Principles of good program design will also be covered. Prerequisite: CIS 230. Offered in the Division of Continuing Education.

CIS 270 World-Wide Web Technology (3 credits)
This course will briefly examine the evolution of the Internet and Web and its many applications. An examination of the TCP/IP protocol and Internet architecture will provide a technical basis for understanding the Internet and Web. This course will also cover the Hypertext Markup Language, the language used for creating web pages. Prerequisite: CIS 100 or equivalent with a grade of B or higher.

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 210. 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. Students use systems design methodologies to develop single-user systems including using database. Supervised structured laboratory exercises are included. Prerequisites: CIS 200. Offered every year. Writing intensive course.

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 210 or CIS 310. Offered as needed.

CIS 350 Introduction to the UNIX Operating System (3 credits)
This course provides an in-depth introduction to the structure and functioning of the UNIX operating system. It is designed to give students a solid foundation into the design and organization of the operating system and to familiarize them with the basic set of UNIX commands. Offered in the Division of Continuing Education only. 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. Writing intensive course.

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.

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 315 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. Prerequisites: Permission of the instructor, program coordinator and business division chairperson. 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. Prerequisites: Consent of the business division chairperson and the Career Development Center. Offered every year.

MAS 490A Management Advisory Services Cooperative Education (3 credits)
Prerequisites: Consent of the Career Development Center and business division chairperson. Offered every year.

Communication

Note: Communication courses may satisfy business and free elective requirements for other majors.

COM 226 Mass Communication (3 credits)
This is a survey course that 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. 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, brochures, speeches, profiles, newsletters, and annual copy. Prerequisite: ENG 103. Offered as needed.

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. Prerequisite: ENG 103. Offered every year.

COM 237 Journalism Practicum (maximum 6 credits)

One option for this practicum is print journalism; students have the opportunity to publish the student newspaper, *The Observer*. Another option is broadcast journalism; students have the opportunity to produce programs for the student television channel, WNHC TV-8. Students interested in receiving credits for this practicum must present portfolios of their work. credits are assigned by the executive boards and faculty advisers of the newspaper and of the television channel. Prerequisite: All credits are validated by *The Observer* editorial board and the faculty advisor. Offered every year.

COM 322 Advanced Public Speaking (3 credits)

This course provides students with the skills that produce effective oral presentations in professional contexts. 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 330 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 103. Offered every year.

COM 331 Desktop Publishing (3 credits)

This course is a hands-on introduction to desktop publishing utilizing Adobe Pagemaker software with both IBM PC compatible and Apple Macintosh computers. In this course, students learn the purposes, advantages, and disadvantages of desktop publishing. They also learn how to create internal and external publications, logos, resumes, and visual aids, and how to choose hardware and software. Prerequisite: COM 330. Offered every year.

COM 335 Principles of Public Relations (3 credits)

This course introduces students to the theory and practice of public relations in the United States. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their publics. Prerequisite: ENG 103. Offered every year.

COM 341 Technical Writing (3 credits)
This course trains students to produce documents of a technical nature that are commonly found within a business context. Students are required to prepare a variety of technical reports including audits, technical manuals, and feasibility studies. Prerequisite: ENG 103. Offered as needed.

COM 342 Writing for the Computer Industry (3 credits)
This course is designed to increase the students' ability to communicate high-tech information and to apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design, and text organization. Prerequisite: COM 341 or permission of instructor. Offered as needed.

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 print journalism focus in the communication major. Students will learn how to develop and organize ideas, adapt their writing for specific audiences, and revise and polish their prose style. Prerequisite: COM 235 or permission of instructor. Offered as needed.

COM 444 Video Production (3 credits)
This course includes lectures on video history, theory, and 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 103. Offered as needed.

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. The plans include such issues as media strategies, target groups, evaluation techniques, and budgets. Case studies and actual clients are used. Prerequisite: COM 335 or permission of instructor. Offered as needed.

COM 480 Independent Study (2 or 3 credits)
This course allows the student to investigate any communication subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered as needed.

COM 480A Independent Study (1 credit)
This course allows the student to investigate any communication subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered as needed.

COM 490B Communication Cooperative Education (6 credits)
Students may use six hours of free electives for placement in a supervised, career-related work experience. The student reports 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. Prerequisites: Permission of program coordinator and the Career Development Center. Offered every year.

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 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 and ECO 202. Offered every year. Writing intensive course.

ECO 308 U.S. Economic History (3 credits)
This 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 and ECO 202. Offered as needed.

ECO 314 Labor Economics (3 credits)

This course develops and explores explanations of the operation of the labor market in the United States capitalist economy. An eclectic approach is used to compare and contrast different views on such issues as: the nature of the working class; the role of trade unions in the labor market; the impact of investments in labor power; the causes of poverty and unemployment; the influence of technological change on the labor market; and the role of the government in the labor market (i.e. minimum wage legislation, employment training programs, unemployment compensation, retirement and Social Security). Prerequisites: ECO 201 and ECO 202. Offered 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 on 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 and ECO 202. Offered every year.

ECO 325 Economics for Hospitality Students (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 15 month Bachelor of Applied Science in Hospitality Administration (BASHA I) 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 and 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 and 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 and 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 and 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 and 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 and 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 and MAT 220. Offered normally every spring.

ECO 470 Special Topics in Economics (3 credits)
This course allows instructors to experiment with new course offerings. Specific content may be offered on a one-time basis only, after approval by the business division chairperson. A course description and syllabus will be posted in the registrar's office. Prerequisites: Approval of business division chairperson, ECO 201 and ECO 202. Offered as needed.

ECO 480 Independent Study (3 credits)
This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. Prerequisites: Permission of instructor, program coordinator and business division chairperson, ECO 201, ECO 202 and MAT 220. Offered every year.

ECO 480A Independent Study (4-6 credits)
This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. Prerequisites: Permission of instructor, program coordinator, and business division chairperson, ECO 201, ECO 202 and MAT 220. Offered every year.

ECO 490A Economics Cooperative Education (3 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

ECO 490B Economics Cooperative Education (6 credits)
The economics/finance cooperative education option is a semester of supervised career-related work experience. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

ECO 490C Economics Cooperative Education (12 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. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. 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. Prerequisite: ENG 102 or equivalent. 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 the teacher education coordinator at least eight weeks prior to registering for the course. Offered every semester.

EDU 300 Principles of Business and Vocational Education (3 credits)
The field of business education, its curriculum, levels, facilities, materials, research and issues are studied. Emphasis is on current practices in business education. Cooperative education is studied in depth. Prerequisite: EDU 200 or permission of program coordinator. 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 every year.

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. 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. Prerequisites: 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. Prerequisites: Junior standing and permission of the 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 cover methods for integrating speaking and listening, into language arts instruction. Also discussed will be methods of grading and evaluation, classroom management, and discipline. Students should take this course prior to student teaching. May be taken before or after EDU 320. Prerequisites: 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 Prerequisites: Permission of the instructor, teacher education coordinator and liberal arts division chairperson. Offered every year.

EDU 480A Independent Study (1 credit)
This course allows the student to investigate any education subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, teacher education program coordinator and liberal arts division chairperson. 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 070 Transitional English (6 credits)
ENG 070 is open to students who have been referred by International Admissions and/or the American Language and Culture Center. Students enrolled in English 070 must complete the course before enrolling in English 101I. Offered as needed.

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 revising 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. Students must pass this test to receive credit for the course. Offered every semester.

ENG 101I Basic Writing (Composition for International Students) (3 credits)

This section of English 101 concentrates on developing the skills covered in English 101; however, this section is for students whose first language is not English. Students whose dominant language is not English generally require increased time to develop the reading and writing skills necessary for academic success. They have linguistic needs unique to speakers of other languages. English 101I is, therefore, a double period and is limited to no more than 12 students. 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 coordinator for freshmen English. 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 201 Survey of World Literature in Translation I (3 credits)

This course is a survey covering major works of world literature in translation, excluding the American and British traditions. Will include African, Asian, European, Latin American, and Middle Eastern literatures, with an emphasis on the European. Begins with writers of ancient Greece and Rome and finishes with the Renaissance. Prerequisite: ENG 102. Offered every fall.

ENG 202 Survey of World Literature in Translation II (3 credits)

This course is a survey covering major works of world literature in translation, excluding the American and British traditions. Will include African, Asian, European, Latin American, and Middle Eastern literatures, with an emphasis on the European. Begins with the later 17th-century and continues to the present day. Prerequisite: ENG 102. Offered every spring.

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 Survey of 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. Offered every fall.

ENG 214 Survey of 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. Offered every spring.

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 Survey of English Literature I (3 credits)
This is a survey of English literature including Beowulf and the works of 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. Offered every fall.

ENG 224 Survey of 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. Offered every spring.

ENG 301 World Mythology (3 credits)
This is a course in world mythology with special emphasis on the "hero's quest" and other mythical figures as it is manifested in various cultures. Students explore the meanings of mythological figures, motifs, and references from a variety of perspectives. Prerequisite: One 200-level literature survey course. Offered as needed.

ENG 315 Survey of the Theater (3 credits)
ENG 315 is the study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present. Prerequisite: One 200-level literature survey course. 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: One 200-level literature survey course. Offered as needed.

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: One 200-level literature survey course. Offered every three semesters.

ENG 324 Nineteenth Century British Fiction (3 credits)

This course examines novels and stories of major British fiction writers in the nineteenth century, from Jane Austen to Joseph Conrad. The Victorian novelists and their historical role in the evolution of the English novel will be of particular importance. The Brontes, Dickens, Stevenson, and Hardy are therefore among the authors students will read—with special attention to style, structure, and characterization. Political, historical, and cultural influences —as well as 20th-century films and plays based on 19th century texts—are examined to deepen understanding of assigned fiction. Prerequisite: One 200-level literature survey course. 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 averages in both 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 criticize the values, styles, rituals, symbols, psychology, and history of business. This course includes the close readings of imaginative literature, stories, poems and plays. Prerequisite: One 200-level literature survey course. Offered only at the discretion of the program coordinator.

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: One 200-level literature survey course. Offered only at the discretion of the program coordinator.

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 334 Modern Authors (3 credits)
This course 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: One 200-level literature survey course. Offered only at the discretion of the program coordinator.

ENG 335 Introduction to Poetry (3 credits)
ENG 335 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: One 200-level literature survey course. Offered as needed.

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: One 200-level literature survey course. Offered as needed.

ENG 337 Contemporary Poetry (3 credits)
ENG 337 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: One 200-level literature survey course. Offered as needed.

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: One 200-level literature survey course. Offered as needed.

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, not a literature elective, for non-majors. Prerequisite: ENG 103 or junior or senior standing. Offered as needed.

ENG 450 Senior Seminar in Literature (3 credits)

This course emphasizes research and analytical skills in English 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 English and American literature. Emphasis will be on the intensive study of a literary master with particular interest in historical and cultural milieu. It may serve as a final course in American studies, but it is 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 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 470 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 liberal arts division chairperson. A course description and syllabus will be posted in the registrar's office. Prerequisite: One 200-level literature survey course or permission of program coordinator and liberal arts division chairperson. Offered as needed.

ENG 480 Independent Study (3 credits)

This course allows the student to investigate any English subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered every year.

ENG 490A English Language and Literature Cooperative Education (3 credits)

Prerequisites: Consent of the Career Development Center and permission of the program coordinator.

ENG 490B English Language and Literature Cooperative Education (6 credits)

Prerequisites: Consent of the Career Development Center and permission of the program coordinator.

Fine Arts

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 as needed.

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. Offered as needed.

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 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 and MAT 120 or MAT 150. Offered every semester.

FIN 250 Personal Financial Planning (3 credits)
Personal Financial Planning provides an overview of personal financial decision-making. The course uses the life cycle approach, emphasizing financial

planning for each phase of life. Topics covered include career planning, budgeting, use of credit, insurance, investments, retirement planning and income-tax planning. Prerequisite: Junior or senior standing. Offered as needed.

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 and 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 and 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 and FIN 320. Offered every year.

FIN 326 Contemporary 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: FIN 220 and FIN 320. Offered as needed.

FIN 336 (INT 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 normally every fall.

