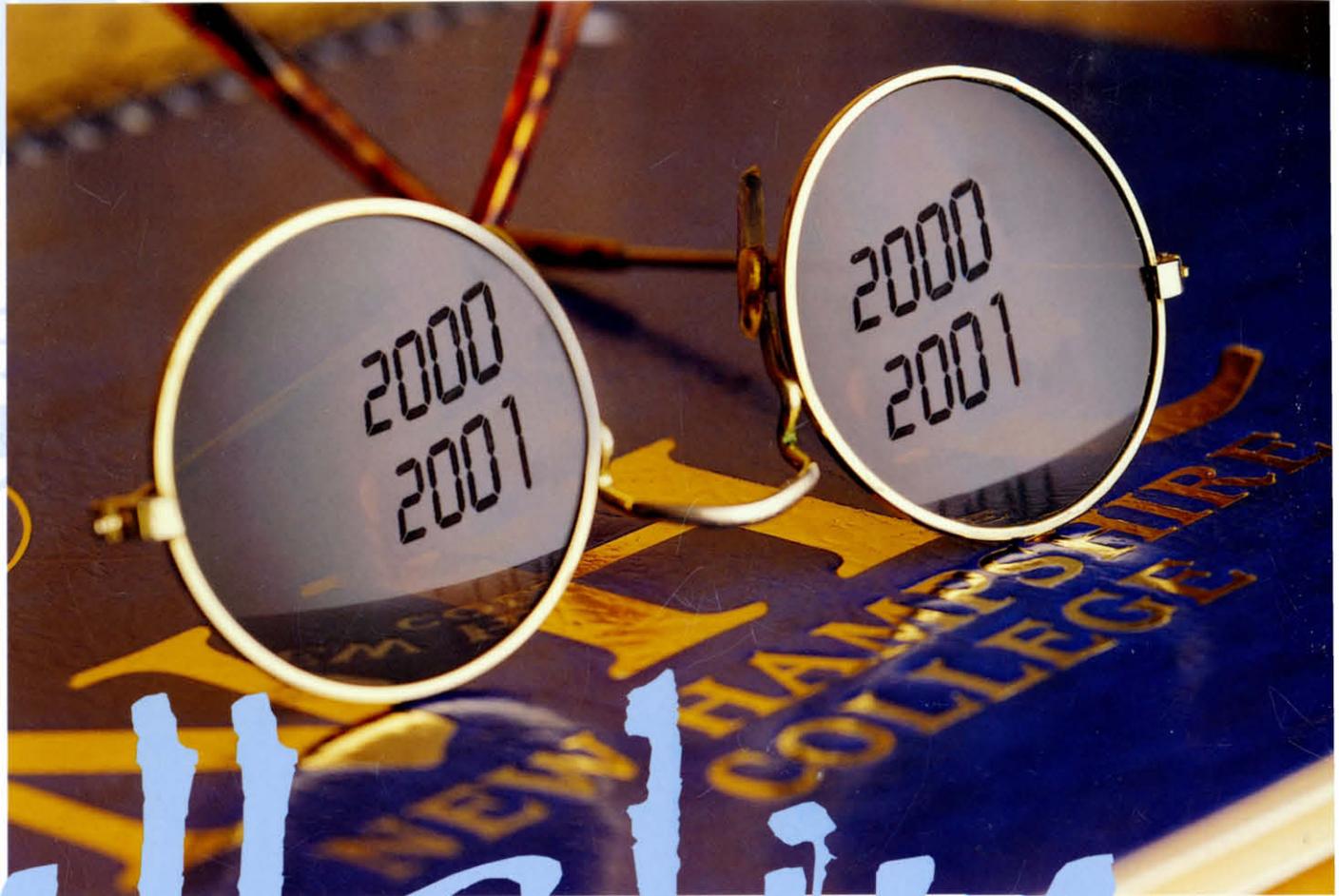


*New Hampshire College
Graduate School of Business*



2000-2001

Bulletin

President's Message

"...the college's initiatives in graduate education place us among the leaders in preparing individuals for leadership positions in the 21st century."



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Hampshire College is truly an institution 'on the move', and the college's initiatives in graduate education place us among the leaders in preparing individuals for leadership positions in the 21st Century

"Graduates of New Hampshire College join an alumni family of more than 30,000 men and women who have assumed positions of responsibility throughout the United States and in more than 50 other countries world-wide.

"I invite you to join this vital and challenging academic community where the strength of our faculty and the ability of our students come together to create a brighter future for all."

Richard A. Gustafson, Ph.D.
President, New Hampshire College

Message

Dean's Message



“**S**lobal competition and advanced technologies will drive the thinking of executives in the year 2000 and beyond. Exceptional analytic skills as well as the vision to transcend geographic and functional boundaries will be critical training for individuals who wish to succeed in this environment.

"New Hampshire College Graduate School prepares students for success in this world. Our substantial and decades-long link to the global business environment is shared with students throughout their academic experience. One of the first schools in the country to have a concentration in artificial intelligence, the graduate school provides students access to learning in systems and advanced technologies that reflect our cutting-edge position in this field.

"The environment for MBA candidates is substantially enriched through their option to further concentrate in fifteen different fields - from artificial intelligence and telecommunications to finance, international business, and training and development. Master of science degree programs and application-oriented doctoral programs further enhance the broad choices and flexibility of our programs for today's - and tomorrow's - successful professionals.

"We invite you to take a close look at New Hampshire College Graduate School as you prepare to meet the challenges of your future. We believe we offer you the critical training for success."

Paul Schneiderman
Dean, Graduate School of Business

"Exceptional analytical skills as well as the ability to transcend geographic and functional boundaries will be critical training for individuals who wish to succeed."

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Global



"Global competition and advanced technologies will drive the thinking of executives in the year 2000 and beyond. Our substantial link to the global business community is shared with students throughout their program... Students' access to learning systems and advanced technologies reflect our cutting edge position in education."

Profile of a...



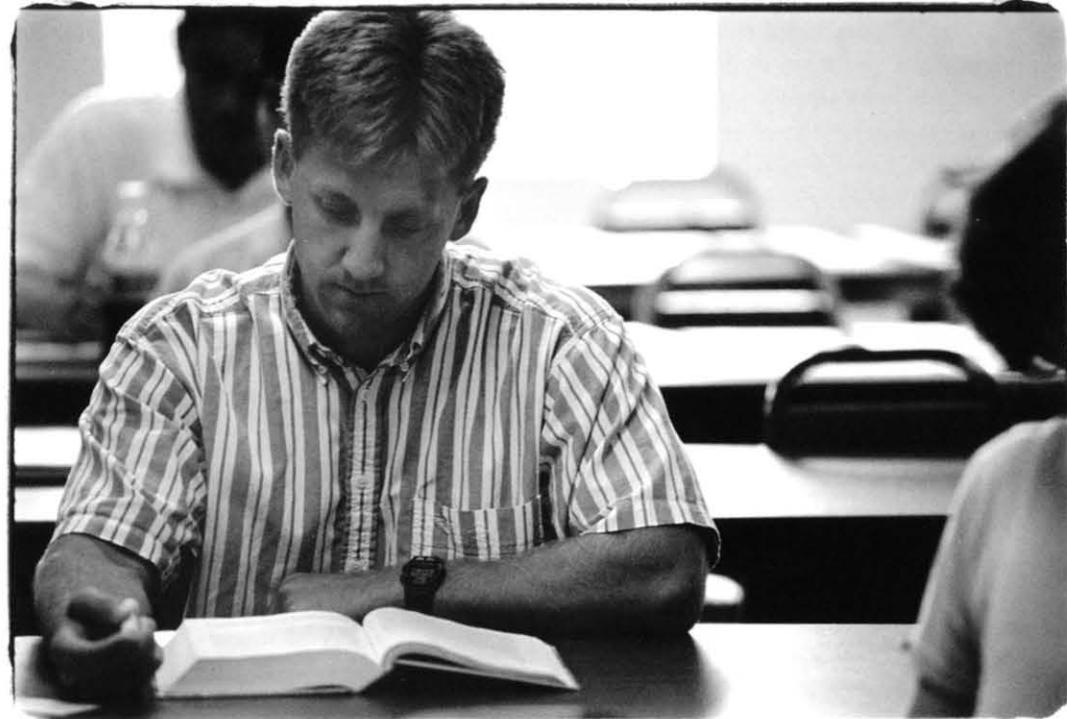
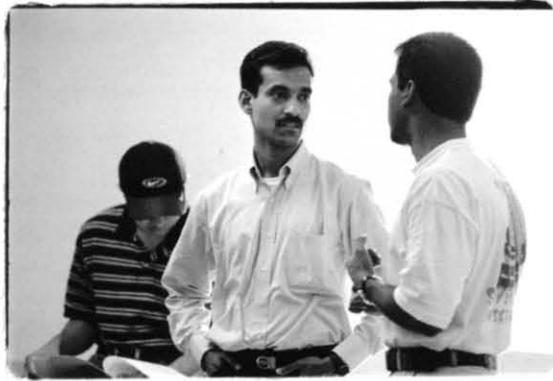
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Students can opt for seven distinctive master's degree programs and fourteen certificate programs. They can then individualize their program of study further through joint degree programs or by adding one or more certificates.



Student

Many students come to the graduate School, with, a great deal of professional experience, creating a dynamic classroom, experience.



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The New Hampshire College Graduate School



New Hampshire College is a private, non-profit, coeducational institution, authorized under the laws of the State of New Hampshire to award undergraduate and graduate degrees. It is accredited by the New England Association of Schools and Colleges, Inc. and the Association of Collegiate Business Schools and Programs (ACBSP).

The Graduate Students

The graduate school's diverse student body creates a dynamic atmosphere for learning and a strength for each program offered. While some of our students enter the program directly out of college, most have two or more years of work experience to share in the classroom. Our students range in age from 21 to 55, and represent a broad spectrum of academic background and disciplines. Approximately forty percent majored in business.

Broad Choices

New Hampshire College Graduate School is distinctive in giving students a choice of the program and the schedule that fit best with each individual's personal and professional needs. The College has long recognized that the changing needs of the marketplace and of those seeking a professional degree require a broad range of program choices. Students can opt for seven distinctive master's degree programs and fourteen certificate programs. They may then individualize their program of study through joint degree programs or by adding one or more certificates. This increasingly popular option allows students to closely match their needs to a program of study. So whether you are interested in pursuing an MBA with a focus in artificial intelligence, or you wish to combine an M.S. in Computer Information Systems or in Finance with your M.B.A., the choice is yours.

Students are able to pursue their programs day or evening, full or part-time. Graduate programs are taught in four twelve-week terms each year, with classes meeting once a week for three hours. A student may begin the program in September, December, March or June, with certain exceptions depending upon the degree requirements. More flexible access to programs is provided through the multiple satellite locations as well as through courses on line.

The Global Advantage

New Hampshire College Graduate School is widely regarded as a leader in preparing managers for global business challenges. The international approach permeates the New Hampshire College graduate environment. The curriculum offers a perspective on forces that drive the global marketplace, showing how to integrate business across cultures and bringing a commitment to leveraging diversity. The MBA as well as other master's curricula increasingly provides this perspective in addition to the international business programs at the master's, certificate, and doctoral level. The graduate student population includes individuals from more than 25 countries, lending an international emphasis to the classroom. Many of the faculty have lived or worked abroad and many of them now spend several weeks teaching or consulting abroad in any given year. MBA programs are offered in Athens, Greece, in Mumbai (Bombay), India and in Dubai, United Arab Emirates- an opportunity for faculty to teach, and for students to study in one of these international locales.

The New Hampshire College Graduate School has also been the recipient of multiple grants for the development of international business. These grants have provided research, internship and travel opportunities both domestically and abroad for graduate school students and faculty

Works for Everyone

A graduate degree from New Hampshire College is an investment that pays many times over, both immediately and in the long run.

Many of the region's leading corporations underwrite tuition fees and other expenses for their employees to attend the graduate school, knowing that students get an immediate improvement in their performance, as well as long term growth potential.

Many local and regional businesses employ New Hampshire College master's degree candidates while they are still pursuing their studies on a full or part-time basis. Students are frequently able to take advantage of internships to further enhance their opportunities. It's a win-win situation for everyone.

A Technologically Advanced Learning Environment

The learning environment at New Hampshire College incorporates many different approaches. A new state-of-the-art building includes a computer network environment: some classrooms are wired, and students are encouraged to bring their laptops; easy connection to the campus network enables file sharing and other access. The network infrastructure also supports virtual classrooms, which enable faculty-student and student-student interaction via the World Wide Web. The graduate school also supports distance learning, which provides great flexibility for students who cannot be in a physical classroom environment.

The Programs Offered



Programs

All degree and certificate programs are available to both full-time and part-time students. Doctoral programs are also available to both full-time and part-time students.

A student may begin the program in September, December, March or June. The time required to complete program requirements varies depending upon the program, number of courses taken per term, student preparation, academic schedule and other factors. Students should meet with an advisor to develop a plan of study incorporating the various factors. All programs have a maximum time limit of eight years to complete degree requirements.

Degree Programs

Master of Business Administration

Master of Science:

Accounting
Computer Information Systems
Finance
Hospitality Administration
International Business
Business Education
Community Economic Development

Certificate Programs:

Accounting
Artificial Intelligence/Expert Systems
Computer Information Systems
Database Management and Design
Finance
Health Administration

Human Resource Management
International Business
Operations Management
Marketing
School Business Administration
Taxation
Telecommunications and Networking
Training and Development

Doctoral Degrees:

Community Economic Development
International Business

Distance Education:

Most of the MBA core courses and selected electives can now be taken through distance education primarily using the Internet. The schedule of courses for the academic year can be found on the NHC web site and in the "Quarterly." These classes allow students who cannot be in a regular classroom due to reasons of time or distance to pursue coursework for the MBA. Students are expected to have adequate computing resources and access to the Internet.

Calendar

Academic Year 2000-2001

Term I September 11, 2000 - December 2, 2000

Term II* December 4, 2000 - March 10, 2001

Term III March 19, 2001 - June 9, 2001

Term IV June 11, 2001 - August 25, 2001

"Holiday, December 17, 2000 - January 1, 2001"



Master of Business Administration Degree

The curriculum for the MBA program is designed to prepare students for middle management and senior management positions.

The basic MBA program requires 14 graduate courses (42 credits), which include 12 core courses and two electives. Students who did not have specified business courses as undergraduates, or equivalent work experience may need additional background (see page 20).

Required Courses for Basic MBA:

ACC500 Managerial Accounting
CIS500 Computer Information Systems
EC0500 Managerial Economics
FIN500 Financial Management
HRM500 Human Behavior in Organizations
INT610 Multinational Corporate Environment
MBA500 Research Methods in Business
MBA510 Quantitative Analysis for Decision-Making
MBA600 Production and Operations Management
MBA670 Business, Government and the Environment
MBA700 Strategic Management
MKT500 Marketing Strategies
and two graduate business electives
(or MBA740 Thesis Option)

Graduate Certificates

The graduate certificate options may be taken as an independent program of graduate study by persons already possessing a graduate business degree who wish to enhance or update their skills in a specific business discipline, and those holding a bachelor's degree qualifying on the basis of educational

Program Planning

background and professional experience. Graduate certificates may also be taken concurrently with the MBA as outlined in the next section.