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. Prerequisite: FIN 320. Offered normally every fall. 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 and 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. Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

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 subgovernments 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 are emphasized. Included as well is a consideration of the influence of recent entrants in international relations such as multinational corporations, the European Economic Community and free trade systems. 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 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. Prerequisites: 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. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered every year.

History

HIS 109 Western Civilization I: Prehistory 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 (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 125 United States Intellectual History (3 credits)
HIS 125 is a study of the main currents in intellectual and social history of the United States. As an introduction to American studies, this course will provide the board framework for further study of the culture of America. Prerequisite: None. Offered as needed.

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 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 government, 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. Prerequisite: HIS 113 or permission of instructor. 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. Prerequisite: HIS 113 or permission of the instructor. Offered every third year.

HIS 480 Independent Study (3 credits)
Prerequisites: Permission of instructor, program coordinator and liberal arts division chairperson. Offered every year.

Honors

HON 201 Interdisciplinary Studies (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 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)

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 roles 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 as needed.

HUM 470 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. Prerequisite: Approval by the humanities and English program coordinator. 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 semester.

INT 309 Legal Environment of International Business (3 credits)
The course is designed to provide the student with an overview of those 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 every third semester.

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 every fourth semester.

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 every spring semester.

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 and junior standing. Offered every fall semester.

INT 335 Importing and Exporting in International Trade (3 credits)

The primary focus of this course is "How to Get Started Building an Import/Export Business." This course will introduce the student to many complexities of building an import/export business to include: economics and politics, planning and negotiation, foreign currency transactions, shipping and insurance, documentation as well as the intricacies of exporting from, and importing to the United States. Prerequisite: INT 113 or permission of the international business coordinator. Offered every fourth semester.

INT 336 (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 normally every fall.

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, INT 113, MKT 113, FIN 320 and junior standing. Offered every fourth semester in the fall.

INT 433 (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 influences 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 or permission of the instructor. Offered as needed.

INT 480 Independent Study (3 to 6 credits)
Prerequisites: Permission of the instructor, program coordinator and business division chairperson. Offered every year.

INT 490A International Business Cooperative Education (3 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

INT 490B International Business Cooperative Education (6 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

INT 490C International Business Cooperative Education (12 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

Hotel Management

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 Hospitality and Tourism Marketing (3 credits)
This course studies the marketing function in organizations of the hospitality and tourism industry. The strategies and techniques unique to service marketing are examined with a focus on the marketing planning process. Topics will include internal and external promotion, targeting primary and secondary markets, product and market segmentation, the role of marketing in feasibility determination and management of the marketing function. 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 controls 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. 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 in Hospitality Administration (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 and hospitality division chairperson. Offered every year.

LDG 490A Hotel Cooperative Education (3 credits)
Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 240 hours over a pre-determined length of time with specified starting and ending dates (usually 3 months) working at an approved hospitality/tourism location. Open to

hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and the permission of the hospitality division chairperson. Offered every year.

LDG 490B Hotel Cooperative Education (6 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 480 hours over a pre-determined length of time with specified starting and ending dates (usually 5-6 months) working at an approved hospitality/tourism location. Open to hospitality division baccalaureate students only. Prerequisite: Consent of the Career Development Center and the permission of the hospitality division chairperson. Offered every year.

LDG 490C Hotel Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 960 hours over a pre-determined with specified starting and ending dates (usually 8-9 months) working at an approved hospitality/tourism location. An individual learning project will be assigned. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

Note: A cooperative education experience for all hotel management, restaurant management, and travel and tourism students is mandatory. Students may select 490A, 490B or 490C to meet this program requirement.

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 Algebra (3 credits)
This course includes a review of basic arithmetic and an introduction to elementary algebra. Offered every semester. (This course carries 3 credits which apply to the GPA; however, the credits do not count toward degree requirements).

MAT 100 Business Mathematics (3 credits)
MAT 100 surveys the mathematical techniques essential to everyday business life. Operating statements, interest calculations, taxes, payroll, pricing, consumer credit and the metric system are all included among the topics at the discretion of the instructor. Offered as needed.

MAT 105 Merchandising Mathematics (3 credits)
MAT 105 surveys the mathematics essential in the maintenance of the retail store-operating statements, mark-up and mark-down, average maintained mark-up, turnover, open-to-buy, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed MAT 120 or MAT 150. A waiver of this restriction is awarded for four-year retailing majors.) Offered every fall.

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 150 may not register for MAT 120). Offered as needed.

MAT 121 Mathematical Concepts and Techniques for Business (3 credits)

An anthology for business majors, this course enriches and augments the techniques developed in MAT 120. Special attention is given to developing the topics using business examples and employing calculators and computer packages wherever possible. Topics covered will include matrices and their application, introduction to linear programming, the summation notation, introduction to calculus applied to polynomials. Prerequisite: MAT 120 or MAT 150. Offered as needed.

MAT 125 Applications in Contemporary Mathematics (3 credits)

The course is designed to stress the connection between contemporary mathematics and modern society. Topics are selected from the following categories and are developed in a manner which blends theory with application. The course is divided into three general areas: (1) Management Science, (2) Social Choice (3) On Size and Shape. Prerequisite: MAT 120 or MAT 150. Offered as needed.

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 120 may not register for MAT 150. Prerequisite: Permission of the mathematics/science coordinator. Offered every fall.

MAT 210 Calculus I (3 credits each)

This course includes the traditional topics found in most Calculus I courses. These include, but are not limited to limits, continuity, differentiation, natural log and exponential functions, trig functions, integration, techniques of interaction, multivariate calculus, Taylor series, and differential equations. The numerous applications will focus on a variety of topics. MAT 210 is the third course required for mathematics honors recognition. Prerequisite: MAT 121 or MAT 150. 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 120 or MAT 150. 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 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 and MAT 220 or MAT 250. Offered as needed.

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 120 or MAT 150. Offered as needed.

MAT 480 Independent Study (3 credits)
This course allows the student to investigate any mathematics subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. 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 semester.

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 (INT 433) 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 influences 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 or permission of the instructor. 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 and 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 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: MKT 113 and 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 and 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 for 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 or permission of instructor. 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 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, MKT 337 and the completion of three of the following courses: MKT 222, MKT 320, MKT 329, MKT 331, 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 and 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. Junior or senior standing. Offered every spring. Writing intensive course.

MKT 470 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. Prerequisites: Permission of instructor, marketing program coordinator and business division chairperson. 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 firsthand. Prerequisites: Open to marketing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

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 firsthand. Prerequisite: Open to marketing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

MKT 490C Marketing Cooperative Education (12 credits)
This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where marketing principles and practices can be learned firsthand. Prerequisite: Open to marketing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

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 firsthand. Prerequisites: Open to retailing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

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 firsthand. Prerequisites: Open to retailing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

MKT 491C Retailing Cooperative Education (12 credits)
This closely supervised on-the-job-training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Prerequisite: Open to retailing majors only with permission of the Career Development Center and marketing program coordinator. Offered every year.

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. Offered as needed.

Office Administration

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 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 or permission of instructor. Offered as needed.

OAD 480 Independent Study (3 credits)
This course allows the student to investigate any office administration subject not incorporated into the curriculum. Prerequisites: Permission of instructor, business education program coordinator and liberal arts division chairperson. Offered every year.

Philosophy

PHL 110 Introduction to Western Philosophy (3 credits)
This course provides a general introduction to the big questions of philosophy: questions of existence, knowledge, freedom and meaning. The purpose of the course is twofold: to introduce students to some great thinkers and theories while engaging students in the exploration of the same beginning questions applied to contemporary issues. Offered every semester.

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 as needed.

PHL 215 Moral Decision-Making: Theories and Challenges (3 credits)
This ethics course addresses the ways people make judgments about right and wrong actions. Areas of consideration include theories of morality, moral development and decision-making, comparisons between morality and other areas of life such as law and religion, as well as contemporary moral issues facing individuals and society. Offered every year.

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 semester.

PHL 230 Religions of the World (3 credits)
World Religions reviews the emergence of various belief systems, their differences as well as their similarities. Students explore the role of religious belief in the course of human history. Whenever possible, speakers representing the various

religions are invited to the class. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Islam. Offered every 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. Offered as needed.

PHL 480 Independent Study (3 credits)
This course allows the student to investigate any philosophy subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered as needed.

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 prenatal period to death. In addition, the course considers the patterns of human development. Prerequisite: PSY 108. 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. Offered every 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 or permission of the instructor. Offered every 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 224 Research Methods (3 credits)
The student should understand a variety of methods, including experimental, survey, co-relational and case-history techniques. He/she should be aware of the strengths and weaknesses of each method and understand when each method is best used. Prerequisites: PSY 108 and MAT 220. Offered as needed. Writing intensive course.

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 New Hampshire College) 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. Offered every 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 335 Assessment and Testing (3 credits)
The student should be aware of the use and abuse of psychometric techniques. The specific techniques in current use should be introduced and understood. While knowledge about specific tests may be somewhat limited, the students should have a knowledge of the types of tests and techniques available. Prerequisites: PSY 108, PSY 224 and MAT 220. Offered as needed.

PSY 444 Senior Seminar (3 credits)

This capstone course will integrate the earlier classroom and practical experience with a focus on current issues in psychology. This course will probably include cross-cultural aspects of psychology, ethics, recent career trends in psychology, and other topics dictated by the "current events" of psychology. Coverage may change over time, but the basic focus on integrating the past and anticipating the future for the psychology seniors will be the major concern. Prerequisites: PSY 108, PSY 211, PSY 215, PSY 216, PSY 224 and PSY 335. (One prerequisite may be taken concurrently.) Writing intensive course. Offered as needed.

PSY 480 Independent Study (3 credits)

This course allows the student to investigate any psychology subject not incorporated into the curriculum. Prerequisites: Permission of the instructor, program coordinator and liberal arts division chairperson. Offered as needed.

Restaurant Management

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 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. Prerequisite: 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 and hospitality division chairperson. Offered every year.

REST 490A Restaurant Cooperative Education (3 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 240 hours over a pre-determined length of time with specified starting and ending dates (usually 3 months) working at an approved hospitality/tourism location. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

REST 490B Restaurant Cooperative Education (6 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 480 hours over a pre-determined length of time with specified starting and ending dates (usually 5-6 months) working at an approved hospitality/tourism location. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

REST 490C Restaurant Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 960 hours over a pre-determined length of time with specified starting and ending dates (usually 8-9 months) working at an approved hospitality/tourism location. An individual learning project will be assigned. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and approval of the hospitality division chairperson. Offered every year.

Note: A cooperative education experience for all hotel management, restaurant management, and travel and tourism students is mandatory. Students may select 490A, 490B, or 490C to meet this program requirement.

Science

SCI 210 Survey of the Physical Sciences (3 credits)

SCI 210 studies selected topics in the areas of chemistry, physics, geology, and astronomy, and the impact of these areas of study in our society. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 211 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 212 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 213 Principles of Physical Science II (3 credits)

A study of other 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 215 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 217 Introduction to Anatomy and Physiology (3 credits)
This course is intended to introduce the student to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions. Prerequisite: ENG 103 or permission of the instructor. Offered as needed.

SCI 219 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 220 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. Prerequisite: ENG 103 or permission of instructor. Offered as needed.

SCI 480 Independent Study (3 credits)
Prerequisites: ENG 103 and permission of instructor, program coordinator and liberal arts division chairperson. 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 every spring. Writing intensive course.

SCS 490B Social Science Cooperative Education (6 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

SCS 490C Social Science Cooperative Education (12 credits)
Prerequisites: Consent of the Career Development Center and permission of the program coordinator. Offered every year.

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 the 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 the instructor. Offered every other year.

SOC 480 Independent Study (3 credits)
Prerequisites: Permission of instructor, program coordinator and liberal arts division chairperson. Offered as needed.

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 Sport 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 approval 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 every spring.

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. Prerequisite: Junior or senior standing. Offered every fall.

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 sport manager is likely to encounter. Prerequisite: Junior or senior standing. Sport management or business studies/sport management concentration majors only. Offered every fall and spring.

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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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 Federation. 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, eclair 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 150 Holiday Baking (3 credits)

The holiday baking course is designed for the non-professional baking enthusiast, and concentrates on traditional and non-traditional baking of holiday bread and desserts. The course explores basic decorating techniques and enhances creative flair for displaying holiday favorites. Offered as needed.

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 "a la carte" service in the public dining room of the Culinary Institute. Prerequisite: 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 111 and TCI 217. 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 111 and TCI 217. Offered once a year.

TCI 222 Contemporary Sauces (3 credits)

This course is based on the broad spectrum of sauce making. The students will study why and how different sauces are created and the building stages necessary to prepare them. Students will have extensive practical experience in making stocks. Classical French sauces will be reviewed and the "mother sauces" will be used to prepare classic as well as contemporary interpretations. The specific function or purpose of sauces will be emphasized as will the pairing of sauces with different foods throughout the course. Prerequisite: TCI 110. Offered as needed.

TCI 226 Cooperative Education Seminar I (2 credits)

Cooperative Education Seminar I prepares students for full participation in their cooperative education experience. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science, psychology) to the workplace. Students are assisted in finding a cooperative education experience best suited to their individual needs and career aspirations. Requirements for receiving academic credits for the cooperative education experience are set forth in this course. Prerequisite: TCI 243 or permission of the instructor. Offered once a year.

TCI 233 Bakeshop III - Classical Baking (elective) (3 credits)

Through the use of lecture, demonstration and student participation in baking labs, students become more proficient in baking techniques learned in the previous two courses. More emphasis is placed on classical terms, desserts, terminology, equipment and techniques. Specific emphasis is on decorative projects. 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. Prerequisite: TCI 111. 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 experi-

ence. 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 and 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 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 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 390A Culinary Cooperative Education (3 credits)

Guided cooperative education experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 240 hours over a pre-determined length of time with specified starting and ending dates (usually a 3-4 month summer season) working at an approved food service operation. Open to Culinary Arts students only. Prerequisites: TCI 111, TCI 114, TCI 116 and TCI 226 or permission of the instructor and consent of the hospitality division chairperson. Offered every year.

TCI 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 and hospitality division chairperson. Offered every 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 as needed.

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 and hospitality division chairperson. Offered every year.

TOUR 490A Travel and Tourism Cooperative Education (3 credits)
Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 240 hours over a pre-determined length of time with specified starting and ending dates

(usually 3 months) working at an approved hospitality/tourism location. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

TOUR 490B Travel and Tourism Cooperative Education (6 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 480 hours over a pre-determined length of time with specified starting and ending dates (usually 5-6 months) working at an approved hospitality/tourism location. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

TOUR 490C Travel and Tourism Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students are contracted to maintain employment for a minimum of 960 hours over a pre-determined length of time with specified starting and ending dates (usually 8-9 months) working at an approved hospitality/tourism location. An individual learning project will be assigned. Open to hospitality division baccalaureate students only. Prerequisites: Consent of the Career Development Center and permission of the hospitality division chairperson. Offered every year.

Note: A cooperative education experience for all hotel management, restaurant management, and travel and tourism students is mandatory. Students may select 490A, 490B, or 490C to meet this program requirement.

Army and Air Force Reserve Officers Training

The Army and Air Force offer Reserve Officer 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 the either ROTC program may pursue any university curriculum that leads to a baccalaureate or higher degree.

Two, three, 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 six weeks during the 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 freshmen may pre-register for Military Science 413, (AROTC) The Defense Establishment and National Security or AERO 415 (AFROTC). Sophomores desiring to enter ROTC should check with either the Army or Air Force enrollment advisers located at the University of New Hampshire 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 the entry into ROTC, prior to their junior year.

Students in Air Force ROTC are required to take a math reasoning course form a list approved by the professor of aerospace studies as part of their curriculum.

More specific information about ROTC programs may be obtained by contracting the professor of military science (Army ROTC) at (603) 862-1078 or the professor of aerospace studies (Air Force ROTC) at (603) 862-1480.

Military Science (ARMY), Reserve Officer Training Corps

Professor of Military Science: LTC Terry J. LeBoeuf
Assistant Professors: CPT Francis Wynne, CPT Ralph Huber, CPT Kristin Hull

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.

Course Listings:

413: The Defense Establishment and National Security (1 credit)

Elements of the U.S. defense establishment and their roles in national security. Covers functional inter-relationships between service branches, tactical maneuver elements, major commands, operating agencies, other uniformed services, and civilian agencies. Discusses the principle of civilian control of the military and current world events of significance to the Army officer. Leadership laboratory required for cadets.

414: Military Skills I (1 credit)

Introduction to map reading land navigation, expedient medical care, casualty processing, and cardiopulmonary resuscitation. Leadership lab required for cadets.

501: Military Skills II (2 credits)

Standard military map reading and use, principles of leadership, general first aid, and selected communications and technical skills development. Leadership lab required for cadets.

502: American Military History (2 credits)

Development of American military institutions, civil-military relations, and use of military forces as an instrument of national policy from the Revolutionary War to the present. Emphasis on battle campaign analysis. Leadership lab required of cadets.

601: Military Leadership and Management I (2 credits)
Introductory studies in human relations, interpersonal communications, and group interaction which relate to management and leadership application. Participative leadership and management, motivation and self-actualization. Emphasis on interrelationship between supervision, management, leadership, and hands-on application of theory to practice. Leadership lab required of cadets.

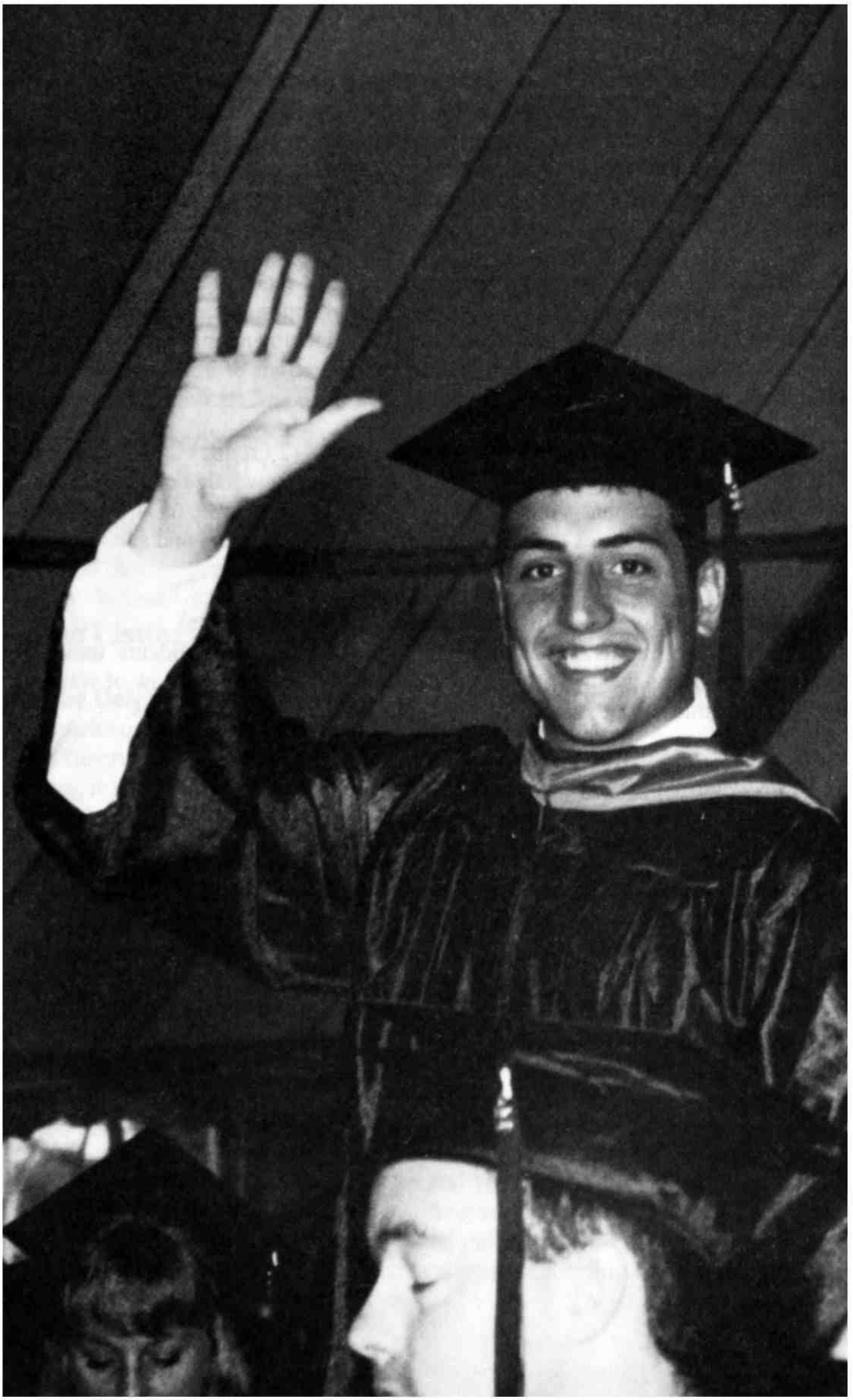
602: Military Leadership and Management II (2 credits)
Further studies in human relations, interpersonal communication, and group interaction. Demonstrated abilities required in leadership and management. Emphasis on theory of training methods with the functions of military management and dynamic leadership. Leadership lab required of cadets. Prerequisite: MILT 601.

611: Seminar on Leadership and Management I (2 credits)
Examination of the military skills and professional knowledge needed for a second lieutenant. Emphasis on various Army management systems and the new lieutenant's responsibilities to the Army and to his/her superiors and subordinates. Leadership lab required of cadets.

612: Seminar on Leadership and Management II (2 credits)
Examination of fundamentals of military law to develop the students' understanding of military-specific offenses and disposition procedures. Law of war and professional ethics also discussed. Leadership lab is required of cadets.

ROTC Scholarships

Both the Army and Air Force offer ROTC scholarships. 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 $150 per-month subsistence allowance. For scholarship information contact Captain Kristin Hull (Army) at (603) 862-1078 or Captain Grover (Air Force) at (603) 862-1460.



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 students 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 have the privilege of receiving their course grade average 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. Grades will not be released over the telephone.

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	3 Credits	x	F(0)	=	0 QP
		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.

Holy Day Policy

New Hampshire College recognizes the important role that religious holy days can play in the lives of its students. Observance of religious holy days may require students to miss classes. Such absence, when preceded by proper notification of teachers will not carry any penalty or sanction. Students are expected to make alternate arrangements with their teachers regarding scheduled tests, assignments due or other course work and activity. Teachers are expected to be supportive of and sensitive to individual religious practices by being willing to work-out alternatives to scheduled course work. In all instances, however, excused absence does not mean excused from meeting course standards and expectations. Should a dispute occur the usual appeal process will be followed: the division chair, the associate dean, and finally the dean.

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's 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.

New Hampshire College Network Acceptable Use Policy

New Hampshire College encourages the use and application of information technologies to support research, instruction, and student needs. Users of New Hampshire College equipment, software, and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All New Hampshire College faculty, students, and staff should be aware of the following acceptable use policy requirements, which augment the existing Nearnet and NSF acceptable use policies.

Definition: The New Hampshire College network (NHCnet) includes all computer an communication hardware, software, and accounts owned by New Hampshire College.

1. Every computer account issued by New Hampshire College remains the property of New Hampshire College. The person to whom the account is issued is responsible for the account and its use. This responsibility continues until the person is no longer a student or employee of New Hampshire College, at which time all rights and responsibilities regarding the account are terminated. The individual must keep the account secure by keeping the password secret, by changing the password often, and by reporting to the Department of Computing Resources when anyone else is using the account without permission. Using another person's account or allowing someone else to use an account makes both parties potentially liable to disciplinary action.
2. Prohibited is the use of NHCnet for:
   - illegal purposes;
   - transmitting threatening, obscene, or harassing materials;

- interfering with or disrupting network users, services, or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other computers accessible via the network);
- profit-making from the selling of services and/or the sale of network access;
- excessive private or personal business

3. The following activities are specifically prohibited:
   - tampering with New Hampshire College owned computer or communication hardware and software;
   - defining and/or changing IP addresses on any machine;
   - intercepting or attempting to intercept e-mail and file transfers;
   - originating or attempting to originate mail from someone else;
   - attempting to logon to computers without an account (other than using guest or anonymous accounts).
4. Data within computer accounts issued by New Hampshire College are private. Access to data within computer accounts issued by New Hampshire College without written permission of the owner is prohibited. However, if there is probable cause to believe such data files or programs contain information relevant to a New Hampshire College business requirement or legal proceeding, a person other than the authorized user may examine such data files or programs. Permission for such access would be granted by New Hampshire College's President of Operations. Access to accounts and/or data by the Department of Computing Resources for routine computer systems maintenance work is permitted.
5. Backup copies of all data in New Hampshire College computer accounts are made routinely to protect against loss of data. No exceptions can be granted.
6. Requests to waive some policies will be reviewed by the Director of the Department of Computing Resources on an individual basis. Under no circumstances will a waiver be granted that violates New Hampshire or other laws.
7. Confirmed misuse of New Hampshire College's computing resources may result in one or more of the following punitive measures:
   - loss of access to computer resources
   - required repayment of funds expended in unauthorized use
   - expulsion from the college
   - termination of employment
   - legal action

The prohibited uses as defined above may also violate state and federal law, thus criminal penalties may also apply.