Successful completion of the certificate program requires that the student attain at least a 3.0 GPA with a maximum of one C level grade in those courses within the certificate program.

MBA with Graduate Certificate Option

Completion of an MBA with a Graduate Certificate option requires:

1. A minimum of 16 courses, to include 12 core courses. The overall GPA must be a minimum of 3.0 with no more than two grades of C+ or lower in all courses completed.
2. In addition, only one of the grades of C+ or lower may be in the certificate courses, with a minimum of 3.0 in those courses.
3. Students should confirm with an advisor the minimum time required for completing a particular graduate certificate given their individual circumstances.
4. Students may transfer a maximum of six graduate credits earned at another institution into their degree program. Of this number, only three credits may be applied to elective requirements in one of the graduate certificate programs.

Note: MBA with two graduate certificates requires a minimum of 20 courses. However, the graduate school cannot guarantee against scheduling conflicts for students who are pursuing two graduate certificates simultaneously.

Graduate Certificate in Accounting

Courses required for the certificate-only option:

ACC510	Managerial, Budgeting and Cost Accounting I
ACC600	Managerial, Budgeting and Cost Accounting II
ACC610	Financial Reporting I
ACC620	Financial Reporting II
ACC630	Financial Reporting III
ACC640	Auditing
ACC690	Advanced Topics in Financial Reporting
TAX650	Federal Taxation of Individuals

Graduate Certificate in Artificial Intelligence/Expert Systems

Courses required for the certificate-only option:

CIS500	Computer Information Systems or CIS510 Advanced CIS
CIS650	Principles of Database Design
CIS660	Artificial Intelligence
CIS690	Building Knowledge-based Expert Systems
CIS750	Projects in Artificial Intelligence/Expert Systems

Note: Offered in alternate years: 2000-2001; 2002-2003

Graduate Certificate in Computer Information Systems

Courses required for the certificate-only option:

CIS510	Advanced CIS
CIS600	Operating Systems
CIS610	Object-Oriented Systems Analysis
CIS620	Object-Oriented Systems Design
CIS650	Principles of Database Design

Graduate Certificate in

Database Management and Design

Courses required for the certificate-only option:

CIS510	Advanced Computer Information Systems
CIS600	Operating Systems
CIS620	Object-Oriented Systems Design
CIS630	Computer Simulation and Modeling
CIS640	Data Communications and Networking
CIS650	Principles of Database Applications
CIS655	Advanced Database Applications
CIS658	Object Database Design and Management
CIS665	Client/Server Systems

Graduate Certificate in Finance

Courses required for the certificate-only option:

FIN500	Financial Management
FIN610	Short-term Financial Management
FIN640	Investment Analysis and Portfolio Management
INT620	Multinational Corporate Finance and two finance electives

Note: ACC500 is a prerequisite to FIN500. MBA510 and FIN500 are prerequisites to FIN640.

Graduate Certificate in Health Administration

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
HRM510 History and Functions of U.S. Health Systems
HRM630 Topics in Health Administration
HRM700 Seminar in Health Administration
MBA670 Business, Government and the Environment

and any one of the following:

ACC500 Managerial Accounting
FIN500 Financial Management
HRM600 Human Resource Management
HRM610 Labor Relations and Arbitration
MBA660 Management of Not-for-Profit Organizations*
MKT500 Marketing Strategies
MKT660 Marketing Strategies for Not-for-Profit Organizations*

*One of these two courses is recommended as an elective for health practitioners who work in not-for-profit organizations.

Graduate Certificate in Human Resource Management

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
HRM600 Human Resource Management
HRM610 Labor Relations and Arbitration
HRM620 Compensation and Benefits Management
MBA670 Business, Government and the Environment.

Note: One graduate business elective is required for students pursuing the MBA with the graduate certificate in Human Resource Management.

Graduate Certificate in International Business

Courses required for the certificate-only option:

INT610 Multinational Corporate Environment
INT700 Multinational Business Strategy
and any three international business courses, except INT750 Seminar in Multinational Business.

Graduate Certificate in Marketing

Courses required for the certificate-only option:

and any four of the following:

MKT500 Marketing Strategies
MKT610 Advertising Management
MKT620 Consumer Behavior
MKT630 Market Research
MKT640 Industrial Marketing
MKT660 Marketing Strategies for Not-for-Profit Organizations
MKT670 Product Management
MKT680 Logistics/Distribution Management
INT640 Multinational Market Strategies
HRM 650 Services Management
MBA 630 Entrepreneurship and Small Business Management
MBA 680 Franchising

Graduate Certificate in Operations Management

Courses required for the certificate only option:

MBA510 Quantitative Analysis for Decision-Making
MBA600 Production and Operations Management
MBA620 Quality Control and Improvement
MBA690 Topics in Operations Management

and any two of the following electives:

ACC600 Managerial, Budgeting, and Cost Accounting II
FIN630 Capital Budgeting and Financing
CIS630 Computer Simulation and Modeling
HRM600 Human Resource Management
INT600 Multinational Corporate Management
MKT640 Industrial Marketing
MBA710 Internship
MBA750 Independent Study

or other electives with the permission of the area coordinator.

Note: Many of the listed electives require prerequisite course work. Please reference the course listings for individual prerequisites.

Note: While the graduate certificate in operations management can be taken as a stand alone program, it is designed to be taken in conjunction with the MBA.

Graduate Certificate in School Business Administration

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
HRM610 Labor Relations and Arbitration
MBE710 Seminar for School Business Administrators I
MBA715 Seminar for School Business Administrators II
MBE720 Seminar for School Business Administrators III

To be recommended for State of New Hampshire Certification, the student must successfully pass the PRAXIS I Pre-Professional Skills Test.

Master of Science Degrees



Graduate Certificate in Taxation

Courses required for the certificate-only option:

TAX650	Federal Taxation of Individuals
TAX655	Federal Income Taxation of Corporations and Partnerships; Estate and Gift Excise Tax
TAX665	Estate and Gift Taxation
TAX670	Tax Research Methodology/Practices and Procedures
TAX700	Special Topics in Taxation

Note: Offered in alternate years: 2000-2001; 2002-2003

Graduate Certificate in Telecommunications and Networking

Courses required for certificate-only option:

CIS510	Advanced Computer Information Systems
CIS600	Operating Systems
CIS630	Computer Simulation and Modeling
CIS640	Telecommunications and Networking
CIS645	Local Area Network Design and Implementation
CIS646	Internet and Intranet Systems Architecture
CIS650	Principles of Database Design
CIS665	Client/Server Systems

Graduate Certificate in Training and Development

Courses required for the certificate-only option:

HRM500	Human Behavior in Organizations
HRM600	Human Resource Management
MBE610	Improvement of Instruction
MBE670	Training and Development in Organizations
MBE690	Seminar in the Learning Environment
MBE691	Training and Development Seminar

The Master of Science Degree in Accounting

The curriculum for this program offers a combination of concentrated studies in accounting as preparation for qualification as a certified public accountant and for a broader-based study of management related to the application of accounting theory. The MS in accounting requires 17 graduate courses (51 credits). Some students may be required to satisfy additional background courses which can be waived for undergraduate or work experience equivalent.

Required Courses:

ACC510	Managerial, Budgeting and Cost Accounting I
ACC600	Managerial, Budgeting and Cost Accounting II
ACC610	Financial Reporting I
ACC620	Financial Reporting II
ACC630	Financial Reporting III
ACC640	Auditing
ACC670	Accounting Information Systems
ACC690	Advanced Topics in Financial Reporting
ACC700	Seminar in Accounting Topics
FIN500	Financial Management
HRM500	Human Behavior in Organizations
MBA500	Research Methods in Business
MBA510	Quantitative Analysis for Decision-Making
MBA600	Production and Operations Management
MBA610	Business Law
TAX650	Federal Taxation of Individuals
TAX655	Federal Income Taxation of Corporations and Partnerships; Estate and Gift Excise Tax

Master of Science Degree in Accounting (undergraduate accounting majors only)

Students with a bachelor's degree in accounting will be considered for acceptance under this program. Minimum requirements for acceptance are a 3.0 average in accounting courses, and a review of applicant's overall background. Students in the program are required to take ACC620, ACC645, ACC600, ACC670, ACC680, ACC690, ACC700, MBA500 and a minimum of two additional courses. An assessment is made at the time of admission to determine which, if any, of the following graduate courses may be required: ACC600, ACC610, ACC640, FIN500, MBA610, TAX650, and TAX655. Determinations will be based upon undergraduate courses, grades and/or work experience. In addition, students without courses in quantitative methods, operations management or organizational behavior will be required to take their undergraduate or graduate equivalent.

This program is designed to meet the AICPAs "150 Hour" recommendation.

The Master of Science Degree in Business Education

The MS in business education provides advanced professional knowledge and skill for business educators. It requires 10 graduate courses and can be combined with a graduate certificate specialization. This option requires a minimum of 12 graduate courses (36 credits).

Required Courses:

MBA500	Research Methods in Business
MBE600	Current Literature
MBE610	Improvement of Instruction
MBE620	Curriculum Development

Networking

MBE640 Technology in Business Education
and two Education Electives
and two Business Electives
and one additional education or business elective

Areas of Certification

- Comprehensive Business Education
- Comprehensive Marketing Education

To be recommended for State of New Hampshire certification in either of these areas, a student must successfully complete the basic MS in Business Education Program, and:

1. Complete MBE650 and MBE700
2. Document past work experience of at least 2,000 hours in each field (business and/or marketing) of certification.
3. Successfully pass the PRAXIS I Pre-Professional Skills Test.
4. Meet other competencies as determined by the coordinator of the program

The Master of Science Degree in Computer Information Systems

The MS in CIS is designed for students who wish to pursue a career in the analysis, design and management of computer-based information systems. This is a 16 course (48 credits) program that will meet the needs of students currently involved in a computer-related occupation, as well as those who wish to move into the field from another career specialty. A minimum of eighteen courses is required for the MS/CIS and one graduate certificate.

The MS/CIS program has as its goals:

- Establishing a firm foundation in both the theory and practice of computerized information system analysis, design and management.
- Exposing students to the most current tools and approaches.
- Enabling students to develop additional technical competency through internships and area concentrations within the MS curriculum.

Required Courses:

ACC500	Managerial Accounting
CIS510	Advanced CIS
CIS600	Operating Systems
CIS610	Object-Oriented Systems Analysis
CIS620	Object-Oriented Systems Design
CIS630	Computer Simulation and Modeling
CIS640	Data Communications and Networking
CIS650	Principles of Database Design
CIS700	Projects in CIS
FIN500	Financial Management
HRM500	Human Behavior in Organizations
MBA510	Quantitative Analysis for Decision-Making
MBA600	Production and Operations Management

and three CIS electives

A comprehensive examination is required of all MS/CIS students.

Note: for students without six credits of visual programming GSB460 is a required foundation course.

The Master of Science Degree in Finance

The MS in finance program provides a combination of management and finance courses to give students a comprehensive professional education. The program requires 19 courses (57 credits). The program's finance offerings are designed to impart the tools and knowledge needed for analysis, decision-making, and management in a wide variety of organizations, including non-financial corporations, banks, insurance companies, investment firms and government units.

Required Courses:

ACC500	Managerial Accounting
CIS500	Computer Information Systems
HRM500	Human Behavior in Organizations
MBA500	Research Methods in Business
MBA510	Quantitative Analysis for Decision-Making
MBA600	Production and Operations Management
MKT500	Marketing Strategies
EC0500	Managerial Economics
EC0610	Fiscal and Monetary Policies and Practices
INT610	Multinational Corporate Environment
INT620	Multinational Corporate Finance
FIN500	Financial Management
FIN610	Short-term Financial Management
FIN620	Money and Capital Markets
FIN630	Capital Budgeting
FIN640	Investment Analysis and Portfolio Management
FIN700	Seminar in Finance

and two Finance/Economics electives

(These six elective credits may also be satisfied by a thesis or internship option)

Business

The Master of Science Degree in Hospitality Administration

The Division of Hospitality Administration in conjunction with the Graduate School of Business has developed a program leading to the Master of Science in Hospitality Administration. The 14 course (42 credit) program provides students with the leadership and management competencies necessary for career advancement. Graduates are prepared for positions in: General Management, Multi-Unit Management, and Corporate Management in the world's largest service industry. The target markets for the MSHA are students who have completed undergraduate degrees in Hotel and Restaurant Management, Tourism Management, Leisure and Recreation, or related fields.

Required Courses:

ACC 500	Managerial Accounting
CIS 500	Computer Information Systems
FIN 500	Financial Management
HRM 550	The Managerial Role of Hospitality, Tourism, Leisure and Recreation
HRM 640	International Hospitality Operations
HRM 650	Service Management
HRM 660	Redesigning Middle Management
HRM 670	Leadership
HRM 680	Hospitality Entrepreneurship and Development
HRM 685	Consulting Projects in Hospitality, Tourism, or Leisure and Recreation Management
MBA 500	Research Methods in Business
MBA 510	Quantitative Analysis for Decision-Making
MBA 670	Business, Government and the Environment
MKT 500	Marketing Strategies

The Master of Science Degree in International Business

The MS in international business is designed to prepare students for positions of leadership in the international operations of a multinational corporation. The 14 course (42 credits) program is designed to teach students how to direct and manage businesses in a multinational environment with differences in political, economic, financial and regulatory systems.

Required Courses:

ACC500	Managerial Accounting
EC0500	Managerial Economics
EC0610	Fiscal and Monetary Practices and Policies
FIN500	Financial Management
INT600	Multinational Corporate Management
INT610	Multinational Corporate Environment
INT620	Multinational Corporate Finance
INT640	Multinational Market Strategies
INT650	International Trade and Competitiveness
INT660	International Negotiations
INT700	Multinational Business Strategy
INT750	Seminar in Multinational Business
MBA510	Quantitative Analysis for Decision-Making
MKT500	Marketing Strategies

Competency in one of the following languages must be demonstrated: French, German, Japanese or Spanish.

The Master of Science Degree in Community Economic Development

The Community Economic Development Program at New Hampshire College 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 through:

1. Creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision and commitment to community-based development strategies; and,
2. 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 more information, please contact:

Dr. Michael Swack, Area Chair
Community Economic Development Program
New Hampshire College
2500 North River Road
Manchester, NH 03106-1045

Second Degrees

To earn a second master's degree at the Graduate School of Business, a minimum number of graduate courses beyond the first degree is required. The minimum number is dependent upon the degrees being pursued. All other requirements in the second degree program must also be satisfied. Students considering this option should meet with an advisor to determine the specific additional requirements needed.

Foreign students seeking a second degree must also obtain a new visa eligibility certificate (1-20 or LAP-66). This will ordinarily require new statements of financial responsibility as well as a letter which authorizes the change of degree program. Students should contact CIE for specific requirements.

Doctoral

Thesis Option

Students may choose the option of thesis, which is supervised by a faculty member after approval by the dean of the graduate school. Students may substitute six credit hours in lieu of two elective courses in the MBA or MS programs in business education, cis, and finance.

Internships

Internships for credit are available to full-time degree candidates approved by faculty. These internships supplement traditional classroom experience. In many cases, compensation is not awarded; schedules are flexible and arranged to best suit student and employer needs.