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

A New Hampshire College student may take an independent study course in any subject area.

Conditions:

- The course content is not offered in any regularly scheduled New Hampshire College course.
- A full-time New Hampshire College faculty member in the department of the course subject area agrees to supervise the student and grade the student's work; or a New Hampshire College adjunct instructor, approved by the appropriate program coordinator and the dean of the undergraduate school, agrees to supervise the student and grade the student's work.
- All independent study courses will be at the 400-level.
- An independent study course has a value of no more than three credits.
- The study is approved by the student's advisor, program coordinator, and the dean of the undergraduate school.

Course-By-Arrangement

Course-By-Arrangement is a New Hampshire College course appearing in the college catalog and required in the student's academic program of study yet extraordinary circumstances prevent the student from enrolling in the course when it is normally offered. Course-By-Arrangement is available to New Hampshire College undergraduates in both the day and continuing education divisions who are unable to obtain a required course during the normal registration and scheduling process.

Continuing education students must review the master course schedules of area centers to verify that the required course is not being offered.

Students must identify a New Hampshire College full-time or adjunct faculty member consenting to teach and grade the work. The faculty member must be approved to teach the requested course.

Course-By-Arrangement applications require:

- a letter of extenuating circumstance justifying the offering of a Course-By-Arrangement
- a regular, weekly meeting schedule be established to ensure proper supervision of the student's progress in the course;

- a syllabus stating course objectives and evaluation process;
- a defined time frame (semester, terms)

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, academically or financially. 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 any refund. 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 Disabilities

Students enrolled at New Hampshire College with documented disabilities verified by the Learning Center and/or the Wellness Center may be entitled to alternate testing conditions to help those students accurately demonstrate their true

competencies. It is the responsibility of the students who wish to avail themselves of these accommodations to inform their instructors at the start of each term or as soon as they become aware of any disabilities.

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 5.1). 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.

- As part of its mission, the college takes seriously its goal of preparing students to be proficient in writing correct, coherent English. 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.
- 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 23	January 15
November 1	May 9	May 10

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 ($80) 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 participating in graduation ceremonies and 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 bachelor's degree shall be designated as writing intensive. Writing intensive is defined as ten pages of *writing as product* and ten pages of *writing to learn* exercises. Thirty percent of the final course grade will 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 200 Information Systems Concepts
- CIS 315 Systems Development I
- CIS 400 Systems Development II
- ECO 306 Money and Banking
- EDU 200 Introduction to Education
- FIN 435 Financial Policy and Decision Making
- FMK 202 Fashion Merchandising
- LDG 314 Hospitality and Tourism Marketing
- LDG 418 Seminar in Hospitality Administration
- MKT 320 Sales Management
- MKT 432 Marketing Strategies and Policies
- MKT 442 Retail Management
- OAD 231 Office Administration I
- PSY 201 Educational Psychology
- PSY 224 Research Methods
- PSY 444 Senior Seminar
- SCS 444 Senior Seminar in Social Sciences

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.

Prior to participating in graduation ceremonies and receiving a degree, students' obligations to the college such as library fines, tuition, dues and fees, must be met. All athletic equipment must be returned.

Graduation with Distinction

Degree of Bachelor of Science and Bachelor of Arts

The degree of bachelor of science or bachelor of arts 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 or bachelor of arts 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 and Associate in Arts

The degree of associate in science or associate in arts 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 grade 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.

Candidates must have completed at least twelve credit hours in courses which could be applied to an associate's degree. Students must earn no less than a 3.5 grade point average to be invited to accept membership in Phi Theta Kappa.

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, financial aid, 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 cooperation with other divisions and among 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

The New Hampshire College Wellness Center is committed to a whole person approach to student development with the emphasis on preparing each person to live in a complex society. It includes direct educational, health and counseling services as well as working with the campus community to broaden the awareness of and commitment to wellness.

As wellness involves the whole person, the activities and services of the Wellness Center focus on preparing educational programs and endeavors and promoting low-risk decisions and behavior regarding personal health and wellness.

Wellness Center staff assist students in defining their problem or concern, exploring alternative solutions, and selecting and implementing a solution whereby improving problem solving skills. In addition, Wellness Center staff assist students in making decisions regarding lifestyle behaviors and emphasize prevention "as the best medicine."

At the Wellness Center, we believe that wellness is not limited to good exercise and nutrition habits and is more than being free of acute illnesses. Wellness means taking responsibility for one's health, creating a full and balanced lifestyle, and being the best person one can be.

However, during the college years many people experience problems that contribute to illness or limit one's ability to achieve a level of optimal health. These problems include inadequate stress and time management, substance abuse, poor nutrition and inadequate sleep. The Wellness Center's services are available to help students overcome or master problem areas.

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. Some examples of such difficulties might be 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 and privately with a professional counselor. Counseling sessions are confidential and can be arranged by contacting the Wellness Center.

Health Services

The Health Services staff handle most common health concerns and are involved with wellness and preventative medicine. The staff offer treatment of common acute problems (e.g. colds, flu, burns), personal health counseling, information on birth control, referral for sexually transmitted disease testing, provide allergy injections, and assist in processing claims for school health insurance. Charges for health services in the community are usually sent directly to students who must bring them to the Wellness Center for processing. Claim forms should be obtained without delay.

In order to receive health services at the College's Wellness Center, you are required to submit a complete medical history and physical examination form prior to admission. International students may not complete registration without these documents and a chest x-ray report. The College physician holds clinic on a weekly basis, as needed. Any problem the nurses cannot handle is referred to the college physician or another appropriate practitioner.

Educational Services

Education is at the core of the Wellness Center's activities and services. As a staff, we firmly believe in the value of prevention in the development of the whole person. Towards this end, NHC's wellness model encompasses the six factors more important to personal growth. These factors include emotional, intellectual, physical, spiritual, occupational, and social wellness.

Educational services we offer include classroom presentations on wellness topics, individual consulting with students, workshops and co-sponsorship of substance-free activities, training for student leaders, staff and faculty, and access to resource materials for classroom assignments or personal growth opportunities.

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, cross country, 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, indoor soccer, and racquetball. Women's intramural sports include indoor soccer, basketball, racquetball and broom hockey. Softball, tennis, and volleyball are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise and Nautilus training.

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, two state-of-the-art training rooms, an equipment room and several locker 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 750 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 part-time 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 Intergreek Council

The Intergreek 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:	Sororities:
Kappa Delta Phi	Phi Omega Psi
Kappa Sigma	Kappa Chi
Phi Delta Theta	Kappa Lambda
Zeta Beta Tau/Phi Delta Psi	Phi Delta Beta

The Culinary Association of New Hampshire College

The Culinary Association 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 Catholic Student Association is an organization designed to encourage Catholic students to build and foster Christian living and fellowship on the New Hampshire College campus and the local community. CSA offers students an opportunity to share their Catholic heritage and experience God's presence in a

meaningful and dynamic way through worship, study and social activities. We strive to proclaim and live the Good News of Jesus Christ each day. The CSA, in conjunction with the Protestant Student Association, also holds several campus-wide social activities each year.

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 is an organization for students who wish to come together as a group to share and experience God's presence through worship, fun and fellowship. Students are able to develop caring, trusting relationships with one another and the world based on the teachings of Jesus Christ. PSA seeks to respond to students' needs through being friends to one another as persons of faith. The members go on occasional trips off campus and develop other activities of interest to the group. They share with the Catholic Student Association in campus-wide social activities.

Student Publications

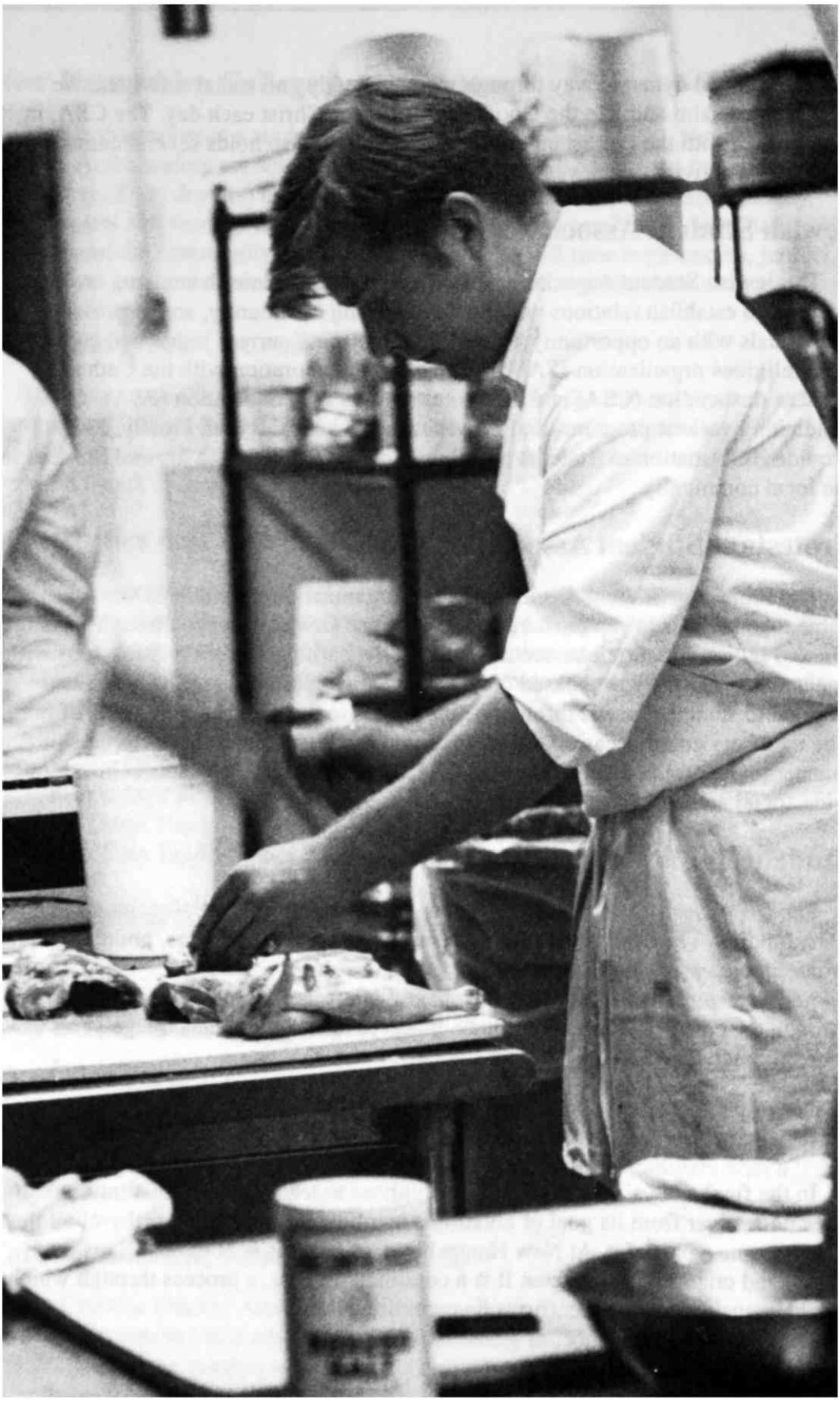
The Observer is the student newspaper published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

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

Robert K. Morine, CPA
Chairman of the Board of Trustees
Comptroller
Merchants Rent a Car, Inc.
Hooksett, NH