The Career Development Center staff actively seeks internship opportunities for all eligible students. During the first two weeks of the term prior to placement, each candidate must submit a formal application, personal resume and letter of intent to The Graduate School of Business dean's office. This starts the placement process in motion. Once approved to participate in the program, the applicant must meet with a member of the CDC staff.

Foreign students in F-I status must have authorization for any internship from the Center for International Exchange prior to beginning their work experience. They must also have completed nine consecutive months as full-time students. J-1 students must have a recommendation and description of training objectives from the Dean or their advisor in order to obtain the sponsor's approval for the specific employment. J-1 students whose IAP-66's were issued by New Hampshire College should contact CIE; other J-1 students should contact their sponsor.

Doctoral Programs

The Doctor of Business Administration (D.B.A.) in International Business and the Doctor of Philosophy (Ph.D.) in Community Economic Development are offered to qualified students.

The Doctor of Business Administration (D.B.A.) in International Business

The D.B.A. in International Business trains highly qualified individuals for a career in academics, consulting environments, or multinational corporations that would require a theoretical understanding of global business operations along with a strong interest in applied research. The program strives to meet the interests and needs of full- and part-time students and will be flexible enough to accommodate the professional life circumstances of the adult learner. The program is also geared toward international students who are interested in teaching and research in their own countries.

Program requirements prior to entering the dissertation stage:

1. Equivalent coursework required of the master of science in international business at New Hampshire College. Students entering with a master's degree from another institution will discuss with a faculty advisor their academic and professional background in order to determine prerequisite coursework.
2. Doctoral students must complete two advanced research methods courses, which are common core for doctoral students in all fields at the Graduate School:

DOC800 Advanced Quantitative Analysis I
DOC81Q Advanced Quantitative Analysis II

Required Doctoral Courses:

INT750 Seminar in Multinational Business
INT800 Foreign Direct Investment
INT810 Privatization
INT820 Seminar in Multinational Finance
INT840 Seminar in Multinational Marketing
INT850 Seminar in Global Business Strategy

3. Minor Field of Specialization: Students, with a faculty mentor, design a minor area of specialization to include at least four upper level courses, as approved. These areas could include such fields as finance, accounting, computer information systems, marketing, or community economic development.
4. Demonstration of competency in one foreign language.
5. Comprehensive Examination: Upon the completion of all course-work, doctoral students must sit for a series of comprehensive examinations in international business, research methodology, and the candidate's minor field of specialization.

Dissertation Stage

Students enroll each term in the doctoral dissertation colloquium. The dissertation is based on the student's research and is expected to make a contribution to his/her field of study.

Each student is assigned a committee, which is normally comprised of four faculty: two from the international business area, one from the second field of specialization, and one specializing in research methodology.

Doctoral

Doctoral Colloquiums

Doctoral colloquiums provide a forum for students to discuss their dissertation research and help monitor timely progress toward completion of the dissertation. Upon completion of research and the final draft of the dissertation, and with the approval of the chairperson, the student makes an oral presentation in defense of his/her dissertation to the committee and to any other interested individual. Approval of all members of the dissertation committee is necessary for successful completion of the doctoral program.

For further information regarding the D.B.A. in International Business, please contact:
Dr. Massood Samii, Area Chair, International Business, New Hampshire College Graduate School of Business, 2500 North River Road, Manchester, NH 03106-1045, 603-644-3102, FAX 603-644-3150, e-mail: msamii@minerva.nhc.edu

Doctor of Philosophy (Ph.D.) in Community Economic Development

The Ph.D. in Community Economic Development will provide a rigorous foundation of knowledge and facilitate research in the field. At the same time, it meets the needs of a diverse group of community economic professionals. The CED program uses two delivery modes:

1. The national program in which courses are offered three to five days per month, allowing students to maintain their professional obligations.
2. The international program, a more traditional residential delivery method offering courses during the weekdays on a trimester basis.

A full description of the Ph.D. in Community Economic Development is available in the *Community Economic Development Bulletin*. For further information regarding the Ph.D. in Community Economic Development, please contact:
Dr. Michael Swack, Area Chair
Community Economic Development Program
New Hampshire College
Graduate School of Business
2500 North River Road
Manchester, NH 03106-1045
603-644-3103 • FAX 603-644-3130
e-mail: mswack@minerva.nhc.edu

Choices

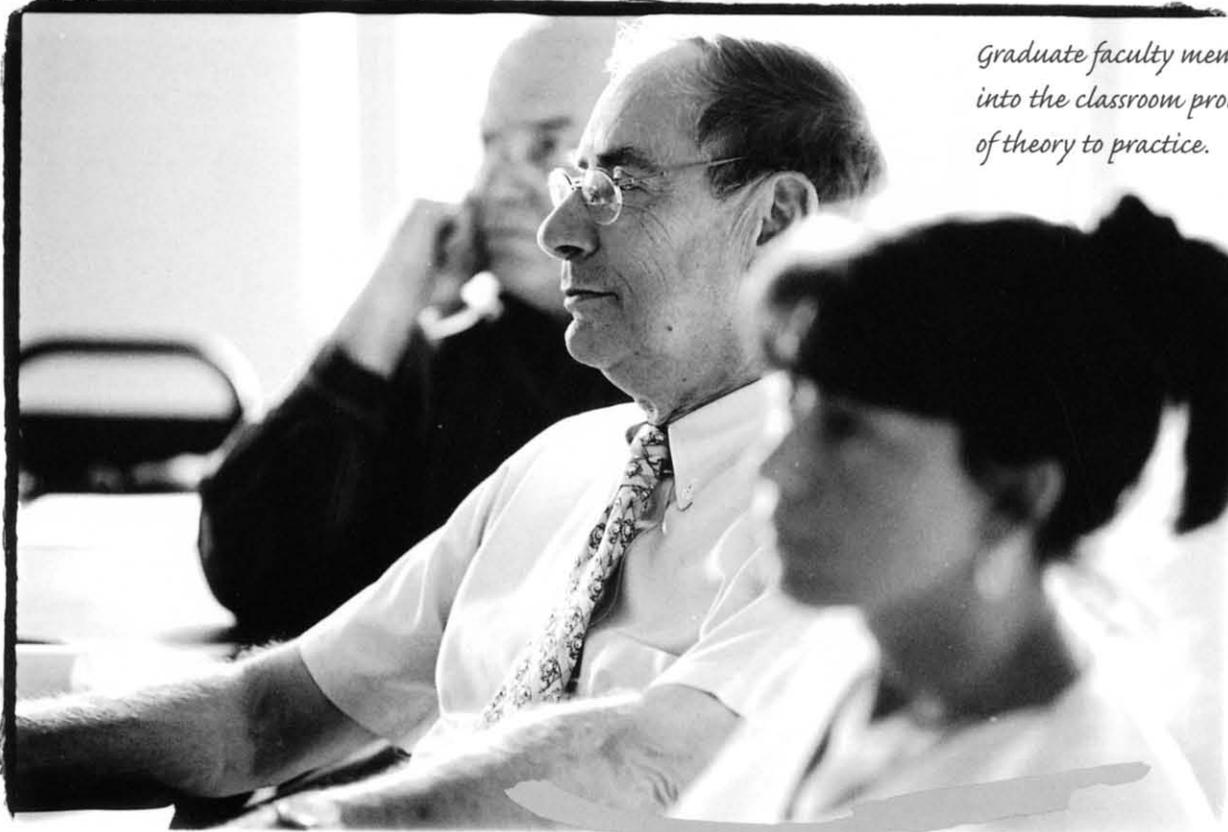


New Hampshire College has long recognized that the changing needs of the marketplace and of those seeking a professional degree require a broad range of program choices.



Profile of a...

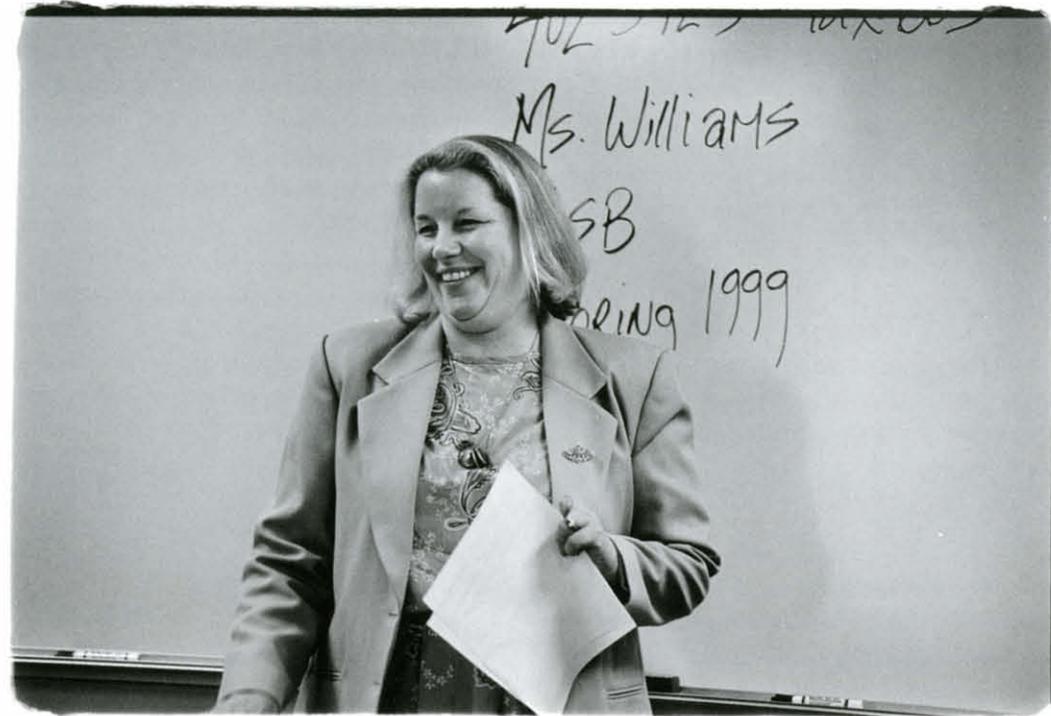
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Graduate faculty members bring significant practical experience into the classroom providing students with examples of the application of theory to practice.



Teach



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"We are diverse in fields of study and in our personalities... which translates to a lot of energy and a high performing team."

her



Where the Programs Are Offered

A

11 degree and certificate programs are offered at the main location on North River Road in Manchester, NH. Other locations offer course and programs as noted.

Dover, New Hampshire: MBA Program 23 Cataract Avenue Dover, NH 03820 603-740-8516	Laconia, New Hampshire: MBA program 2 Airport Road Gilford, NH 03246 603-524-3527
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Nashua, New Hampshire:
MBA program; MS in business education, graduate certificate program in marketing.
546 Amherst Street
Nashua, NH 03063
603-881-8393

Portsmouth, New Hampshire:
MBA program; MS in business education, graduate certificate programs in international business, human resource management, and training and development.
150 Greenleaf Avenue, Unit 4
Portsmouth, NH 03801-5393
603-436-2831

Salem, New Hampshire:
MBA program; graduate certificate programs in international business, CIS, and marketing.
19A Keewaydin Drive
Salem, NH 03079
603-893-9600

Brunswick, Maine:
MBA program; MS in business education, graduate certificate program in human resource management.
Brunswick Naval Air Station
1000 Burbank Ave., Building 20
NAS Brunswick, ME 04011
207-725-6486

Ceiba, Puerto Rico:
MBA program; graduate certificate program in health administration.
Naval Station Roosevelt Roads
PSC 1008, Box 3602
FPO AA 34051-3602
809-865-8598

Athens, Greece:
MBA program
Campus Arts and Sciences
11, Deligianni St.
145 61 Kifissia
Athens, Greece
301-8018-274

Dubai, United Arab Emirates:
MBA program
Center for American Education
P.O. Box 12867
Dubai, U.A.E.
9714-627755

Where to telephone or write for further information:

Information regarding the Graduate School and its programs is also available on the World Wide Web. New Hampshire College's web page is located at www.nhc.edu. Inquiries and requests for application materials may be directed to:

**Dean
Graduate School of Business
New Hampshire College**
2500 North River Road
Manchester, NH 03106-1045 (USA)
FAX: 603-644-3150
Telephone: 603-644-3102
Inquiries may also be directed to satellite location Directors.

Admissions

Admission - Master's Degrees

We invite applications from students with bachelor's degrees from accredited institutions. While many of our students have work experience in business or other professional settings, we encourage applications from students who are just completing their undergraduate careers.

Although interviews are not required as part of the admissions process, we welcome students to visit the Manchester Campus or the center that the student will be attending. Our advisors are available throughout the year to discuss programs with students.

Application Deadlines

Master's degrees.....Rolling admissions
 Doctoral degrees.....May 1

Students may be admitted to the Graduate School under the following conditions:

- *Unconditional Admission:* indicating that the student has satisfied all specified background preparation and other entrance requirements for his/her chosen program of study.
- *Limited Admission:* indicating that the student has not met all requirements for admission.
- *Provisional Admission:* indicating that the student's undergraduate grade point average is less than 2.5. This qualification is lifted if the student achieves a B (3.0) average in his/her first three graduate courses.
- *Unclassified Admission:* indicating that the student wishes to enroll in individual courses as a special student. A maximum of six graduate credits may be applied to one of the graduate programs by an unclassified student.

Unconditional admission to the MBA Programs, the MS Program in Accounting, Computer Information Systems, Finance or International Business requires:

1. That the student has previously completed the following courses, or their equivalents:
 Accounting.....6 credits
 Micro Economics.....3 credits
 Macro Economics.....3 credits
 Mathematics.....6 credits
 Statistics.....3 credits*
 Computer Systems Technology.....3 credits
 Business Law.....3 credits**

*For the MS in Finance, a grade of B- or better earned within the past five years is required.

** For the MS in International Business an import/export course is required in place of business law.

Additionally the MS in Computer Information Systems requires:

Programming in Visual Basic®.....6 credits

Students lacking the courses listed above may be required to take Graduate School of Business foundation courses.

Students may satisfy the business law requirement by taking the foundation course or by taking the graduate course MBA610 as an elective.

2. That the student has earned a bachelor's degree from an accredited institution of higher learning, with an academic record of 2.5 or better, or 2.7 in the latter half of the completed academic program.

Unconditional admission to the MS Program in Business Education requires:

1. That the applicant has earned an undergraduate degree in a business discipline or in business education, or has at least one year of business teaching experience.
2. That the student has earned a bachelor's degree from an accredited institution, with an academic record of 2.5 or better, or 2.7 in the latter half of the completed academic program.
3. That the student has successfully completed three credits in accounting, computer systems technology, and statistics, or their equivalent. A teaching methodology course is recommended for those seeking teaching certification.

Unconditional admission to the Graduate Certificate Program requires:

1. That the applicant has earned a bachelor's degree (or higher) from an accredited institution of higher learning.
2. That the applicant has completed the following prerequisite courses or has demonstrated sufficient equivalent knowledge or experience in the specified area.
 - For Certificate in Accounting-six credit hours in accounting.
 - For Certificate in Artificial Intelligence/Expert Systems-three credit hours in computer systems technology.
 - For Certificate in Computer Information Systems-three credit hours in computer systems technology. Six credit hours in Visual Basic® programming.

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- For Certificate in Database Management and Design - three credit hours in computer systems technology
- For Certificate in Finance-six credit hours in accounting and six credit hours in economics.
- For Certificate in Health Administration-no specified prerequisites.
- For Certificate in Human Resource Management-no specified prerequisites.
- For Certificate in International Business-no specified prerequisites.
- For Certificate in Marketing-no specified prerequisites.
- For Certificate in Operations Management-three credit hours in computer systems technology, microeconomics, macroeconomics, and statistics; and six credit hours in accounting and mathematics.
- For Certificate in School Business Administration-no specified prerequisites.
- For Certificate in Taxation-no specified prerequisites.
- For Certificate in Telecommunications and Networking - three credit hours in computer systems technology.
- For Certificate in Training and Development-three credit hours in accounting.

Courses successfully completed in a certificate-only program may later be applied to a graduate degree program, as appropriate, upon acceptance into the degree program.

Unconditional admission as an unclassified student requires:

1. That the applicant has earned a bachelor's degree (or higher) from an accredited institution of higher learning.
2. That the applicant has satisfied any stated background preparation and/or prerequisite requirements for the course(s) to be taken.
3. That the applicant submits a completed application and official transcripts of his/her prior academic work.

Limited Admission

When an applicant is accepted under limited admission, deficiencies in background preparation may be satisfied by enrolling in courses offered by New Hampshire College or other institutions.

In some cases, documented employment experience may be accepted in place of academic preparation, as may qualifying scores in specified tests of the College-Level Examination Program (CLEP). Further information on CLEP tests is available from the New Hampshire College registrar.

Admission - Doctoral Degrees D.B.A. in International Business

Admission to the D.B.A. in International Business is competitive. The minimum requirements are:

1. A master's degree in international business, business administration, or related field from an accredited institution, with a GPA of 3.5 or above;
2. Submission of GMAT score;
3. At least three letters of recommendation;
4. An essay explaining why the applicant is seeking a doctoral program in international business.

The deadline for submission of the application form is May 1; however, applicants are encouraged to submit materials as soon as possible. Applications received after this deadline will only be considered on the basis of available openings. Limited financial support is available.

Ph.D. in Community Economic Development

There are four major requirements for admission. Students applying to the program should:

1. Hold a master's degree either in CED or a related field (such as planning, public policy or business) from an accredited institution, with a GPA of 3.5 or above;
2. Submit three letters of reference supporting their application;
3. Have demonstrated ability to do independent research;
4. Have five years of experience in CED or five years of professional experience in a field related to CED.

(More detailed admission requirements, including written submissions and interviews, are specified in application documents.)

Application Process for International Students To apply for admission to the Graduate School of Business, international applicants must submit the following:

- A completed New Hampshire College International Application Form.
- Official or attested copies of transcripts of post-secondary academic grades and degrees (translated into English).
- Certified certificates and diplomas.
- Proof of English proficiency. Students not enrolling in the Intensive English Program at New Hampshire College must submit an official TOEFL score (The NHC TOEFL Code Number is 3649).

Admissions

- Documentation of financial support. Each student coming to the USA must satisfy college and U.S. government officials that sufficient finances are available to pay for round trip passage, tuition and living expenses.

Graduate Management Admission Test

Applicants for the D.B.A. in international business are required to submit scores on the Graduate Management Admission Test (GMAT). For more information on test dates and locations of test centers, write: GMAT, Educational Testing Service, CN6103, Princeton, NJ 08541.

Initial Enrollment

An accepted student must enroll within one year from the date of acceptance. Accepted students not enrolling within this time frame will be required to re-submit application materials and be readmitted. The readmission would require the student to satisfy any new program/degree requirements since the original acceptance date.

Leave of Absence

Students are not required to be enrolled in every term. However, the files of students who do not enroll for four consecutive terms are inactivated, requiring students to submit a Request to Reactivate form in order to resume studies. The eight year time limit for completing degree requirements remains in effect even if a student is not currently enrolled.

Graduation

The Graduate School of Business awards degrees twice a year. Students who complete their degree requirements at the end of Terms I or II (December or March) are awarded their degrees in March. Students who complete their degree requirements at the end of Terms III or IV (June or August) are awarded their degrees in September.

Students must complete all degree requirements no later than the end of the last full term before graduation (for example, a potential March graduate must have completed all requirements by the end of Term II). In addition, students must submit a formal graduation petition form no later than the following dates:

For **March graduation** - submit petition before November 1st.

For **September graduation** - submit petition before May 1st.

Admission and Service to Students with Disabilities *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.

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.

Self-Identification and Documentation 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. Accommodations can be made only after the student provides the appropriate documentation. Documentation guidelines are available from the Coordinator of Disability Services or through the Wellness Center.

Policies

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 Coordinator of Disability Services. Such services may include the use of specialized examination conditions, auxiliary aids, 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).

Grievance Procedure:

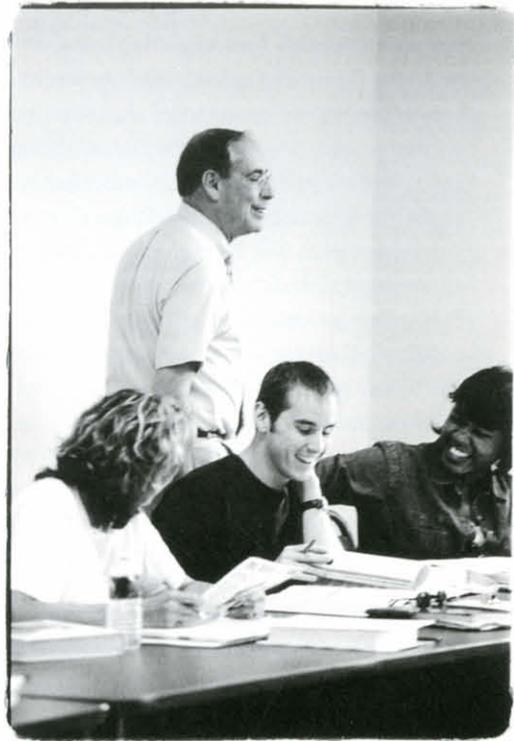
New Hampshire College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints regarding any action prohibited by the Americans with Disabilities Act (ADA) and by Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to the following: ADA/504 Compliance Officer, Wellness Center, New Hampshire College, 2500 N. River Road, Manchester, NH 03106-1045. Phone: 603-645-9679, Fax: 603-645-9711.

Below are the steps of the grievance procedure.

1. A complaint must be filed in writing or orally, contain the name and address of the person filing it, and briefly describe the alleged violations of the regulations.
2. A complaint must be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. The ADA/504 Compliance Officer or his/her designee will conduct an investigation, as may be appropriate, following the filing of a complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. The ADA/504 Compliance Officer will issue written determination as to the validity of the complaint and a description of the resolution, if any, and forward a copy to the complainant no later than 15 working days after the complaint is received.
5. The ADA/504 Compliance Officer will maintain the files and records of New Hampshire College relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days to the ADA/504 Compliance Committee who will involve other college officials as deemed necessary.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the persons pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal agency or department. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet the appropriate due process standards and assure that New Hampshire College complies with the ADA and Section 504 and their implementing regulations. Any of the above time frames for the college may be extended if the college determines there are extenuating circumstances.

Resources



New Hampshire College offers a variety of facilities and services to assist students in both curricular and extra-curricular activities.



Financial Information

*M*aster's Degrees

Tuition and Fee Schedule - Master's Degrees 2000-2001

Graduate course tuition.....	\$1,188 per course
Distance Education course tuition.....	\$1,245 per course
Foundation course tuition (12 weeks)	\$1,188 per course
Foundation course tuition (6 weeks)..	\$ 594 per course
Books and materials.....	\$1,200-1,500 per year
Graduation fee.....	\$ 85
Parking fee (Manchester).....	\$ 25
Full-time student fees	
Activity fee.....	\$ 215
Computer fee.....	\$ 325

On-Campus Housing

Townhouse.....	\$1,996 per term
Residence Hall (single).....	\$1,898 per term
Residence Hall (double).....	\$1,516 per term

On-Campus Meal Plan

Townhouse.....	\$ 415 per term
Residence Hall.....	\$ 714 per term

Full-time students may register for up to four courses per term. Part-time students may register for up to two courses per term. Permission of the dean is required to exceed these numbers.

Tuition and Fee Schedule - Doctoral Degrees 2000-2001

Full-time.....	\$5,880 per term
Part-time.....	\$2,940 per course
Dissertation Colloquium.....	\$2,000 per term
Books and materials.....	\$1,000-1,500 per year
Application fee.....	\$ 20
Tuition deposit (non-refundable).....	\$ 200

Full-time students may take six doctoral credits per term and may also enroll in one prerequisite or enrichment course per term. International business doctoral students and international track community economic development doctoral students typically enroll in three terms per academic year. Community economic development doctoral students following the weekend track typically enroll in two terms per academic year. For full-time students wishing to take a second prerequisite or enrichment course, there is an additional fee of one-half the master's per course tuition fee. The dissertation colloquium fee is assessed each term after completion of all doctoral course work.

Part-time students take three doctoral credits per term and typically enroll in three terms per academic year. For part-time doctoral students wishing to take a prerequisite or enrichment course, there is an additional fee of one-half the master's per course tuition fee. The dissertation colloquium fee is assessed each term after completion of all doctoral course work.

Doctoral students come under the same withdrawal and refund policies as all other graduate students. See withdrawal and refund policies for details. **Note:** International applicants are required to provide documentation of their ability to meet the costs of the program. These costs are indicated on the 1-20 form. The costs may appear to be somewhat higher than the total of tuition and room and board because they also include general living expenses such as medical insurance, textbooks, pocket money, etc.

Deposits

Tuition deposits- Following acceptance, full-time students are required to make a non-refundable tuition deposit of \$100 for domestic students and \$250 for international students.

Housing deposit- A non-refundable \$100 housing deposit is also required for students who wish to reside on campus. A \$100 damage deposit is also required.

Payment Policy- Full-time Students

Full-time Domestic Students- Full payment of current bill is due on the appropriate due date. Non-payers will be placed on a payment plan with associated enrollment fee and will sign a promissory note. Students with outstanding balances or past due on a payment plan will be prevented from starting in subsequent terms.

Full-time International Students- Full payment of current bill is due on the appropriate due date. After the initial academic year, international students may be provided a payment plan along with a promissory note at the sole discretion of the college. Students with outstanding balances or past due on the payment plan will be prevented from starting in subsequent terms.

Payment Policy- Part-time Students

First-time students must make payment of one half (50%) of initial enrollment charges at the time of registration (unless a student falls under direct billing eligibility, which requires employer letter for verification on file before registration; or a student has completed financial aid forms and is expected to be eligible for such aid). Payment of the remaining one half (50%) of initial term's charges are due on or before 30 days following the close of that term.

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Part-Time

Continuing students may enroll in successive terms without making initial payments, but full payment for the previous term is due on or before 30 days following the close of the previous term. Students failing to pay their bill for the previous term within the 30 day window will be assessed a \$50 penalty charge.

Payment Policy- Active Duty Military

First-time students using tuition assistance must pay 100% of student's share of initial enrollment charges at the time of registration, which is 25% of the total enrollment charges. Payment of remaining three-quarters (75%) of initial term's charges is due on or before 30 days following the close of the term or as soon as direct payment of the 75% is received from the military.

Continuing students may enroll in successive terms without making initial payments, but full payment of their portion of the charges is due on or before 30 days following the close of each successive term. Students failing to clear their portion of the bill for the previous term within the 30 day window will be assessed a \$50 penalty charge.

Payment- Distance Education Enrollment Outside of the United States

Students residing outside of the United States who are enrolling via Distance Education are required to pay 100% of their charges for each term at the time of registration.

Payment Information- All Students

- Students who are covered under direct billing (third party) sponsorship arrangement are not required to make any payment to NHC as the sponsor will be direct-billed.

- Interest at the rate of 18% per annum on the outstanding balance will be charged to all students except those on active duty military and those covered under a direct billing arrangement.

Note: Interest charges begin to accrue the first day of the term for which tuition is being billed.

- Students receiving financial aid may use such funds to make required payments.
- Transcripts and diplomas will be withheld from any student with an outstanding balance.

Billing

Students wishing to participate in third party direct billing, in which a "third party" will be authorizing direct billing from the college to the party, must first submit a voucher to the student administrative services office. The voucher must include the following: academic term (beginning and end dates), courses covered, books (if any), insurance, other fees covered (if any), maximum dollar value. Payers (employers or others) will be billed at the beginning of the term covered by the voucher. Payment is due within 30 days of billing. Upon confirmation of approved authorization interest is waived. Student reimbursement from an employer (or other payer) based upon satisfactory completion of the course or program is not considered third party billing.

Refund Policy

Enrolled students who withdraw from courses will be entitled to a refund of the tuition based on the number of times the class has met before the withdrawal was received:

- Withdrawal before the first class meeting: 100% refunded.

- Withdrawal after the first class meeting: 80% refunded.
- Withdrawal after the second class meeting: 50% refunded.
- Withdrawal after the third class meeting: no refund.

Students enrolled in their first term at the college who are recipients of Title IV federal financial aid are eligible for a pro-rata refund through the first four weeks of their enrollment. For recipients of Title IV funds, NHC complies with federal regulations to calculate and return any award received while enrolled in this program. Please contact the financial aid office for details.

Students on the college meal plan who withdraw will be entitled to a proportionate refund of dining hall charges upon surrender of their ID card.

Doctoral Degrees

Full-Time Programs (2 years):

D.B.A. in International Business and
Ph.D. in Community Economic Development

Students enrolled in the full-time international business and community economic doctoral programs are charged on a per term basis. Students typically enroll in three terms per year. Full-time students may take six Ph.D. or D.B.A. credits per term. The charge includes course work, preparation for the comprehensive examinations, and dissertation advising. Students may take one prerequisite or enrichment course each term for the per term charge. If students wish to take a second prerequisite or enrichment course in any given term, there is an additional fee of one-half the current graduate per course tuition rate. After completion of coursework, the dissertation colloquium will be billed each term at the rate for that year.

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Tuition

Tuition per term.....	\$5,880
Dissertation Colloquium.....	\$2,000
Texts and materials.....	\$1,000 - 1,500
Other fees:	\$20 application fee
	\$200 non-refundable acceptance deposit
Withdrawal:	See Withdrawal under Master's Degrees and refund policies

Part-Time Programs:

D.B.A. in International Business and

Ph.D. in Community Economic Development

Students enrolled in the part-time international business and community economic doctoral program are charged on a per term basis. Students typically enroll in three terms per year. Students may take three Ph.D./D.B.A. credits per term. If a student wishes to take a prerequisite or enrichment course in any given term, there is an additional fee of approximately one-half the current graduate per course tuition rate. After completion of coursework, the dissertation colloquium will be billed each term at the rate for that year.

Tuition per term.....	\$2,940
Prerequisite or enrichment course.....	\$ 500
Dissertation Colloquium.....	\$2,000
Texts and materials.....	\$1,000-1,500
Other fees:	\$20 application fee
	\$200 non-refundable acceptance deposit
Withdrawal:	See Withdrawal under Master's Degrees and refund policies

Financial Obligations:

Students will not be permitted to receive a transcript, cap and gown or diploma until all financial obligations have been met. Students are charged interest on any balance which remains unpaid beyond the start date of a new term. Students are responsible for any cost of collection charged to an account if not paid when due.