Kimon S. Zachos, Esq.
Secretary of the Board of Trustees
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

Bradford E. Cook, Esq.
Assistant Secretary to the Board of Trustees
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

Doug Blais
Director
NHC Alumni Board

John Boatwright
Retired Chairman
Summa Four, Inc.
Manchester, NH

Joan Corcoran
Retired Businessperson
Waterville Valley, NH

Richard Courtemanche
Executive Consultant
IBM-United States

William S. Green, Esq.
Chancellor Emeritus
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

Andrew W. Greene
President/CEO
Blue Cross Blue Shield of Maine
South Portland, Maine

Ernest H.S. Holm
Division Chair, liberal arts
Undergraduate School NHC

Michael McCluskey
Vice President
NYNEX-NH
Manchester, NH

Claira P. Monier
Executive Director
NH Housing Finance Authority
Bedford, NH

Charles Palm, C.P.A.
President LBC Corp.
Meredith, NH

Edward Powers
Chairman
Gordon & Powers Insurance Agency
Manchester, NH

Rev. Placidus H. Riley, O.S.B.
Professor of Theology
St. Anselm College
Manchester, NH

Paul Schneiderman
Professor of Finance
Graduate School of Business NHC

Stephen Singer
Executive Vice President
Merchants Rent a Car, Inc.
Hooksett, NH

Thomas Space
Certified Financial Planner
Connecticut Mutual Life Insurance
Bedford, NH

Russell Thibeault
President
Applied Economic Research, Inc.
Laconia, NH

Raymond Truncellito, C.L.U.
Truncellito & Davis Insurance
Manchester, NH

Administration of the College

Richard A. Gustafson
President
B.A., M.Ed., Boston University
Ph.D., University of Connecticut

Francis G. Doucette
Dean of the Undergraduate School
B.A., Holy Apostles College
M.Ed., Northeastern University
Ed.D., Vanderbilt University

George J. Larkin
Vice President for Student Affairs
B.S., M.Ed., Ph.D., Boston College

Jacqueline F. Mara
Dean of the Graduate School of Business and Continuing Education
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

John C. Miles
Vice President for Finance and Administration; Treasurer
B.S.B.A., Rockhurst College
M.B.A., Central Missouri State University

Jacqueline Ribaudo
Director of Planning and Marketing
B.A., University of New Hampshire
M.A., University of Texas

Dorothy S. Rogers
Vice President of Institutional Advancement
B.S., Simmons College

Undergraduate School

Administration

Francis G. Doucette
Dean of the Undergraduate School
B.A., Holy Apostles College
M.Ed., Northeastern University
Ed.D., Vanderbilt University

C. Richard Erskine
Associate Dean, Undergraduate School
B.A., M.A.T., University of New Hampshire
Ed.D., Vanderbilt University

Roberta M. Banfield
Administrative Coordinator
B.M., Notre Dame College
M.Ed., Rivier College

Faculty

Eleanor H. Barnes
Computer Information Systems Program Coordinator
Professor of Computer Information Systems
B.S.I.E., Northeastern University
M.B.A., University of New Hampshire
*1968

Frank J. Barnes
Business Division Chairperson
Associate Professor of Computer Information Systems
B.S.E.E., Arizona State University
M.B.A., University of New Hampshire
1969

William E. Beane
Assistant Professor of Business Administration/Humanities
B.Ed., Keene State College
M.A., Middlebury College
1965

Robert Begiebing
Professor of English
B.A., Norwich University
M.A., Boston College
Ph.D., University of New Hampshire
1977

Doug Blais
Assistant Professor of Sport Management
B.S., M.B.A., New Hampshire College
1996

Martin J. Bradley
Business Administration Coordinator
Assistant Professor in Business Administration
B.S., Lyndon State College
M.Ed., Notre Dame College
Ed.D., Vanderbilt University
1982

David R. Bradt
Professor of English
B.A., State University of New York at Binghamton
M.S. Iona College
Ph.D., Washington State University
1978

Nicholas Cameron
Assistant Professor of English
B.F.A., New York University
M.Phil., University of Manchester (England)
M.A., Columbia University
Ph.D., University of Cape Town (South Africa)
1996

Vicki Connell
Assistant Professor of Culinary Arts
A.A.S., University of New Hampshire
B.S., New Hampshire College
1985

David E. Cox
Assistant Professor of Mathematics
B.A., Southwest Baptist University
M.S., University of Oklahoma
1990

Robert R. Craven
Director of the Honors Program
Professor of English and Humanities
B.A., M.A., City College of New York
Ph.D., University of Rhode Island
Diploma (Art History), University of New Hampshire
1977

Kevin J. Degnan
Assistant Professor of Science and Mathematics
B.S., Manhattan College
M.S., Ph.D., New York University
1995

Paul Dittmer
Associate Professor of Hotel/Restaurant Management
B.A., Michigan State University
B.A., Colorado College
M.B.A., University of Massachusetts at Amherst
1976

Julia M. DiStefano
Professor of English
B.A., Queens College
M.A., Hunter College
M.A., Ph.D., State University of New York at Stony Brook
1980

William J. M. Dolbow
Associate Professor of Mathematics
B.S., M.S., Worcester Polytechnic Institute
1988
Sabbatical Spring 1997

John K. Evans
International Business Coordinator
Professor of Business Administration
B.A., St. Anselm College
M.A., University of New Hampshire
Ed.D., Boston University
1980
Sabbatical Fall 1996

Robert H. Fleeson
Professor of English
B.A., Yale University
M.A., University of New Hampshire
1967

John P. Fleming, APR
Director, Center for Teaching
Professor of English and Communication
A.B., Merrimack College
M.A., Southern Illinois University
M.Ed., Notre Dame College
M.S., Boston University School of Public Communication
Ph.D., Bowling Green State University
1981

Eleanor Dunfey Freiburger
Professor of English and Ethics
B.A., Emmanuel College
M.A., University of San Francisco
1984

Philip H. Funk, Jr.
Associate Professor of Computer Information Systems
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology
1982

Lynda R. Gamans
Professor of Retailing
B.A., University of New Hampshire
M.Ed., Notre Dame College
1980

Debbie G. Goulding
Instructor of Culinary Arts
A.A.S., Washburn Trade School
B.S., University of Iowa
1995

James L. Grace, Jr.
Director, London Program
Professor of Business Law
B.S., St. Joseph's College
Ed.M., Temple University
J.D., Franklin Pierce Law Center
Ed.D., University of Pennsylvania
1970

Yvonne C. Hall
Professor of Economics/Finance
B.S.B.A., Florida Technological University
M.S., Ph.D., Colorado State University
1981
Sabbatical Fall 1996

Mahboubul Hassan
Associate Professor of Economics
B.A., M.A., M.B.A., University of Dhaka
M.A.P.E., Boston University
1985

John F. Hinckley
Associate Professor of Computer Information Systems
B.S., M.Ed., Worcester State College
C.A.E.S., Boston College
1977

Carolyn Hollman
Teacher Education Coordinator
Professor of English and Education
A.B., University of Michigan
M.A., University of New Hampshire
Ed.D., Vanderbilt University
1980

Ernest H. S. Holm
Liberal Arts Division Chairperson, Social Sciences Coordinator
Professor of Government
A.B., Dartmouth College
M.A., Boston University
M.A.T., University of New Hampshire
Ph.D., Tufts University
1969

Alec Ingraham
Mathematics/Science Coordinator
Professor of Mathematics
B.A., M.A., University of Massachusetts-Boston
1978

Lawrence Kinsman
Humanities/English Language and Literature Coordinator
Professor of English
B.A., State University College at Oneonta
D.A., State University of New York at Albany
1984

Ausra M. Kubilius
Communication Coordinator
Professor of English
B.A., Boston University
M.A., California State University at Los Angeles
Ed.D., Boston University
1973

Louis B. Lanzillotti
Associate Professor of Accounting
B.S., M.B.A., Northeastern University
C.P.A.
1975

Robert Losik
Professor of Business Administration
B.S., University of Wisconsin
M.A., University of North Carolina
Ed.D., Vanderbilt University
1980

William J. F. Murphy
Associate Professor of Accounting
B.S., Merrimack College
M.A., University of Rhode Island
C.P.A.
1975

C. Erik Nieuwejaar
Assistant Professor of Business Administration
B.A., Concordia College
M.S., University of Minnesota
M.S., Northeastern University
1981

Laurence J. Pelletier, Jr.
Associate Professor of Accounting
B.S., M.B.A., New Hampshire College
1980

William R. Petersen
Hospitality Division Chairperson
Assistant Professor of Hospitality Administration
B.S., New Hampshire College
M.Ed., Cambridge College
1995

Norton R. Phelps, Jr.
Sport Management Coordinator
Professor of Sport Management
B.S., Springfield College
M.S., University of Utah
M.B.A., New Hampshire College
1968

Jeanette A. Ritzenthaler
Professor of English
A.B., Mary Manse College at Bowling Green State University
M.A., New York University
Ed.D., Rutgers University
1976

Don W. Sieker
Professor of English
A.B., M.A., San Francisco State University
Ph.D., University of California
1980

Patricia Spirou
Instructor of Marketing
B.S., Keene State College
M.B.A., New Hampshire College
1993

Karen Curry Stone
Marketing Coordinator
Professor of Marketing
B.A., Wake Forest University
M.A., University of Kentucky
Ph.D., Boston College
1983

George Teloian
Professor of Accounting
B.S., Boston University
M.B.A., Northeastern University
C.P.A.
1962

Vernon T. Tetley
Associate Professor of Mathematics
B.Ed., Plymouth State College
M.S.T., University of New Hampshire
1968

Christopher J. Toy
Mathematics Education Coordinator
Professor of Mathematics
B.A., M.A., San Francisco State University
1971

William H. Trueheart
Associate Professor of Computer Information Systems
B.S., Northeastern University
M.S., Georgia Southern College
1981

John C. VanSantvoord
Accounting Coordinator
Associate Professor of Accounting
B.S., New Hampshire College
M.B.A., University of New Hampshire
1980

H. Fred Walter
Associate Professor of Hotel/Restaurant Management
B.S., Empire State College
M.S., State University of New York at Albany
1978

James D. Walter
Professor of Sociology
B.A., Kent State University
M.A., Indiana State University
Ph.D., Ohio State University
1981

Charles V. A. White
Associate Professor of Economics
B.A., M.S., University of Connecticut
Ph.D., Ohio State University
1979

Steven Widener
Economics/Finance Coordinator
Associate Professor of Economics
B.A., Xavier University
M.A., Ph.D., University of New Hampshire
1987

Charles L. Wilbert
Professor of English
B.A., University of Pennsylvania
M.A., Ohio University
1968

James L. Williams, Jr.
Coordinator of Instructional Technology and Distance Learning
Associate Professor of History
B.A., Oklahoma Baptist University
M.A., University of Arizona
Ph.D., University of Arizona
1993

Walter L. Zimmermann
Professor of Psychology
B.S., M.Ed., Springfield College
1968

Undergraduate School Part-time Faculty

M. Michael Allen
B.S., New Hampshire College
M.S., New Hampshire College

Tammy Ashley
B.S., M.S., New Hampshire College

Margaret Bieniek
B.A., M.A., University of New Hampshire

Lois Bradt
B.S., Indiana University
M.S., New Hampshire College

Fred Dobrowolski
B.A., St. Anselm College
M.Ed., Notre Dame College

Robert Fouquette
B.A., University of Maryland
M.S., New Hampshire College

Marissa Galante
B.S., University of Connecticut
M.S., Northeastern University

R. Larry Johnson
Professor of Business Administration
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University

John Karakostas
B.A., St. Anselm College
Ed.M., Rivier College

Christine Merritz
B.S., University of New Hampshire

Nicholas Nugent
Associate Professor
B.A., M.B.A., University of South Florida
Ph.D., Florida State University

Peter Romein
B.S., New Hampshire College
M.Ed., Rivier College

Michael Ryan
B.A., University of Notre Dame
M.S., University of Massachusetts at Amherst

Robert Seidman
B.S., Rutgers University
M.S., Ph.D., Syracuse University

Silvia Spence
B.A., Pheiffer College
M.Ed., Notre Dame College

Stanley Stone
B.A., Western State College
M.B.A., New Hampshire College

Frances Tishkevich
B.A., Plymouth State College
M.A., Vermont College of Norwich University