Financial Aid

Students enrolled or accepted for enrollment in either full-time or part-time graduate programs may be considered for several forms of institutional and federal financial aid.

Scholarship and work programs are provided by the college. Title IV Federal Student Assistance programs to which graduate students have access include the Federal Perkins Loan Program, Federal Work-Study Program (FWS), Stafford Student Loan Program (SSL), and several alternative loan programs.

Application procedures include submission of the Free Application for Federal Student Aid (FAFSA) and New Hampshire College Supplemental Application.

To obtain the application forms and additional information, students may contact either the Graduate School of Business or the New Hampshire College Financial Aid Office (645-9645).

Standards of Satisfactory

Academic Progress for Financial Aid

Academic progress is determined by the financial aid office based upon information from the student's academic transcript as of the date of the review. A student must meet both of the following standards in order to continue to receive financial assistance:

Quantitative Measure:

A student must have successfully completed **at least 75%** of all the credits he/she has attempted at New Hampshire College Graduate School at the date of the financial aid review. Total credits earned divided by total credits attempted equals the percentage.

1. For the purposes of financial aid, graduate degree candidates are allowed a maximum of 8 years of study to complete their program.
2. Credits attempted are those for which the student has enrolled, as of the end of the add/drop registration period.
3. 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.
4. Courses that are repeated will be counted as credits attempted and will also be counted as credits earned, when the student receives a passing grade.

Qualitative Measure:

A graduate student must maintain a minimum cumulative grade point average (G.P.A.) of 3.0 on a 4.0 scale.

Review Process:

Individual student records will be reviewed based on evaluation periods that correspond with the student's academic program. Graduate students in the Community Economic Development program will be reviewed 3 times a year. Graduate students in all other programs will be reviewed twice a year.

International

Failure to meet either the quantitative or the qualitative standard will result in the student being placed on financial aid probation or warning. The probationary period will be until the next evaluation period. During probation the student will still be allowed to receive financial aid.

At the end of the probation period, a student whose academic record meets both standards will have his/her eligibility for future financial aid reinstated. If the student still does not meet both standards, then his/her eligibility for financial aid will be suspended.

A student whose aid eligibility has been suspended has 10 days to appeal the suspension in writing to the financial aid appeals committee. The suspension may be appealed on the basis of an undue hardship, such as illness or injury of the student, or death of a relative. The student must show that the hardship that created the poor academic performance has been resolved and should not impede academic success in the future.

English Language

Students whose primary language is not English are required to submit scores on the Test of English as a Foreign Language (TOEFL). The American Language and Culture Center offers intensive instruction to students needing more proficiency in speaking and writing English. Students who require instruction in English should be advised that their tenure at NHC could be extended by several terms and that additional tuition is charged for the ESL (English as a Second Language) and GLS (Graduate Language Study) programs.

Students who have not submitted a TOEFL score or students whose TOEFL is below 550 (paper-based test) or 213 (computer-based test) must have their English skills assessed upon arriving on campus. Based on the results of the assessment tests, students who need additional English language study may fall into one of three categories:

1. Assignment to the Graduate Language Study (GLS) Class will occur for students who need additional work in English but whose skills are strong enough to accommodate some graduate study. Students in this group may take one or two graduate courses or prerequisites concurrently. Students with TOEFLs between 500 (173 computer-based test) and 550 (213 computer-based test) generally fall in this category.
2. Students who need full-time English study will be assigned to an ESL (English as a Second Language) Class for one or more terms until their skills are sufficient for graduate study.
3. International students requiring additional language support beyond the Intensive Program or Graduate Language Studies may request or be referred to GLS02, an ALCC tutorial service.

Fees for English Programs

1. The GLS fee for 2000-01 is \$1113.00 for 12 weeks or 99 hours of instruction. The class meets Monday, Tuesday, and Wednesday, starting the first week of the Graduate School of Business term. Students may choose morning or afternoon classes.
2. There is no fee for GLS02; however, the service is provided by appointment only.
3. The tuition for the intensive ESL program for 2000-01 is \$3172 for a 16 week term or \$232 per week for students not requiring the full semester.

Employment of International Students

Both F-1 and J-1 students are eligible to work on-campus up to 20 hours per week while school is in session and full-time during breaks and an annual vacation period. J-1 students must have their sponsor's written approval for such employment. Opportunities for on-campus employment are often limited and newer students particularly may have difficulty finding such work.

Off-campus employment for F-1 students is possible for economic necessity, or as practical training. An F-1 student must have completed an academic year before applying for employment authorization. Off-campus employment may be authorized by the Immigration and Naturalization Service (INS) if a student can demonstrate an unforeseen change in financial circumstances. The application must be endorsed at the Center for International Exchange (CIE).

Practical training for F-1 students is a twelve month opportunity to work in an area related to the student's field of study. It may be taken part-time while school is in session, full-time during annual vacation periods or after completion of studies. Most students find it best to use the twelve months after completion of a program of study. Authorization must be received from INS before employment begins. For practical training after completion of studies, the application to INS must be received between 120 days before the training will begin and 60 days after classes end. Endorsement of the application at CIE is required.

Veterans

J-1 students may work off-campus if they can demonstrate to their program sponsor that work is necessary "because of serious, urgent and unforeseen economic circumstances" which have come about since becoming a J-1 student. Practical training for a total of eighteen months may be authorized before or after completion of studies provided that the specific employment is recommended by the dean or the academic advisor. Authorization for employment must be completed and an extension of program granted before the end of program date on the LAP-66. Details are available from CIE or the program sponsor. CIE is responsible for J-1 students here under a visa certification issued by New Hampshire College.

Veteran's Benefits

The college is approved for the education of veterans and other eligible persons. Students who intend to apply for Veteran's Assistance must submit transcripts which reflect all previous undergraduate and graduate coursework. An evaluation of all previous credits is necessary in order to be eligible for VA assistance.

Veteran's Benefits (G.I. Bill)

1. New veterans should submit (a) an Application for Admission; (b) a registration form for the next term; (c) official college transcripts; (d) copy of DD-214 and any service school data; and (e) the necessary VA paperwork (available at the center office).
2. 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 a term, contact the center director.

3. If veteran students are transferring directly from another school where they had been using VA benefits, they should ensure that the other school promptly notifies the VA of the veteran's effective date of termination.
4. Students must notify the center director of any past college credits that are transferrable to New Hampshire College. If, after two terms, the veteran does not supply the required official college transcripts of past studies, he will be certified only for cost of courses.
5. Two courses per 12 week term is a full-time academic load and qualifies the veteran student for full-time benefits.
6. 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.
7. 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 one can take a course outside of degree requirements is in the last term before graduation.
8. 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/her educational program.

Academic Requirements

4 Level of Achievement Expected

To qualify for a graduate degree, a student must complete the courses prescribed, and the number of hours of credit required in the program of study, with a minimum overall grade point average of 3.0 and no more than two grades of C+ or lower. All degree requirements must be completed within eight years from the date of admission.

Grades

Students are graded upon their performance according to the traditional system of A (4.00), A- (3.66), B+ (3.33), B (3.00), B- (2.66), C+ (2.33), C (2.00), and F (0). No credit is granted for a grade of E. Other grades include:

Incomplete.....	I
Incomplete/Failure.....	I/F
Satisfactory.....	S
Unsatisfactory.....	U
Credit.....	CR
Audit.....	AU
Withdraw.....	W
Transfer Credit.....	T

A faculty member may assign a grade of "I" when course assignments have not been completed and specific arrangements have been made ahead of time. A grade of "I/F" is substituted for any "I" grade eight weeks after the start of the following term if the deficient work has not been completed satisfactorily. The "I/F" grade is calculated into the cumulative grade point average until a grade change is submitted.

Policies

Grades recorded for all courses completed prior to the awarding of a graduate degree are used to calculate a student's cumulative grade point average, except in the case of the first grade earned for a course that was repeated. In addition, the policy limiting the number of C+ or lower grades that may be earned in one's program applies to all courses completed prior to the awarding of a degree.

Grade Change Policy

Once submitted to the registrar's office, grades are considered final and may not be changed. The only exceptions to this policy are if, upon review, the faculty member who submitted the grade determines a calculation/numerical error was made in assigning the original grade; or, a grade is being assigned in place of an incomplete grade. Written notification to the dean is required in either circumstance.

Scholastic Standing

The admission and scholastic standing committee of the Graduate School of Business meets each term to review student transcripts in order to determine scholastic standing. Scholastic problems are classified as follows:

1. **Scholastic Concern (SC)**- A student who, for the first time, earns an accumulative GPA of less than 3.0.
2. **Scholastic Warning (SW)**- A student earning an accumulative GPA of less than 3.0 for two consecutive terms.
3. **Continued Scholastic Warning (CSW)**- A student earning an accumulative GPA of less than 3.0 for three or more consecutive terms.
4. **Scholastic Warning- 2 C's (SW/2C's)**- A student earning two grades of C with an accumulative GPA of less than 3.0.

5. **Academic Probation (AP)**- A student who has been placed on academic probation with specific probationary requirements.

6. **Scholastic Warning- Special (SW/SP)**

- a) A student receiving a grade of I/F or F
- b) A student whose program may be considered in serious academic difficulty

7. **Academic Dismissal**- A student dismissed from the Graduate School of Business. Special letters are sent to students who are placed on academic probation or who are academically dismissed. These letters are sent by certified mail.

Academic Honesty Policy

New Hampshire College and the Graduate School of Business expects 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. Students found to be involved in such activities are subject to serious disciplinary action up to and including expulsion.

Plagiarism- is defined as the use, whether by paraphrase or direct quotation of the work, published or unpublished, of another person without full and clear acknowledgement.

Cheating- would include the giving or receiving of unauthorized assistance on quizzes, examinations, and written assignments, including computer generated assignments, from any source not approved by the instructor.

Courses Repeated

Graduate students are permitted to repeat courses. The first grade assigned remains on the student's record but is not used when calculating grade point average. The grade assigned for the course as repeated is also recorded and is used in computing the student's achieved grade point average.

Confidentiality of Records

Access to students' records is restricted by federal law and college policy. Grades are provided only in written reports mailed to students following the completion of each course.

Class Attendance

It is the responsibility of each student to attend all of the scheduled class meetings in a given course. Faculty members may withdraw a student because of absence from class. In those circumstances when students cannot attend a scheduled class, they must understand that the faculty member is not obligated to excuse the absence, and such absence(s) may result in being withdrawn from the course.

Withdrawal from Courses

Until the fourth scheduled class meeting, a student may withdraw from a course by completing a withdrawal form. The faculty member's signature is not required.

After the fourth class meeting, a student wishing to withdraw from a course must meet with the instructor and complete the withdrawal form. The faculty member's signature is required.

No course withdrawals are permitted after the tenth class meeting except under extreme circumstances and only with the instructor's recommendation and the approval of the dean.

Non-attendance at class meetings is not construed as a withdrawal. An instructor may withdraw any student from a course on the grounds of excessive absence, and/or if, in the opinion of the instructor, the student will be unable to complete the course requirements satisfactorily. Full-time students must meet with an advisor prior to withdrawing.

Transfer Credit

Graduate credit earned at another accredited institution during the last five years may be accepted in satisfaction of New Hampshire College courses if appropriate to the program being pursued. Grades of at least B are required and an official transcript must be submitted. A maximum of six semester hours may be transferred into any of the degree programs. Of this number, only three credits may be applied to elective requirements in one of the graduate certificate programs. Credits are transferable; grades are not. Grades earned at other institutions do not appear on the student's NHC transcript, nor are they calculated in the overall GPA. The dean gives final approval of transfer credit.

Introuction

Since graduate students have specific needs to accommodate their pursuit of advanced studies, New Hampshire College offers a variety of facilities and services to assist students in both auricular and extra-curricular activities. From academic support to counseling and placement, the graduate school seeks to assist its students in their personal and professional growth.

Graduate Student Association

The Graduate Student Association (GSA) was established in 1982 to encourage an environment in which social activities are a part of graduate school life. All students of the graduate school are welcome to participate in the GSA and its activities.

The GSA academic committee was formed to provide a forum in which students can express their needs and concerns about the academic environment. A wide choice of additional auricular and cultural student programs is coordinated by the director of student activities, located at Frost Hall.

Library

New Hampshire College is served by the Harry A. B. and Gertrude C. Shapiro Library, one of the most extensive business libraries in Northern New England. The constantly expanding collection contains approximately 76,000 volumes, 6,000 reels of periodicals and newspapers on microfilm. The library receives over 850 magazines and journals, and has access to several full-text periodical databases including Lexis-Nexis, Academic Universe, and subscribes to various business and financial services. It also serves as a depository for federal documents, particularly those issued by the Department of Commerce, Labor, and Treasury Department, and as a New Hampshire State depository.

The collection itself contains much material available in few other academic libraries in New Hampshire. The microfiche collection, for example, includes over 319,000 items including annual reports of 6,000 companies listed on the New York and American Stock Exchanges. The library also has an extensive collection of CD-Rom databases of domestic and international journals and newspaper citations, OTC and international company reports, statistics, international trade, educational documents and accounting services.

New Hampshire College has numerous commercial and governmental bibliographic and full-text databases available over the Internet on the Library network or on stand-alone workstations. These databases are free, easy to use, and available whenever the library is open. Librarians are available to answer questions, help with search strategy and give demonstrations to classes.

A separate wing of the library houses a 100-seat presentation hall and an audio-visual section consisting of recordings, video tapes, compact discs, listening carrels, and a wide range of portable A/V equipment.

The Center for International Exchange (CIE)

The Center for International Exchange (CIE) provides advice and assistance to over 700 graduate and undergraduate foreign students and promotes cross-cultural awareness and exchange. The office also assists students and staff with plans to study, work or travel abroad.

The center is open Monday through Friday from 8:00 am to 4:30 pm. There is a comfortable reception area with magazines, pleasant company and conversation.

Grades

The staff assists students with paperwork required by the government for benefits such as practical training or required by their own central banks and governments. CIE advises students on U.S. law and regulations affecting their stay in the country and assists with information on social security, income tax and other areas. The staff works with students to assure that they take full advantage of college services and of the opportunities for enhancing their education.

CIE staff also advise the Association for Cultural Exchange which sponsors major events during the year, such as the annual "International Night."

Specific assistance is provided for practical training (both before and after program completion), program extension, changes of visa status, transfer of schools, on or off-campus employment, enrollment certification and travel requirements. CIE also provides international student ID cards, orientation programs and advising.

Computing Resources

The graduate school of business is served by a computing resources center which is continually expanding and evolving to meet the diverse educational and administrative needs of the college and its satellite centers.

In the main student computing laboratory at the graduate school, a network of microcomputers and productivity software are available for student use in graduate work and research. Graduate students are able to use the Internet from the computing laboratories, with access to the World Wide Web, and Internet electronic mail. In addition, two internet-wired classrooms are available for students with laptop computers.

In addition, graduate students in the CIS degree and certificate programs have access to the advanced computing lab. This lab serves as a place for graduate students to work with multimedia computers to further develop their experience base by exploring a variety of state-of-the-art software tools. These tools include Powerbuilder, Access, Paradox, Visual Basic, C++, Oracle, and Novell networking software.

New Hampshire College's computing resources center supports a variety of business programming languages. Statistical and analytical packages such as SPSS and simulation and modeling software, including Arena, are also accessible, along with specialized programs in marketing, production, accounting, artificial intelligence/expert systems and other disciplines. PROLOG and SQL are used in certain courses and personal computer software used in courses include EXSYS/ReSolver, Office 2000, and other Windows-based application software.

Graduate students are encouraged to have access to their own personal computers. The recommended minimum student configuration is:

- notebook computer
- 4 GB hard drive
- Pentium II 400 MHZ
- active matrix screen
- 128 MB RAM
- fax/modem with software
- PCMCIA ethernet card
- 40X CD-ROM
- Windows 98/2000
- MS office 2000 Professional

Note: MS CIS students may need a different configuration. See the department web site at www.nhc.edu/mscis.

Dining

Meals are available for all students at the cafeteria or other food service facilities. A system of debit meal cards is used for such purchases. Students residing on campus are required to purchase a minimum dollar

amount of meal cards. These cards may be used to pay for meals of guests of students. They cannot be redeemed at year-end if unused. Students residing off-campus may purchase debit meal cards in denominations suitable to their needs.

Housing

Most graduate students live in privately owned housing. A current list of openings in rooms, apartments, and single dwellings for unmarried and married students is maintained by the Office of Residence Life.

Dormitory housing is available for unaccompanied graduate day students. (The college has no provision for housing of married students or families). Graduate housing consists of four person townhouse apartments with double rooms furnished with a desk, chair, bed and dresser for each student.

A room deposit of \$100, applicable to the housing bill, is required at the time of acceptance in order to reserve a room. Rooms are assigned on the basis of the date on which deposits are received at the college Business Office.

A separate \$100 damage deposit is also required and is returnable, less any charges for breakage or damage, when the student leaves the residence.

If students request residence and are assigned, they will be required to remain in residence for a minimum of two graduate terms. Students who simply leave residence are still responsible for the room cost and cost of board, if applicable. Failure to make payments will result in the student not being allowed to continue academically. Questions concerning the residence program in general may be directed to the Office of Residence Life, Chocorua Hall. Telephone number (603) 645-9758.

Services

Wellness Center

Counseling, Health and Educational Services:

The New Hampshire College Wellness Center's mission is to promote the development and integration of intellectual, social, spiritual, physical, emotional and occupational wellness through education and treatment. Our vision is to assure that the wellness model is integrated into the decisions and operations of the institution and each individual's growth and development.

As a staff, we value prevention over treatment and try to reflect that in our services and programming efforts. We believe that change occurs at both individual and systematic levels, that college is an opportunity for growth in and out of the classroom and that learning occurs in a variety of contexts. Furthermore, our work is guided by the beliefs that actions speak louder than words, people are responsible for their own actions, asking for help and utilizing available resources is healthy, and an educational institution is responsible for challenging students to become intellectually curious, socially responsible and emotionally healthy members of society.

Counseling Services:

Sometimes personal and emotional problems can negatively impact learning and living and interfere with a person's development. Even a student with many strengths and abilities can experience difficulty often 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 free, confidential and can be arranged by contacting the Wellness Center.

Health Services:

To be eligible for health services at the college, a student must submit a completed medical history form and have completed a physical examination prior to admission. For foreign students, s/he cannot complete registration without these documents, a chest x-ray report and adequate evidence of inoculation against measles, mumps and rubella. Any missing information will result in additional medical services and fees to the student upon arrival.

Health Services staff handle most common health concerns and are knowledgeable in preventative medicine and alternative treatment strategies. 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, and allergy injections. Any problem the nurses cannot handle is referred to the college physician or another appropriate practitioner in the local community. Charges for health services in the community are usually sent directly to a student. It is the student's responsibility to submit any claim forms required for processing payment to the medical provider. Wellness Center staff are available to assist students in processing claims covered by college sponsored health insurance plans.

Educational Services:

Education is at the core of the Wellness Center's activities and services. The staff firmly believe in the value of prevention in the development of a whole person. Educational services that staff 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.

Recreational Sports

Graduate students have full use of the New Hampshire College athletic facilities.

The college has two gymnasiums. One has a wooden floor with a seating capacity of 2,500; the other has a synthetic surface with a seating capacity of 1,000 and a stage to accommodate a variety of activities.

Also available for student recreation are a 25-meter six-lane competition swimming pool, a racquetball court, a fitness room, a weight room equipped with a Nautilus system, a mirrored exercise/dance room, and two state of art training rooms.

Outdoor athletic facilities include four tennis courts, a baseball diamond, a Softball diamond, a varsity game field and several practice fields.

Career Services



The Career Development Center (CDC), located on the South Campus in Frost Hall, is a total career community. Students at the Graduate School of Business represent a unique set of challenges because they are often changing careers or seeking upward mobility in their present situations. CDC helps solve these challenges with the following services:

Career Library

The "Career Library" helps students find materials on career fields and employment opportunities, and contains "how to" books and directories. Help-wanted sections of major newspapers are available regularly, along with trade magazines and popular professional periodicals.

Workshops

Throughout the year, the CDC staff, guests from business and industry, and faculty conduct workshops and meetings for students in all programs and majors. These are designed to help identify interests, values, and skills and to instruct in job search methods, resume writing, interviewing and networking techniques.

Employer Bank

Listings of employers by discipline and geographic location are being made available through a computerized employer bank. Listing of alumni by geographic location and place of employment are available as well.

Individual Advising

Staff members are available to talk about career issues, employment opportunities, personal objectives and resume and interviewing preparation. Mock interviewing is done by request and can be videotaped.

Testing

The CDC offers the Harrington-O'Shea Career Decision Making System, a vocational instrument used for self-assessment and career decision making. In addition, The MBTI and Strong-Campbell Vocational Interest Inventory are available for use in the CDC.

Recruiting

On-campus recruiting for permanent placement is scheduled and arranged through CDC. From October to April, companies interview graduate as well as undergraduate candidates. A credential file must be established in the CDC before an interview takes place for any position.

International Placement

International students seeking practical training in the United States or home country placement can find information and help at CDC.

Job Fairs

The Career Development Center participates in a number of "Job Fairs" attended by recruiters from a wide spectrum of industries, government agencies, and non-profit institutions.

Statement of Propriety



New Hampshire College admits the students of any race, color, creed, handicap, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. New Hampshire College does not discriminate on the basis of race, color, creed, handicap, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, or any other programs administered by the college. Policies and procedures for the Graduate School of Business are developed by the graduate school executive committee and by other committees of the school and college, and are implemented at the direction of the dean.

Information stated in this catalog is subject to change at any time; New Hampshire College and the Graduate School of Business reserve the right to revise or amend curricula, policies, and procedures, as well as to change tuition and other charges without notice.

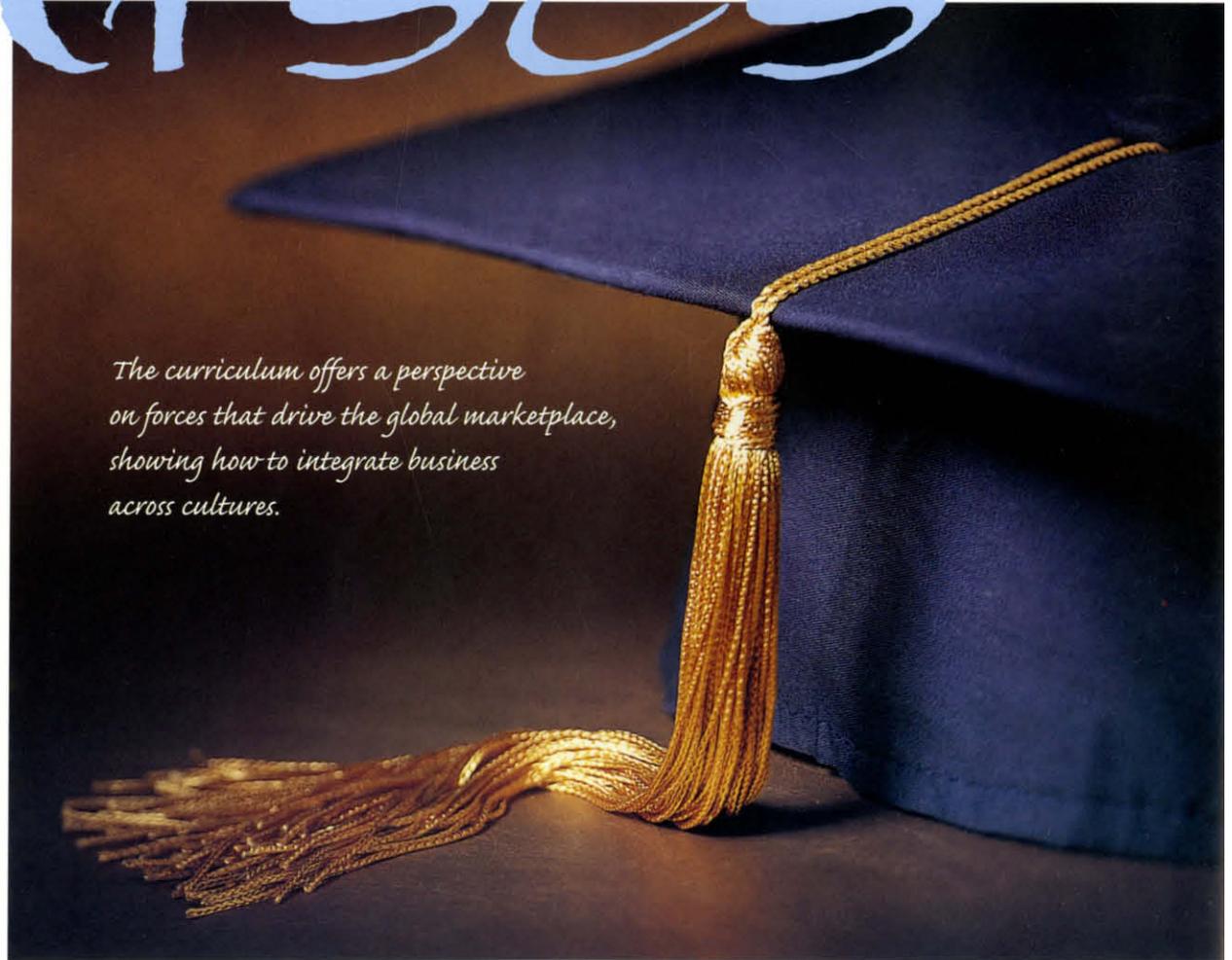
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Career Services

Courses



The curriculum offers a perspective on forces that drive the global marketplace, showing how to integrate business across cultures.





Master's Level

ACC500

Managerial Accounting (3 credits)

A study of the accumulation of accounting information with emphasis upon its internal use for management planning, control, and decision-making. Background preparation: six credit hours of accounting, or equivalent.

Note: ACC500 cannot be taken for credit or as an elective if ACC510 has been completed.

ACC510

Managerial, Budgeting and Cost Accounting I (3 credits)

A comprehensive study of concepts, procedures and practices of accounting systems designed to aid in the planning and control process of a variety of profit and not-for-profit organizations. Background preparation: six credit hours in accounting, or equivalent.

Note: ACC510 may be taken in place of ACC500. It cannot, however, be taken for credit or as an elective if ACC500 has been completed.

ACC600

Managerial, Budgeting and Cost Accounting II (3 credits)

A continuation of ACC510. Prerequisite: ACC500 and permission of the instructor or ACC510.

ACC610

Financial Reporting I (3 credits)

An examination of the theory and practices of financial accounting with emphasis on asset and liability, measurement and reporting. Prerequisite: ACC500 and permission of the instructor or ACC510.

ACC620

Financial Reporting II (3 credits)

A continuation of ACC610. Topics include stockholders' equity, income measurement, income taxes, pensions, leases and statement of changes in financial position. Prerequisite: ACC610.

ACC630

Financial Reporting III (3 credits)

An examination of advanced accounting topics such as partnerships, consolidations, insolvencies, estates and trusts. Prerequisite: ACC620.

ACC640

Auditing (3 credits)

A study of the concepts and methods of professional audit practice. Prerequisite: ACC620.

ACC645

Advanced Auditing (3 credits)

Continues the study of the concepts and methods of professional audit practice. Emphasis is placed on statistical sampling, computer assisted auditing, AICPA auditing standards and professional ethics. Computerized case studies provide realistic exposure to the work and responsibilities of auditors. Prerequisite: ACC 640, or completion of an undergraduate auditing course with a B or better, or permission of the instructor/area coordinator.

ACC660

Controllership (3 credits)

This comprehensive course is designed to help a financial manager master the technical, financial, accounting and people management skills necessary for the job of a corporate controller. Prerequisite: ACC 600, or equivalent and ACC 620, or equivalent, or permission of the instructor/area coordinator.

ACC670

Accounting Information Systems (3 credits)

Focuses on computer-based financial information systems and their integration into the total information system of an organization. Examines accounting systems in terms of inputs/outputs from the viewpoint of users, controllers, auditors and designers. Topics include computer hardware and software, systems analysis and design, database management systems, internal control and specific accounting/auditing computer applications. Background preparation: three credit hours in computer systems technology or equivalent.

Note: ACC670 is cross listed as CIS685.

ACC680

International Accounting (3 credits)

Focuses on accounting in the global marketplace. Reviews international accounting standards for financial reporting. Introduces and compares taxation and financial and managerial accounting issues in the international environment. Prerequisite: ACC500, or six hours of undergraduate cost accounting, or permission of the instructor/area coordinator.

Note: ACC680 can be used as an international business elective.

Advanced

ACC690

Advanced Topics in Financial Reporting (3 credits)

An examination of advanced topics in accounting such as SEC reporting, corporations in financial difficulty, multinational accounting, and additional consolidation reporting issues not covered currently in the Financial Reporting II course. Prerequisite: ACC630.

ACC700

Seminar in Accounting Topics (3 credits)

This is the capstone course for the M.S. in accounting program. It surveys topics and controversies in accounting literature to provide students with an appreciation for the development and current status of generally accepted accounting principles. The course requires a research project and presentation on issues related to the practical application of accounting principles. Prerequisite: ACC630 or ACC640.

CIS500

Computer Information Systems (3 credits)

This course focuses on incorporating information technology within the contemporary organization, and its use to achieve a competitive advantage in the marketplace. The interrelationships between information technology, management, and organizations are emphasized. Management of the system development process, along with the tools and methods used to produce quality information systems, is also studied. Background preparation: three credit hours in computer information technology or equivalent. *Note:* CIS500 cannot be taken for credit or as an elective if CIS510 has been completed.

CIS510

Advanced Computer Information Systems (3 credits)

This course focuses on the principles and practices underlying the analysis, design, implementation and management of computer-based information systems. Topics include: information system development methodologies, systems planning, requirements analysis, interface, database and process design, systems implementation, and software engineering, and project management. Background preparation: three credit hours in computer systems technology, or equivalent. *Note:* CIS510 cannot be taken for credit or as an elective if CIS500 has been completed.

CIS600

Operating Systems (3 credits)

The focus is on computer architecture and the operating systems of digital computers. Students learn about the operational methods of the hardware, services provided by the operating systems software, acquisition, processing, storage, and output of data, and about the interaction between computers. Topics include the study of two wide-spread operating systems: DOS and UNIX. Prerequisite: CIS510.