Susan Youngs
B.A., Luther College
M.A., Washington State University
Ph.D., University of Wisconsin

Graduate School of Business Administration

Jacqueline F. Mara
Dean
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

Steven R. Painchaud
Associate Dean
B.A., St. Joseph's College
M.S., University of Southern Maine
D.Ed., Boston College

Ann McCormick
Director, North Campus
B.A., Bates College
M.A., Tufts University
M.B.A., University of New Hampshire

Patricia R. Gerard
Academic Coordinator
B.S., Franklin Pierce College
M.B.A., New Hampshire College

Faculty

Rahim Ashkeboussi
Visiting Professor
B.S., National University of Iran
M.B.A., Ph.D., St. Louis University

Karin L. Caruso
Accounting Coordinator, Learning Center
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977

Tej S. Dhakar
Assistant Professor
B.S., Indian Institute of Technology
M.B.A., University of Delhi
Ph.D., University of Alabama
1995

Euclid A. Dupuis, CPA
Professor
B.A., New Hampshire College
M.S., Bentley College
1982

Philip Vos Fellman
Associate Professor
B.F.A., California Institute of Arts
M.P.P.M., Yale University, School of Management
M.A., Ph.D., Cornell University
1993

James Freiburger
Associate Professor
B.S., Loras College
M.S., University of Notre Dame
C.A.S., University of Vermont
Ph.D., University of Connecticut
1988

Philip H. Funk, Jr.
Associate Professor
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology
1982

Richard O. Hanson, CPA, CMA
Professor
A.S., Burdett College
B.S., Bellarmine College
M.B.A., New Hampshire College
1984

Gerald I. Harel
Professor
B.S., Hebrew University
M.B.A., State University of New York
M.A., Ph.D., Temple University
1984

Mahboubul Hassan
Assistant Professor of Economics
B.A., M.A., M.B.A., University of Dhaka
M.A.P.E., Boston University
1985

Ernest H. S. Holm
Professor
A.B., Dartmouth College
M.A., Boston University
M.A.T., University of New Hampshire
Ph.D., Tufts University
1969

R. Larry Johnson
Professor
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University
1978

Burton S. Kaliski
Professor
B.B.A., City College of New York, Baruch School
M.S., State University of New York at Albany
Ed.D., New York University
1975

Gerald E. Karush
Professor
B.A., University of Pennsylvania
M.A., Brown University
Ph.D., University of Pennsylvania
1981

Patricia E. Khani, CPA
Professor
B.S., Suffolk University
M.S., Northeastern University
1979

Nicholas Nugent
Associate Professor
B.A., M.B.A., University of South Florida
Ph.D., Florida State University
1990

Laurence J. Pelletier, Jr.
Associate Professor of Accounting
B.S., M.B.A., New Hampshire College
1980

Jeanette A. Ritzenthaler
Professor
B.A., Mary Manse College
M.A., New York University
Ed.D., Rutgers University
1976

Marc A. Rubin
Associate Professor
B.A., Boston University
M.B.A., Northeastern University
1982

Massood V. Samii
Professor
B.S., University of Hartford
M.B.A., Western New England College
Ph.D., State University of New York
1988

Paul Schneiderman
Professor
B.B.A., M.B.A., University of Massachusetts
M.A., Ph.D., Clark University
1976

Susan Schragle-Law
Associate Professor
B.A., M.Ed., Ed.D. University of Massachusetts at Amherst
1988

Robert Seidman
Professor
B.S., Rutgers University
M.S., Ph.D., Syracuse University
1981

Charles V. A. White
Professor of Economics
B.A., M.S., University of Connecticut
Ph.D., Ohio State University
1979

Steven Widener
Coordinator of Economics/Finance
Associate Professor of Economics
B.A., Xavier University
M.A., Ph.D., University of New Hampshire
1987

Linda Zhang
Assistant Professor
B.S., University of Regina
M.S., Ph.D., University of Massachusetts at Amherst
1994

Adjunct Faculty Teaching Graduate Courses (1995-96)

Bruce Anderson
Consultant
B.S., University of Illinois
M.B.A., New York University

Herman S. Bain
Health Administrator U.S. Navy (Ret.)
B.S., University of Maryland
M.A., University of Puget Sound
M.H.A., Baylor University

Dhar Bharatula
Senior Industrial Engineer, Millipore Corp.
B.S., University of Delhi
M.S., University of Toledo
M.B.A., New Hampshire College

Leon J. Bien
Vice President Key Bank
A.B., Boston College
M.A., Michigan State University

Maria Bogacz
B.A., Merrimack College
M.A., University of Lowell

Roger W. Brown, Sr.
Vice President, Human Resources (Ret.)
Sanders Associates
B.S., University of Illinois
M.B.A., New Hampshire College

Richard Cabral
Manager, Maring Ocean Engineering, Martin Marietta
B.S., M.B.A., New Hampshire College

George Carter
Assistant Principal, Timberlane Regional High School
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Marcia Carter
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Gregory J. Cornellier
Director of Client Server Development, Healthsource
B.S., Plymouth State
M.S., CIS, New Hampshire College

Shahrokh Dalpour
B.A., National University of Iran
M.P.A., Government Management Training - Iran
M.B.A., Ph.D., University of Northern Colorado

Manuel Garcia Diaz
Puerto Rico Electric Power Authority
B.S.E.E., University of Mayaguez
M.B.A., University of Mayaguez
M.S., Ph.D., Walden University

William Dickson
President and CEO
Hansa International Inc.
B.A., M.C.D., Liverpool University, UK

Susan Donar
Vocational Curriculum Resource Center of Maine
B.S., University of Maine at Machias
M.B.A., New Hampshire College

Phillip Downs
Consultant
B.A., M.A., University of Maine
Ph.D., Vanderbilt University

Daryl Dreffs
Director of Computing Resources
B.S., Michigan State University
M.B.A., Eastern Michigan University

Gregory Driscoll
Financial Analyst, L.L. Bean
B.A., University of Southern Maine
M.B.A., College of William and Mary

Lester Fahn
General, U.S. Army
B.S., St. Francis College
J.D., New York Law School

Marcia Gadzera
Chairman, Business Department, North Shore Community College
B.S., Salem State College
Ed.M., Ed.D., Boston University

Perry Gehrmann
Health Administrator
U.S. Naval Station, Roosevelt Roads
B.S., State University of New York
M.B.A., University of Texas

Richard M. Guillemette
B.S., M.B.A., New Hampshire College

Thomas Hancock
Instructor, Mid State College
B.S., Husson College
M.S., New Hampshire College

Edward Hellenbeck
Consultant
B.S., Husson College
M.B.A., New Hampshire College

William Henes
Treasurer
Lawrence Pumps, Inc.
B.S., Bowling Green State University
M.S., New Hampshire College

John Henry
Engineering Manager, Alcon Laboratories
B.A., M.B.A., Inter American University

Douglass M. Jack
Professor, Northern Essex Community College
B.S.B.A., M.Ed., Plymouth State College
M.B.A., New Hampshire College

Mohsen E. Khani
Trustee, Pars Realty Trust
B.S., M.B.A., New Hampshire College

Isis Laham
Systems Analyst
Colsa Inc.
B.S., St. Joseph's University
M.B.A., New Hampshire College

Dennis P. Lemieux
Administrator, Jensen Baird Gardner & Henry, Portland, ME
A.B., Colby College
M.P.A., University of Pittsburgh

David E. MacCulloch
CPA
B.S., Metropolitan State College
M.S., Colorado State University

Thomas P. McGrevey, Sr.,
Executive Director, Institute for Management, Development, Research and Assistance
B.S., United State Military Academy
M.B.A., New Hampshire College

Stephen C. Miller
Academic Advisor, New Hampshire College
B.A., Amherst College
Ed.M., Tufts University

Keith Moon
Consultant
B.B.A., Niagra University
M.B.A., New Hampshire College
J.D., Franklin Pierce Law Center

Ines Fortuno Morales
General Manager
Marshalls Inc.
B.B.A., World University of Puerto Rico
M.B.A., International Institute of New York University

Farideh S. Namazi
Financial Consultant
B.A., Iranzamin University
M.A., Webster University

Edmond R. Neveu
Consultant
B.B.A., M.B.A. Rivier College

James Paddock
Senior Program Analyst
Colsa, Inc.
B.S., Cornell University
M.S., M.B.A., Florida Institute of Technology

Maria E. M. Painchaud
Management Consultant
B.S., University of New Hampshire
B.S., Franklin Pierce College
M.B.A., New Hampshire College

John Parker
Bath Iron Works
A.B., Dartmouth College
M.B.A., Columbia University

Charles Parody
B.C.E., The Cooper Union
M.S.C.E., Columbia University

Jonathan Posner
Manager, Employee Benefits Compensation
W.C. Grace
B.A., Boston University
J.D., Suffolk University

Burton C. Reynolds
Manager I.S. Human Resources Department
Staples, Inc.
B.S., University of Vermont
M.B.A., Golden Gate University

William Robertson
Assistant Professor, St. Joseph's College
B.S., St. Francis College
M.A., Fordham University
M.B.A., New York University

Mirta Sanchez
Cultural Specialist
U.S. Naval Station, Roosevelt Roads
B.A., M.A., University of Puerto Rico

H. Gregory Shea
Director, Finance and Administration
Maine Department of Transportation
B.B.A., George Washington University
M.B.A., University of Virginia

Victor A. Somma, Jr.
Director of Marketing and
Development, NH Postsecondary
Technical Education System
B.A., University of Bridgeport
M.S., New Hampshire College

Patricia Spirou
Instructor of Marketing
New Hampshire College
B.S., Keene State College
M.B.A., New Hampshire College

James Stopa
Assistant Director of Vocational & Adult
Education
Manchester School of Technology
B.A., M.Ed., Michigan State University

Lee Surace
Vice President/Controller L.L. Bean
B.S., M.B.A., University of Southern Maine

John B. Tanzer
B.S., United States Military Academy
M.B.A., Long Island University

Jean Marie Thorpe
President, J. Thorpe and Associates
B.S., University of Bridgeport
M.Ed., Rivier College
M.B.A., New Hampshire College

George Tuttle
Economic Analyst, Public Service Company
of New Hampshire
B.S., University of New Hampshire
M.B.A., New Hampshire College

David S. Wallace
Consultant
B.A., St. Johns University
M.B.A., New Hampshire College

William Webb
Dean of Community Education
N.H. Technical College at Stratham
B.A., State University of New York
M.P.A., Golden Gate University
M.Ed., University of New Hampshire
M.B.A., New Hampshire College

Kathryn S. Williams
Law Offices of K.S. Williams Hardy-General Practice
B.A., University of Pennsylvania
M.B.A., Boston College
J.D., Suffolk University

Richard E. Willis
Dean, Continuing Education
Central Maine Technical College
B.A., Yale University
M.Ed., University of Maine
Ph.D., Stamford University

John A. Wilson
Associate Deptarment Head, MITRE Corp.
B.S., University of New Hampshire
M.S.E., Wang Institute of Graduate Studies

John R. Wilson
Attorney, Goff and Wilson, PA
B.A., State University of New York at Genesco
J.D., Franklin Pierce Law Center

Kenneth Yasuda
Senior Labor Analyst
NH Department of Employment Security
B.S., University of Indiana
M.S., University of Rochester

Community Economic Development

Michael Swack
Coordinator, C.E.D. Program, Professor
B.A., University of Wisconsin
M.S., Harvard University
Ph.D., Columbia University
1981

Christine A. Clamp
Professor
B.A., Friends World College
M.A., Ph.D., Boston College.
1981

Woullard Lett
Academic Coordinator
B.A., Northeastern Illinois University
M.S., New Hampshire College

G. David Miller
Associate Professor
B.A., Brown University
M.A., Northeastern University
M.S.W., University of Michigan
1986

Other Faculty Teaching Community Economic Development Courses

Clark Arrington
J.D., University of Notre Dame Law School

Jeff Ashe
B.A., University of California at Berkeley
M.A., Boston University.