CIS610

Object-Oriented Systems Analysis (3 credits)

This course focuses on the tools and techniques of systems analysis that underlie the development of information systems. Object-oriented analysis is emphasized. The course examines approaches for establishing the scope of a system, for capturing and modeling information gathered during analysis, and for managing and controlling project development.

The student will get a working understanding of methods for developing and specifying application system requirements. CASE tools will be used to develop system models. Prerequisite: CIS510.

CIS 620

Object-Oriented Systems Design (3 credits)

This course focuses on the principles required in developing object-oriented information systems. Topics emphasized include the principles of object orientation including objects and classes, encapsulation, inheritance, polymorphism, and communication with messages. Also covered are class hierarchies, abstract and concrete classes, model and view separation, design patterns, and visual development. The course provides hands-on experience with object-oriented development environments. Prerequisite: CIS610.

CIS630

Computer Simulation and Modeling (3 credits)

Theory and practice of discrete system simulation. Simulation/modeling techniques and methodologies illustrated by business and industrial applications using ARENA: computer and network modeling, inventory simulation, queuing systems. Queuing theory applications and input/output statistical analysis are included. Prerequisite: CIS510, and MBA510.

Database

CIS640

Data Communications and Networking (3 credits)

Telecommunications is a business resource that must be well managed. This includes the technical aspects of telecommunications and the application of telecommunications technology to solve specific business problems and to enhance the strategic position of the business enterprise. Topics covered include: the importance of telecommunication in today's business environment; the scope of the telecommunications industry and current trends; telecommunications hardware; OSI network model; analysis, design, and implementation of telecommunications systems; networking technologies; telecommunications software, protocols and standards. Prerequisites: CIS600 and CIS630.

Note: CIS630 may be taken concurrently with CIS640.

CIS645

Local Area Network Design, Implementation and Management (3 credits)

Theory and application of the design and construction of Local Area Networks (LANs); network topology, standards, protocols, and media; network operating systems; servers and workstations on a LAN; application software on LANs; network printing and management. Students learn how to plan, install, troubleshoot and evaluate a LAN. A course project involves building a LAN, installing hardware and software, and managing the LAN for best performance. The evaluation and comparison of different Network Operating Systems is covered. Prerequisite: CIS640.

CIS646

Internet and Intranet Systems Architecture (3 credits)

An in-depth examination of technologies and architectures used on the Internet and demonstration of how these technologies can be applied to Intranets. The student will learn how computer systems interact across the Internet and how protocols and systems are used to provide services on the Internet: WWW browsing services, electronic mail-based services, search services, and database access. Factors that affect performance, reliability, and security are studied. Prerequisites: CIS640 and CIS650.

CIS650

Principles of Database Design (3 credits)

Design, development and implementation of Database Management Systems (DBMS). Course emphasizes relational DBMS architecture using SQL. Students will design and implement projects in addition to case exercises. New developments in database design are introduced. Background preparation: six credit hours in an advanced procedural programming language. Prerequisite: CIS510.

CIS655

Database Application Development (3 credits)

This course focuses on how to develop advanced, multi-user database applications using ORACLE. The course emphasizes hands-on project work. Students will learn advanced database administration techniques, how to handle run-time errors and optimize database processing by manipulating system parameters. Prerequisite: CIS650.

CIS658

Object Database Design and Management (3 credits)

This course introduces students to the methods and principles of Object databases. Students will gain an understanding of the concepts and theories underlying the design and implementation of object database software as well as an understanding of how the technology can be used to develop business applications. Prerequisite: CIS650.

CIS660

Artificial Intelligence (3 credits)

Concepts, techniques, applications and implications of artificial intelligence theory and technology. There is a focus on applications of rule-based expert systems in business, industry and government. Topics include: knowledge representation and acquisition, heuristic search in problem solving and game playing, automatic deduction and Prolog. Students create expert systems using expert shells such as EXSYS/ReSolver.

Prerequisite: CIS500 or CIS510.

CIS665

Client/Server Systems (3 credits)

Elements of and the methodologies used in the development of client-server applications. Students design and build client applications that manipulate data in a shared database environment on a network. Topics include: user interface design; object-oriented design; data management, and data security. Theoretical concepts are reinforced with exercises in implementing actual applications. The course is project-oriented, and students implement a project using a front-end application development language. Prerequisites: CIS640 and CIS650.

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Expert Systems

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CIS670

Topics in Computer Information Systems (3 credits)

An advanced topic of current interest in computer-based information systems will be covered in depth. Students will have the opportunity to complete a paper or project. Prerequisite: CIS500 or CIS510. Additional prerequisites may be required depending upon course topic.

CIS675

Data Warehouse Concepts and Design (3 credits)

This course presents a comparative approach to the concepts, design, development, and implementation of a Dimensional Data Warehouse DBMS using Star schema, traditional Database Design techniques and analytical Decision Support System Data Warehouse structures. Prerequisite: CIS650.

CIS 685

Accounting Information Systems (3 credits)

Focuses on computer based financial information systems and their integration into the total information system of an organization. Examines accounting systems in terms of inputs/outputs from the viewpoint of users, controllers, auditors and designers. Topics include computer hardware and software, systems analysis and design, database management systems, internal control and specific accounting/auditing computer applications. Background preparation: three credit hours in computer systems technology or equivalent. It is recommended that CIS majors take CIS 510 before enrolling in CIS 685. Note: CIS 685 is cross-listed as ACC 670.

CIS 695

Electronic Commerce (3 credits)

Focusing on the explosive field of electronic commerce, students study the world of electronic business, including a balanced coverage of both technical and business topics. Case studies and business examples provide a real-world context as both successful and unsuccessful implementation strategies are examined. Students gain hand-on experience in using a web development tool and learn what an organization must do to effectively use E-Commerce to achieve a competitive advantage. Prerequisite: CIS 500 or CIS 510.

CIS680

EDP Auditing (3 credits)

A study of the process, tools, and techniques used in auditing computer-based information systems and in evaluating their internal controls. Prerequisite: CIS500 or CIS510.

CIS690

Building Knowledge-based Expert Systems (3 credits)

Theoretical and practical aspects of artificial intelligence include the design, construction, implementation and evaluation of intelligent systems. Expert systems in business, industry and government are built using Prolog and state-of-the-art expert system shells such as EXSYS/ReSolver. Knowledge engineering is studied along with topics such as, state space search, logic programming, fuzzy logic, neural networks, and intelligent agents. Prerequisite: CIS660.

CIS700

Projects in Computer

Information Systems (3 credits)

This is the capstone course in the MS in CIS program. It includes a comparative study of various systems development methodologies. A comprehensive project is required using state-of-the-art application development tools, such as PowerBuilder. Advanced SQL is studied along with semantic object modeling. Current and emerging hardware and software developments are examined. Prerequisites: CIS600, CIS610, CIS620, CIS630, CIS640, CIS650.

CIS750

Projects in Artificial

Intelligence/Expert Systems (3 credits)

This is the capstone course in the AI/ES Graduate Certificate program. Using state-of-the-art expert system shells and/or artificial intelligence programming languages, students conduct a major project taking a knowledge-based problem from conceptualization to design, to knowledge engineering, to software development and implementation. Latest developments in the field are examined along with such topics as: genetic algorithms, case-based reasoning, fuzzy logic, intelligent agents and neural networks. Prerequisite: CIS690.

Investments

EC0500

Managerial Economics (3 credits)

Managerial economics is the application of economic theory and the tools of decision science to examine how an organization can achieve its aims or objectives most efficiently in the face of constraints. Background preparation: six credit hours in mathematics, three credit hours in micro economics, macro economics and statistics, or equivalent. Prerequisite: MBA510.

EC0600

Public Finance (3 credits)

A study of financial decision-making within federal, state and local government units with respect to expenditures; and taxes, fees, and money and capital markets as sources of funds to finance government operations. Background preparation: six credit hours in economics.

EC0610

Fiscal and Monetary Policies and Practices (3 credits)

Examines the performance of the national economy and its impact on the firm. Students will analyze the formulation and impact of monetary and fiscal policies and their relationship to the money and capital markets. Background preparation: six credit hours in economics.

FIN500

Financial Management (3 credits)

A study of financial decision-making in the setting of the firm, including its relationships with financial markets and institutions. Background preparation: six credit hours in economics. Prerequisite: ACC500.

FIN610

Short-Term Financial Management (3 credits)

The course covers traditional working capital topics including liquidity analysis and management, inventory, receivables, and payables management. Additional emphasis is given to core cash management, payment systems and banking relationships. Further topics include cash forecasting, short-term borrowing and risk management. Prerequisite: FIN500.

FIN620

Money and Capital Markets (3 credits)

This course analyzes the processes within the U.S. financial system. Students study the nature of its major participants, their objectives and procedures for assessing opportunities and for pricing risk. Students also analyze the role of the financial system in the allocation of credit to the different sectors, its responsiveness to economic activity and its continuous adaptation to changing needs. Emphasis is placed on the role and functions of the federal reserve system. Prerequisite: FIN500.

FIN630

Capital Budgeting and Financing (3 credits)

This course first addresses advanced topics in capital investment, including determination of cash flows, capital budgeting under risk, replacement decisions, and inflation and capital decisions. The second half of the course considers capital financing and structure and includes topics in financial leverage, sources of financing, dividend policy, cost of capital, and valuation. Prerequisite: FIN500.

FIN640

Investment Analysis and Portfolio Management (3 credits)

A study of the techniques used to assess the value of securities, and the methods used in the management of investment portfolios, with primary focus on stocks and bonds in terms of their valuation, risk-return measurement, diversification, and other aspects of portfolio theory. Prerequisites: FIN500, and MBA510.

FIN645

Analytical Tools in Portfolio Management (3 credits)

This course is an application oriented review of the finance theory, techniques and strategies that are essential to portfolio management. The topics include optimization procedure, currency risk hedging, asset allocation, among others. Prerequisite: FIN640 (may be taken concurrently).

FIN660

Mergers, Restructuring and Corporate Control (3 credits)

The course expands the traditional subject matter of mergers and acquisitions to include takeovers and related issues of corporate restructuring, corporate control, and changes in the ownership structure of firms. The course will examine both the theoretical and applied aspects related to restructuring activity at the global level. Prerequisite: FIN500.

Leadership

FIN 670 Options Analysis and Financial Derivatives (3 credits)

In this course, modern option valuation and analysis is applied to equity options and fixed income derivatives. Applications and related topics include the term structure of interest rates, forward contracts, futures contracts, interest rate caps, floors and swaps, and convertible bonds. Prerequisites: FIN 500, and FIN 640.

FIN700

Seminar in Finance (3 credits)

An extensive survey of historic and contemporary finance literature to provide students with an appreciation of the development and current status of finance theory as well as issues relating to the current financial environment, application and practice. The seminar will also provide students with the opportunity to research topics of interest. It should be taken as one of the last courses in the MS program. Prerequisites: FIN500, FIN610, FIN630, FIN640, and INT620.

HRM500

Human Behavior in Organizations (3 credits)

A study of individuals and groups and their interaction. An examination of theories of motivation, communication, leadership, power, and change with practical relation to contemporary issues, and of organizations for key design variables, reward systems aimed at improved performance and organizational efficiency through current employee motivational programs, participative management, and cooperative decision-making.

HRM510

History and Functions of the U.S. Health System (3 credits)

This course is an introduction to the U.S. Health Care System. The content includes both a historical and a functional approach to enable students who have no previous experience in health occupations to learn more about the U.S. system of delivering health services - how it developed, how it works, health care finance, and what its problems are.

HRM 550 Managerial Role in Hospitality, Tourism, Leisure and Recreation (3 credits)

Students are introduced to the managerial role in the fields of hospitality, tourism, leisure and recreation and will develop a personal portfolio of knowledge and skills oriented towards a management career in one of these industries.

HRM600

Human Resource Management (3 credits)

This course emphasizes the strategic role of the human resource manager in performing the functions of recruitment, hiring, training, career development, and other contemporary processes within the organizational setting. It serves as an introduction to the areas of compensation, collective bargaining, affirmative action, and other regulatory procedures and requirements as they relate to today's applications in organizations. Prerequisite: HRM500.

HRM610

Labor Relations and Arbitration (3 credits)

A study of both public and private labor relations and methods of dispute resolution, stressing labor agreement administration, grievance procedures, and arbitration. Examination of the history of union-management relations, bargaining, and negotiation strategies. The limitations of the use of power are also studied. Prerequisites: HRM500 required, and HRM600 recommended.

HRM620

Compensation and Benefits Management (3 credits)

An examination of the compensation and benefits functions within the organizational structure and how they impact the management function. Topics include job analysis, surveys, wage scales, incentives, benefits, HRIS systems and pay delivery administration. The students design a compensation and benefits program as a course outcome. Prerequisites: HRM500 required and HRM600 recommended.

HRM630

Topics in Health Administration (3 credits)

This course focuses on developing organizational processes and structures utilizing the Total Quality Management approach to deliver health services which meet the needs of diverse clientele and a complex environment. Included are topical presentations by health care providers concentrating on the structure and delivery of quality health services. Prerequisite: HRM500 required and MBA670 recommended.

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Multinational

HRM 640 International Hospitality Operations (3 credits)

The global nature of the hospitality industry continues to expand due to the development of technology, communication, transportation, deregulation, free markets and the growing world economy. The course expands learner competencies and previous experience in hospitality operations through the application of competitive strategies, corporate structures, planning, systems, and analysis to international hospitality operations.

HRM650

Service Management (3 credits)

The students will examine the close coordination required among marketing, operations, finance and human resource strategies required to design and implement a fabled (world) class delivery system. The course emphasizes developing both the human and technical skills among employees required to achieve a fabled class service delivery system. The course also analyzes operational performance for the service sector and service support functions of manufacturers. Industries emphasized in the course include information services, health care, banking, transportation, distribution, and retail. (May be taken as one of the selections for the Marketing Certificate. Recommended as an elective in Human Resource Management Certificate, Health Certificate, and the MBA.) Prerequisite: MBA 510.

HRM660

Redesigning Middle Management (3 credits)

This course addresses the ten management roles defined by Mintzberg and the three skill areas identified by Katz as applied to the middle management role traditionally found in organizations. Based on research

and a review of the literature on TQM, Reengineering and the Learning Organization, the course will outline and enable the students to develop a new role for middle managers in a contemporary organizational setting. Prerequisite: HRM500 or HRM550.

HRM670

Leadership (3 credits)

This course combines theory and practice by encouraging students to learn traditional and contemporary leadership theories and apply them to the analysis of the behavior of business managers, entrepreneurs and other recognized individuals. This course includes readings, cases, exercises, and numerous examples of effective leadership models. Areas covered are: the societal evolution of leadership; the leadership roles of strategy, vision, transformational change; the development of leaders; the leadership responsibilities of creating effective teams, organization and culture; the exploration of different leadership styles; and current popular approaches to leadership theory. Prerequisite: HRM500.

HRM680 Hospitality

Entrepreneurship and Development (3 credits)

The course is about learning of risk and failure in the hospitality industry and growing from the experience. The history, development and the present state of different segments of the hospitality industry, specifically the lodging, foodservice, and travel tourism is studied to facilitate the development of new ideas into feasible business concepts. Exploring some theory, students will focus on developing a creative and realistic business plan for a new venture in the hospitality industry. Prerequisites: ACC500, FIN500, MBA510, HRM670, MBA670, and MKT500.