Susan Brace
B.A., William Smith College
M.S., New Hampshire College

Ava Clough
M.A., Fairleigh Dickinson University
M.P.H., Boston University

John Davis
M.S., Ph.D., Cornell University

Jack Donovan
M.S., New Hampshire College

Sue Karant
M.S., University of Wisconsin

Donald E. Mason
J.D., University of Miami

Susan Gilson Miller
Ph.D., University of Michigan

William A. Ninacs
M.S., New Hampshire College

Shirley Pippins
M.A., University of Illinois
Ed.D., Columbia University

Beverly Smith
M.B.A., Roosevelt University
M.S., New Hampshire College

Chuck Turner
B.A., Harvard University.

Peter White
M.S., New Hampshire College

Harry A.B. and Gertrude C. Shapiro Library

Richard Pantano
Library Director, Associate Professor
B.A., St. Anselm College
M.L.S., University of Rhode Island

Patricia A. Beaton
Public Services Librarian, Government Documents, Associate Professor
B.A., Salem State College
M.S., Simmons College

Edward W. Daniels
Public Services Librarian, Periodicals, Associate Professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island

David C. Dillman
Audio Visual Director
B.S., New Hampshire College

Lynn Johnson
Public Services/Circulation Librarian
Assistant Professor
B.A., Manhattanville College
M.L.I.S., University of Rhode Island

Donna Marshall
Media Graphics Coordinator
B.A., Jamestown College

Carol West
Public Services/Network Librarian, Associate Professor
A.A., Library Science
B.S.H.S., New Hampshire College
M.S., Simmons College

Deborah E. Wilcox
Technical Services Librarian, Associate Professor
B.A., University of New Hampshire
M.L.S., University of Rhode Island
Sabbatical Spring 1997

The American Language and Culture Center

Diane Dugan
Director
B.S., Nazareth College of Rochester
M.S.H.S., New Hampshire College
M.Ed., Notre Dame College
New Hampshire TESL Certificate
1982

Lyra Bentsman - Riabov
Associate Professor
B.A., M.A., Volgograd University
1982

Gary Carkin
Associate Professor
B.A., University of New Hampshire
M.A., University of New Mexico
Ph.D., Michigan State University
1982

Catherine-Ann Day
Associate Professor
B.S., Mt. Saint Mary's College
M.A., Middlebury College
C.A.G.S., Boston University
1982

Denis A. Hall
Associate Professor
B.S., M.A., University of New Hampshire
1982

Learning Center

Richard Colfer
Director of the Learning Center and Freshman Programs
Assistant Professor
B.A., M.A., Glassboro State College
M.H.S., New Hampshire College
1980

Lori DeConinck
Associate Director/Counselor Instructor
A.S., Notre Dame College
B.S., New Hampshire College
M.A.C.P., Rivier College
1975

Karin L. Caruso
Accounting/Economics Specialist/Associate Professor
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977

Pamela B. Cohen
Mathematics Specialist/Associate Professor
B.S., Boston University
M.A., Teachers College, Columbia University
1984

Cynthia Hagen
Writing Specialist/Associate Professor
B.A., New England College
M.A.T., University of New Hampshire
Ed.D., Vanderbilt University
1984

Christine Zimmermann
Reading Specialist/Associate Professor
B.S., Springfield College
M.Ed., Notre Dame College
1982

* Year of appointment at NHC

Division of Continuing Education

Jessica A. Adler
Academic Advisor, Nashua Center
B.A., Bates College

Ronald L. Baron
Director, Salem Center
B.S., University of New Hampshire
M.B.A., New Hampshire College

Ellen Cady
Director, Concord Center
B.A., Plymouth State College
Ed.M., University of New Hampshire

Walter Derrenbacher
Director, Manchester Center
B.S., Syracuse University
M.S., Lesley College

Nancy Hughes
Assistant Director, Manchester Center
B.S., M.S., New Hampshire College

Robert McChesney
Director, Roosevelt Roads Center
B.S., M.B.A., New Hampshire College

Stephen Miller
Academic Advisor, Portsmouth Center
B.S., Amherst College
M.Ed., Tufts University

Lucille Moon
Director, Brunswick Center
A.S., B.S., Daniel Webster College
M.B.A., New Hampshire College

Jeffrey Pruyne, Sr.
Academic Advisor, Manchester Center
B.A., New England College
M.Ed., Notre Dame College

Adrienne Stevens
Director, Laconia Center
B.Ed., Plymouth State College
M.Ed., Rivier College

Jane Torrey
Director, Portsmouth Center
B.A., St. Lawrence University
M.S., New Hampshire College

College Administrative Staff

Suzanne J. Bienvenue
Director of Financial Aid
A.S., B.S., M.B.A., New Hampshire College

Marguerite Bourgeois
Associate Director, Career Development Center
B.Ed., Rhode Island College
M.Ed., Plymouth State

Rudolph D. Bourget
Director of Accounting
B.S., New Hampshire College

John Briggs
Assistant Director of Admission
B.S., Keene State College

William Brodeur
Supervisor of Systems Programming, Computer Center
B.S., New Hampshire College

Linda L. Broome
Manager of Payroll
B.S., New Hampshire College
M.B.A., New Hampshire College

Rev. Bruce W. Collard
Director of Campus Ministry/Catholic Chaplain
B.A., Providence College
Master of Divinity, Mt. St. Mary College, Maryland
Cert. of Philosophy, St. Mary College, Kentucky
National Certification Campus Ministry CCMA

George E. Commenator
Director of Center for International Exchange
A.B., Rockhurst College
Ph.D., Boston College

James Cross
Lead Systems Programmer/Computer Resources
A.S., New Hampshire College

Peter M. Cross
Telecommunications Director
B.S., M.S., New Hampshire College

Nancy Davis
Assistant Registrar
A.A., Fisher Junior College
B.S., New Hampshire College

Michael DeBlasi
Director of Alumni and Community Relations
B.B.S., New Hampshire College
M.A., Rider College

Constance Demers
Assistant Director of International Admission
B.S., New Hampshire College

Heather Downs
Residence Director
B.S., University of Massachusetts at Lowell

Daryl Dreffs
Director of Computing Resources
B.S., Michigan State University
M.B.A., Eastern Michigan University

Frank Eaton, C.P.M., A.P.P., C.A.G.A.
Director of Purchasing/Risk Manager
B.S., New Hampshire College

Cynthia Farley
Admission Counselor
B.S., New Hampshire College

Monique Fonner
User Liaison/Computer Center
B.S., New Hampshire College

Laurence Franco
Director of Media Services
B.S., New Hampshire College

Jet Goldberg, C.M.H.C.
Coordinator of Counseling Services
B.A., Brandeis University
M.A., Rivier College

Thomas Gonyea
Assistant Director of Residence Life
B.S., M.S., State University College, Plattsburgh, NY

Leslie Gordon
Benefits Administrator
A.S., New Hampshire College

Louis Greenstein, C.F.E.
Director of Auxiliary Services
A.S., University of Massachusetts/Amherst

Steven Harvey
Director of International Admission
B.S., University of Maine
M.A., Ph.D., Boston University

Linda Hicks
Director of Food Service
A.S., Dean Jr. College
B.S., New Hampshire College

Pamela Hogan
Director of Human Resources
A.S., B.S., New Hampshire College

Bruce Joyce
Facility Manager, Baseball Coach, Admission Counselor
B.S., New Hampshire College

William Keeffe
Protestant Chaplain
B.A., Western Maryland College
S.T.M., Boston University School of Theology
M.A., Boston University

Darrell J. Krook
Accounting Manager
A.S., NHVTC, Nashua

James M. Kuras
Assistant Director
Career Development Center
B.A., Eastern Connecticut University
M.Ed., Springfield College

Brenda Labrie
Human Resources Administrator
B.S., New Hampshire College

C. Robert Lindquist
Director of Public Relations
B.A., University of New Hampshire
M.A., Ball State University

Karen L. Lindsay
Director, Career Development Center
B.A., Westfield State College
M.S.H.S., New Hampshire College

Richard Lussier
Program Analyst/Computer Resources
B.S., New Hampshire College

Thomas M. McDermott
Sports Information Director
B.S., SUNY Brockport

Denise Mitchell
Manager of Academic Computing
B.S., New Hampshire College

George E. Miville
Director of Public Safety
A.S., B.S., St.Anselm College

James Miville
Telecommunication Systems Analyst
B.S., New Hampshire College

Chris Morris
Director of Facilities
B.S., Nasson College

Karen Nihill
Admission Counselor
B.S., New Hampshire College

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

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

Richard Ouellette
Registrar
B.T., Appalachian State University
M.A., Appalachian State University
Ed.D., Vanderbilt University

Melinda Parker
Credit Manager
B.S., New Hampshire College

Marianne Pellitier
Institutional Advancement Coordinator
B.A., Rockford College

Norma Petit
Assistant Registrar

Joseph R. Polak
Director of Athletics/Intramural Programs
B.A., Fordham University

Brad Poznanski
Director of Admission/Financial Aid
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

Deborah A. Reardon
Head Women's Basketball Coach
B.A., Assumption College

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

Sheila Roy
Director of Student Administrative Services/ Bursar
A.S., B.S., New Hampshire College

Pauline Y. St. Hilaire
Associate Director of Admission
B.S., M.S., New Hampshire College

Paul St. John
Residence Director
B.S., Plymouth State College
M.B.A., New Hampshire 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

Scott A. Tierno
Director of Student Activities
B.S., Plymouth State College
M.Ed., Northeastern University

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

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

Colleen Walsh
Associate Director of Financial Aid
B.S., Rivier College

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

James Whitmore
Associate Director of Human Resources
B.A., University of New Hampshire
M.B.A., New Hampshire College

Sara J. Wilson
Wellness Coordinator
B.A., University of Virginia
M.S.H.S., Springfield College

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 Rukeyeser, Doctor of Humane Letters

1976 Nikki Giovnanni, Doctor of Humane Letters
Williams S. Green, Doctor of Laws

1977 Martin Agronsky, Doctor of Laws
Rev. Placidus H. Riley, Doctor of Humane Letters

1978 Newell S. Paire, Doctor of Laws

1979 Eugene S. Mills, Doctor of Laws
Charles S. Stanton, Doctor of Laws
John F. Sterling, Doctor of Laws

1980 Jack L. Bowers, Doctor of Laws
Norris Cotton, Doctor of Laws
Philip S. Dunlap, Doctor of Laws

1981 John A. Beckett, Doctor of Laws
Richard A. Fulton, Doctor of Laws

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

1995 Elizabeth Hanford Dole, Doctor of Laws
Norman C. Payson, Doctor of Science

1996 Kenneth D. Van Kleeck, Doctor of Laws
Katharine Delahayne Paine, Doctor of Laws
Juan Manuel Santos C., Doctor of Laws

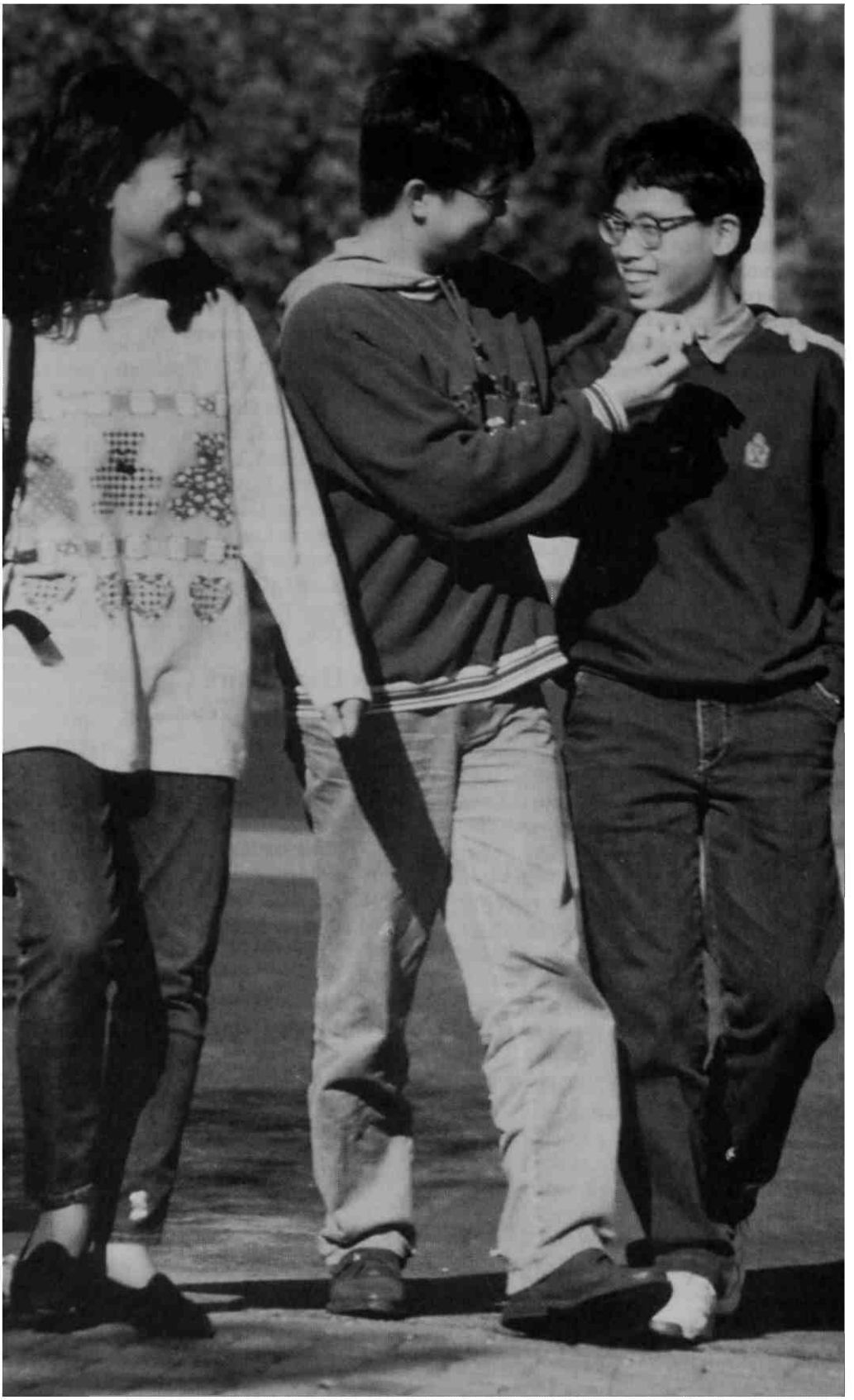
Distinguished Achievement Citations

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
1995 Rene LeClerc '71

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 M. Kubilius
1994 Camille Biafore
1995 Karen Stone
1995 Beverly Smith
1996 Eleanor Freiburger
1996 Nicholas Cameron



Index

Academic Advising 59
Academic Calendar (Undergraduate School) 4
Academic Complaint 198
Academic Honesty Policy 193
Academic Honors 206
Academic Programs 10, 65
Academic Renewal 199
Academic Responsibility 24
Academic Review 191
Academic Scholarship Program 28
Academic Standards and Regulations 106, 189
Academic Support Services 14, 51
Accounting Certificate 117
Accounting Curriculum (A.S.) 112
Accounting Curriculum (B.S.) 68
Accounting Minor 108
Accounting Program 67
Accreditation 9
Add and Drop 196
Admission 17
Admission-Culinary 17, 106
Admission-International Students 19
Advance Registration 196
Advanced Placement 20
Allied Courses 66
Alpha Chi Honor Society 206
Alternative Loans for Parents and Students (ALPS) 34
Alumni Scholarship 28, 29
Ambassadors 216
Amendment of Degree Requirements 196
American Language and Culture Center 54
American Studies Curriculum (B.A.) 87
American Studies Program 87
Army and Air Force Reserve Officers Training 185
Articulation Agreements 20
Assessment 18
Associate Degree Programs 112
Athletic Facilities 212
Athletics 211
Athletic Scholarships Program 29
Attendance 192
Aviation Certificate 117
Bachelor's Degree Programs 10
Baking Certificate 108
Barnes Scholarship 31
Basic Studies Program 59
Basic Writing Competency Examination 203
Bibliography and In-Text Citation Styles 195
Business Administration Curriculum (A.S.) 113
Business Administration Curriculum (B.S.) 69
Business Administration Programs 68
Business Core 67
Business, Division of 67
Business Studies 69
Business Studies Concentrations
- Accounting 70
- Aviation Management 70
- Business Administration 71
- Business Finance 71
- Computer Information Systems 71
- Healthcare Management 72
- Human Resource Management 72
- International Management 73
- Marketing 73
- Materials Management 73
- Production and Inventory Control 74
- Restaurant Management 74
- Small Business Management 75
- Sport Management 75

Business Studies Curriculum (B.S.) 70
Business Teacher Education Curriculum (B.S.) 97
Business/Marketing Teacher Education Minor 108
Business Teacher Education Program 96
Camp Synergy 215
Campuses 9
Campus Ministry 214
Campus Tours 18
Capstone Course 203
Career Development Center 53
Career Planning And Placement 53
Caswell Scholarship 32
Catholic Student Association (CSA) 216
Center for International Exchange 212
Certificate Programs 117
Certificate Programs (Culinary) 107
Change of Major 196
Class Cancellations 198
CLEP 22
College Core Curriculum 65
Committee for Activities and Programming Events (CAPE) 215

Communication Minor 109
Communication Program 88
Communication Curriculum (B.A.) 88
Community Economic Development 14
Commuter Club 216
Competency in Writing 204
Computing Resources 52
Computer Information Systems 78
Computer Information Systems Curriculum (A.S.) 114
Computer Information Systems Curriculum (B.S.) 79
Computer Information Systems Minor 109
Computer Programming Certificate 117
Continuing Education 47
Continuing Education Centers 47
Cooking Certificate 108
Cooperative Education 53
Counseling Services 210
Course-By-Arrangement 197
Course Descriptions, Undergraduate School 121
Credit By Examination 21
Credit Evaluation 19
Credit for Learning Through Portfolio Assessment 20
Credit Overload 44
Culinary Arts Curriculum (A.A.S) 106
Culinary Institute 13, 106
Culinary Society 216
DANTES 22
Dean's List 192
DECA Scholarship 30
Delta Mu Delta Honor Society 206
Deposit Policies 43
Dismissal 199
Distance Education 12
Division Cores 66
Early Action 18
Economics/Finance Curriculum (B.S.) 81
Economics/Finance Program 81
Economics Curriculum (B.A.) 89
Economics Minor 109
Economics Program 89
Education and the Family Certificate 118
Educational Services 211
Endowments 30
English Teacher Education Curriculum 95
English Teacher Education Program 95
English Language and Literature Curriculum 90
English Language and Literature Minor 110
English Language and Literature Program 90
Family Educational Rights and Privacy Act inside front cover
Fashion Merchandising Curriculum (A.S.) 114
Fashion Merchandising Program 114
Federal and State Programs 32
Fees 41, 57
Financial Aid 27
Financial Obligations 42
Finance Minor 110
500 Level Courses 200
Fraternities 216
Free and Allied Electives 66
Freshman Admission 17
Freshman Course Requirements 201
Future Business Leaders of America Scholarship 29
G.A.P. Stafford Loans 33
Gold Key 206
Governor's Success Grant 33
Grades 189
Grading System 190
Graduate School of Business 13
Graduate Student Association 215
Graduation Petition 202
Graduation Requirements 201
Graduation with Distinction 205
Green Scholarship 30
Guidelines for Certificate Programs 120
Healthcare Administration Certificate 118
Healthcare Administration Certificate Options
Accounting 118
Computer Information Systems 118
Human Resources 118
Health Services 211
History of the College 8
History Minor 111
Holy Day Policy 193
Honors Program 59
Hospitality Administration (B.A.S.H.A.) 103
Hospitality Administration (B.A.S.H.A. I) Curriculum 103
Hospitality Administration (B.A.S.H.A. II) Curriculum 104
Hospitality Administration and Culinary Arts, Division of 99
Hospitality Division Core 100
Hotel Administration Curriculum (B.S.) 101
Hotel Management Minor 111

Housing Security Deposit 43
Human Resource Management Certificate 118
Humanities Curriculum 91
Humanities Program 91
Incompletes 191
Independent Study 197
Institutional Examinations 22
Instructor Problems 198
Internal Transfer 23
International Business Curriculum 76
International Business Program 75
Interviews 18
Intergreek Council 216
Jewish Student Association (JSA) 217
Kappa Delta Phi Scholarship 31
Kappa Sigma Scholarship 31
Learning Center 52
Leave of Absence 200
Liberal Arts Core 84
Liberal Arts Curriculum (A.A.) 116
Liberal Arts, Division of 84
Liberal Arts Programs 85
Library, H.A.B & Gertrude 51
Loans and Jobs 33
Major Courses 66
Management Advisory Services Curriculum (B.S.) 80
Management Advisory Services Program 80
Marketing Curriculum (A.S.) 114
Marketing Curriculum (B.S.) 82
Marketing Minor 111
Marketing Program 82
Marketing Teacher Education Curriculum (B.S.) 97
Mathematics/Science Programs 94
Microcomputer Certificate 119
Military Science (Army) 186
Minors 108
Mission 5
Nassar Scholarship 31
NBEA Award of Merit 207
New Hampshire College and University Consortium 62
New Hampshire College Grants and Scholarships 28
New Hampshire College Grant Program 29
New Hampshire College Network Acceptable Use Policy 194
Non Discrimination Policy inside front cover
Non Traditional Age Students 19
Off Campus Employment 35
Parent Loans for Undergraduate Students (PLUS) 34
Part Time Day Enrollment 44
Payment of College Bills 42
Pell Grant 32
PEP 22
Perkins Student Loan 33
Personal Computer Software 194
Petition to Walk at Graduation 204
Phi Delta Psi Scholarship 31
Phi Theta Kappa Honor Society 206
Plourde Scholarship 30
Pre-Law 12
Pre-M.B.A. 86
President's List 192
Privacy of Student Records 189
Production and Inventory Control 119
Protestant Student Association (PSA) 217
Psychology Curriculum 92
Psychology Minor 112
Psychology Program 92
Public Safety 214
Readmission 199
Refund Policy 43
Repeating Courses 191
Reserve Officer Training Corp 185
Residence Life 213
Residency Requirements 203
Resident Assistants 213
Resident Assistant Scholarship 29
Restaurant Management Curriculum (B.S.) 101
Restaurant Management Minor 112
Retailing 83
Retailing Certificate 119
Retailing Curriculum (B.S.) 83
Rolling Admission 18
ROTC Scholarships 187
Scholastic Standing 191
Scholastic Warning 191
Section 504 Compliance 24
Self-Identification of Disabilities 24
Sepang Institute of Technology 61
Sexual Harassment inside front cover
Shapiro Scholarships 30
Sibling Grant 29
Smoking, Eating and Drinking in Classrooms 201
Social Science Curriculum 93
Social Science Program 93
Sociology Minor 112

Sororities 216
Special Academic Programs 59
Spectrum 62
Sport Management Curriculum 77
Sport Management Program 76
Stafford Loan 33
Standardized Testing Programs 22
State Student Incentive Grant (SSIG) 32
Student Activities 214
Student Affairs, Division of 209
Student Affairs Award 207
Student Exchange Courses 62
Student Government Association 215
Student Organizations 211
Student Part-Time Payroll 35
Student Publications 217
Students with Disabilities 23
Supplemental Educational Opportunity Grant (SEOG) 32
Teacher Certification 12
Teacher Education Core 94
Teacher Education Programs 94
Technical Management Curriculum (B.S.) 78
Technical Management Program 77
Technical College Transfer Credits 21
Teloian Scholarship 31
Testing of Students with Learning Disabilities 200
Transcript Cost 192
Transcript Request 192
Transfer Admission 17
Transfer Credits 17, 200
Travel and Tourism Curriculum (B.S.) 102
Travel and Tourism Program 102
Tuition and Expenses 41, 57
University of Greenwich 61
University of North London 60
Walking at Graduation 200
Wellness Center 210
Wellness Housing 214
Withdrawal from Class 198
Withdrawal from the College 199
Woodward Scholarship 32
Work Study 34
Worksheets 196
Writing and Wordprocessing 201
Writing Intensive Courses 204
Veterans' Benefits 35
Who's Who Among Students 207

Photographs by Bob Lindquist, Michael Zide and Jason Jones

New Hampshire College
2500 North River Road
Manchester, NH 03106-1045
(603) 668-2211
FAX (603) 645-9665