HRM685 Consulting Project in Hospitality, Tourism, or Leisure and Recreation Management (3 credits)

This course serves as the capstone experience for students in the masters in hospitality administration program. Students undertake a consulting project with a partner organization designed to synthesize previous learning and assist in the examination of operational and functional issues to improve the performance and effectiveness of the partner organization. Prerequisites: ACC500, FIN500, HRM680, MBA510, HRM670, MBA670, and MKT500.

HRM690 Human Resource

Certification Course (3 Credits)

Students will focus on strategic and policy issues in the field of human resource management. Students and the instructor will select topical areas within the HR field to conduct in-depth research. Prerequisite: completion of non-credit certification program.

HRM700

Seminar in Health Administration (3 credits)

The seminar focuses on management skills necessary in the complex environment of health care provider organizations. Introduction to planning strategies needed for balancing organizational and economic factors that impact the delivery of health care services. Analysis of various concepts and principles of strategic planning and the change process. Prerequisite: HRM630.

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Consulting

INT600

Multinational Corporate Management (3 credits)

Introduction to the nature of international operations and of the issues of management of multinational activities, with particular reference to cultural, political, economic, and physical dimensions of foreign nations.

INT610

Multinational Corporate Environment (3 credits)

A survey of economic, social, and political relationships among and within nations, and their impacts upon corporations operating in an international context.

INT620

Multinational Corporate Finance (3 credits)

A study of problems of financing and reporting international operations with particular emphasis upon evaluation of risk, and strategies of funding in international monetary relationships.

Prerequisite: FIN500.

INT640

Multinational Market Strategies (3 credits)

A study of the particular issues involved in identifying and developing relationships with international markets. Prerequisite: MKT500.

INT650

International Trade and Competitiveness (3 credits)

The conceptual and practical aspects of international trade and competitiveness are examined. Theories of international trade, commercial policies and ways to improve international competitiveness are studied.

Prerequisites: GSB470, EC0500 and EC0610.

INT660

International Negotiations (3 credits)

The issues and problems inherent in conducting business across different cultures are examined. Students develop skills and strategies necessary for effective negotiation with people from different cultures and societies.

INT675 International Corporate Governance and Control (3 credits)

Students will develop an expertise in the area of international corporate governance and control and become familiar with the current research tools being used in the discipline. Students will have the opportunity to conduct research and present an original research paper in an area of interest within the field.

Prerequisites: FIN500, and INT610.

INT 700

Multinational Business Strategy (3 credits)

This is a capstone course for the International Business Certificate. The course integrates various aspects of international business and focuses on formulation of international business strategy. Emphasis is on case studies that cut across various functional disciplines.

Prerequisite: INT610.

INT 750

Seminar in Multinational Business (3 credits)

This course focuses on current issues in international business. It provides students with an opportunity to research topics of their interest in international business. Recommended as one of the last courses in the MS in International Business program. Prerequisites:

INT600 and INT610.

MBA500

Research Methods in Business (3 credits)

This course presents an overview of the various primary and secondary research methodologies used in the business world, as well as the application of statistical techniques to those strategies. The design and execution of a practical, primary research project are the foci of this course. Recommended as one of the first three courses in degree programs (where required). Background preparation: three credit hours in statistics.

MBA510

Quantitative Analysis for Decision-Making (3 credits)

A survey of mathematical, probabilistic, and statistical tools available for assisting in the operation and management of industrial organizations. Background preparation: six credit hours in mathematics, three credit hours in statistics, or equivalent.

MBA600

Production and Operations Management (3 credits)

Study of the concepts of production and operations, and of a variety of methods and techniques used in their management. Background preparation: six credit hours in economics. Prerequisite: MBA510, or by permission of the area coordinator.

MBA610

Business Law (3 credits)

Theory and application of business regulations, and the laws of contracts, agency, property, and business organizations. Background preparation: three credit hours in business law, or equivalent.

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Training

MBA620

Quality Control and Improvement (3 credits)

Designed to provide an understanding of the design and implementation of quality control and improvement systems. An introduction to current quality management approaches, statistical quality control and quality improvement techniques. **ISO - 9000** will also be discussed. Case studies and the use of computer technology will be an integral to the course. Prerequisite: MBA510 or permission of area coordinator.

MBA630

Entrepreneurship and Small Business Management (3 credits)

A study of entrepreneurship and small business from a management standpoint, including analysis of research, marketing, taxes, forms of business, capital and venture capital opportunities, and a real-life project or Small Business Institute consultancy.

MBA650

Consulting (3 credits)

An examination of consulting, from defining what a consultant is to analyzing the problems and expenses involved in starting a consulting business. Topics include: promotion, establishment of a client list, computers in support of consulting, and contracts.

MBA660

Management of Not-for-Profit Organizations (3 credits)

A study of planning, budgeting, control, and other management activities in the context of the not-for-profit institution.

MBA670

Business, Government and the Environment (3 credits)

Investigates the nature of the environment in which business enterprises conduct their operations in order to determine the actual and desirable levels of attentiveness and responsiveness of business managers to the relationship between the enterprise and society.

MBA680

Franchising (3 credits)

Topics include research, analyses, evaluation, financing and legal requirements of existing and potential franchises. Also included are methodologies of the franchise agreement, the operating manual, the Uniform Franchise Offering Circular (UFOC) and research and marketing theory and practice. Students prepare a research paper based on a real or proposed franchise. The course also examines international franchising. Background preparation: three credit hours in marketing and business law, or equivalent.

MBA690

Topics in Operations Management (3 credits)

The course is designed to prepare students to function as high-impact manufacturing and/or service managers. The course theme is TQM, focused on such topics as manufacturing systems, quality controls, inventory management with the goal of constant approaches to productivity improvement by in-depth investigation of JIT, OPT and their adaptability to manufacturing and service systems.

Prerequisites: MBA600.

MBA700

Strategic Management (3 credits)

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. Prerequisite: Successful completion of at least ten graduate courses (eight if a full time student). In addition, all background prerequisites must be satisfied as well as the following courses: MBA500, HRM500, ACC500, FIN500, MBA510 and CIS500.

MBA710

Internship (3 credits)

Internships are available for full-time students to enhance their educational experience through appropriate, work-oriented activity in selected environments. Prerequisite: minimum grade point average of 3.0; completion of at least eighteen credits; and permission of a sponsoring full-time faculty member.

MBA740

Thesis Option (6 credits)

Students may substitute six hours of thesis credit in lieu of two elective courses in the MBA, MS Finance, MS CIS, or MS/Business Education programs, upon acceptance by a full-time supervising faculty member and with prior approval of the dean of the graduate school. A thesis must be completed within nine months of its approval.

MBA750

Independent Study (3 credits)

In exceptional circumstances an independent study arrangement may be approved by the dean. The arrangement requires a written request and justification by the student, identification of a supervising faculty member, and the approval of the dean.

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Marketing

MBE600

Current Literature (3 credits)

Familiarization with the latest developments in business and business education through an in-depth examination of current books and periodicals.

MBE610

Improvement of Instruction (3 credits)

An advanced review and comparison of business education classroom methodologies, including simulations, role-playing, and computer-based techniques. Background preparation: three credit hours in accounting, or equivalent.

MBE620

Curriculum Development (3 credits)

Design and modification of effective business education curricula. Class members will prepare and evaluate secondary and/or post-secondary curricula.

MBE630

Administration and Supervision (3 credits)

Modern administrative theories and practices related to secondary and post-secondary business education programs.

MBE640

Technology in Business Education (3 credits)

A study of the use of the microcomputer in secondary and post-secondary business education courses. Students are required to prepare workable programs for business education courses, as well as evaluate existing software. Background preparation: three credit hours in computer systems technology, or equivalent.

MBE650

Vocational Student Organization and Cooperative Work Experience (3 credits)

Students investigate and discuss current issues in business and vocational education. Examples of topics to be included are the effective employment of youth organizations in a program and the efficient running of a cooperative work experience program. Class members apply the principles discussed in the course by helping to administer the NH State DECA Career Development Conference.

MBE660

Mainstreaming in Business Education (3 credits)

This course provides knowledge and understanding of exceptional children and adolescents in American schools. Discussion of various handicapping conditions and strategies for the teacher to use in dealing with these conditions is the focus of the course. While applications to the business education classroom are the focus of this course, it is a generic course in the field.

MBE670

Training and Development in Organizations (3 credits)

This course is a guide to the design, delivery and assessment of training programs in businesses and other organizations. Practical emphasis is placed on the development of training programs and evaluation instruments, as well as on the use of effective instructional methods to deliver these programs.

MBE680

Business Education at the College Level (3 credits)

Students study the philosophy and practice of business education at the post-secondary level. The course focuses on issues, teaching approaches, and curriculum and is intended for those with an interest in teaching at the post-secondary level.

MBE690

Seminar in the Learning Environment (3 credits)

This course is a seminar aimed at developing an understanding of the learning environment in a profit or not-for-profit organization. It is a required course in the Training and Development Certificate program. Prerequisites: MBE610, MBE670, and HRM600; or permission of the instructor.

Note: MBE690 can be used as an HRM elective.

MBE691

Training and Development Seminar (3 credits)

This course is an experiential seminar which serves as the capstone for the Training and Development certificate program. The class meets as a group four times during the term. The student works on a field-based project in an independent manner. Prerequisite: MBE690.

Note: MBE691 can be used as an HRM elective.

MBE700

Student Teaching (6 credits)

A practical application of the theories learned in the business education program. The student will be assigned to a school for one full marking period. Active teaching of at least three class periods per day, plus other assigned duties, will begin promptly. Supervision is by the Graduate School of Business

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Taxation

and grading is a letter grade. Students must be recommended by a screening committee prior to enrolling in the course. Students seeking to be approved for student teaching must provide documentation of 20 hours of prior school visitation and/or observation. Students must present passing scores on the PRAXIS 1 examination prior to being registered for this course.

MBE710

Seminar for School

Business Administrators I (3 credits)

This course focuses on the management skills required for the complex environment of school business administration. Emphasis is upon developing those skills necessary for performance in the role of school business administrator as a prelude to an actual field experience in the second seminar course.

MBE715

Seminar for School

Business Administrators II (3 credits)

This course focuses on the school law and accounting content needs of the school business administrator. Particular attention is focused on the financial accounting records and procedures that are critical to performance of the job of the business administrator. Background preparation: six credits of accounting. Prerequisite: MBE710.

MBE720

Seminar for School

Business Administrators III (3 credits)

This course focuses on the practical application of the skills required to be certified as a school business administrator. The major focus of the course is on a field experience with a practicing school business

administrator. Areas of emphasis include budget development, contract bidding, information processing, human resource management and financial reporting. Prerequisite: HRM610 and MBE715 with a minimum grade of B.

MKT500

Marketing Strategies (3 credits)

A study of the process of searching for, and identifying, prospective opportunities for establishing effective relationships with markets, and of the techniques of marketing.

MKT610

Advertising Management (3 credits)

Addresses the specific activities involved in managing a campaign including research, media selection, copywriting, layouts and the role of ad agencies. Prerequisite: MKT500.

MKT620

Consumer Behavior (3 credits)

Addresses the psychological, as well as sociological, foundations of consumer behavior; how firms research these "roots" and then design strategies on the basis of what they learn. Prerequisite: MKT500.

MKT630

Market Research (3 credits)

Addresses identification of the value of research as well as identification of the problem to be resolved. Numerous mathematical analysis techniques will be incorporated into the course as well as research design issues. Prerequisite: MKT500 and MBA510.

MKT640

Industrial Marketing (3 credits)

Addresses the very real distinctions from consumer marketing as well as sales force management material. Prerequisite: MKT500.

MKT660

Marketing Strategies for

Not-for-Profit Organizations (3 credits)

Applications of marketing concepts and practices to not-for-profit organizations and explorations of sources of financial support and strategies for their development. Prerequisite: MKT500.

MKT670

Product Management (3 credits)

Addresses the growing role of product manager within the marketing organization and his/her role in new product development and management. Prerequisite: MKT500.

MKT680

Logistics/Distribution Management (3 credits)

This course will address the significant impact that distribution/logistics activities have on corporate profitability. Those activities involve physically moving raw materials, in-process inventory and finished goods inventory from point of origin to point of use. The variety of analytical tools and techniques relevant to the field will be integrated into the course. Prerequisites: MKT500, MBA510, MBA600.

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Seminar

TAX650

Federal Taxation of Individuals (3 credits)

The theory and practice of federal income taxation of individuals.

TAX655

Federal Income Taxation of Corporations and Partnerships; Estate and Gift Excise Tax (3 credits)

Theory and practices of income taxation of corporations and partnerships; excise tax on estates and gifts.

Prerequisite: TAX650.

TAX660

Tax Factors in Business Decisions (3 credits)

Introduction to tax factors relevant to business and personal financial planning decisions. This includes regular and S corporations, partnerships, fiduciaries, tax shelters and tax research. Open only to non-accounting students. Background preparation: six credit hours in accounting, or equivalent.

TAX665

Estate and Gift Taxation (3 credits)

Deals with federal taxation of gratuitous transfers during taxpayer's lifetime and property transfers at death. A study will be made of relevant statutes and regulations. Prerequisite: TAX650.

TAX670

Tax Research Methodology/Practice and Procedures (3 credits)

Course will explore methods and techniques of federal tax research. In addition, students will learn the rules and procedures for representing clients before the IRS. Prerequisite: TAX650.

TAX700

Special Topics in Taxation (3 credits)

An in-depth study of special topics in federal taxation. Major current problem areas of taxation will be explored. Prerequisite: TAX650, TAX655, and TAX670.

Doctoral Level Courses—International Business

INT750

Seminar in Multinational Business (3 credits)

This course focuses on current issues in international business. It provides students with an opportunity to research topics of their interest in international business. Prerequisites: INT600 and INT610.

INT800

Foreign Direct Investment (3 credits)

This course builds on the foundations acquired in financial management and international finance to create an understanding of international capital markets and the process of strategic and financial evolution which accompanies international investment and international financial market participation. Prerequisite: INT620.

INT810

Privatization (3 credits)

A study of privatization with emphasis on the various methods, costs and benefits and the long-run implications. The course requires research by students on different privatization projects for development projects using private financing. Prerequisites: INT610, and INT700.

INT820

Seminar in Multinational Finance (3 credits)

This course is devoted to the study of advanced topics and current research being employed in the field of multinational finance. The course provides an opportunity for students to explore their area of interest in this field. Prerequisite: INT620.

INT840

Seminar in Multinational Marketing (3 credits)

This seminar will include extensive reading in the international marketing/business literature. Major seminar topics will include (but will not be limited to): countertrade, tariff and non-tariff barriers, cultural differences among market segments and global vs. multinational marketing strategies. The case method will be utilized. Class discussions will center around the literature via assigned journal articles. Class preparation and presentation will be individual and group. International market access will include the Internet. Prerequisite: INT640.

INT850

Seminar in Global Business Strategy (3 credits)

This seminar is designed to allow doctoral students to explore the complex problems of international business strategy from multiple levels of analysis using both contemporary and historical materials. The course will include a literature review, area studies and specialized case analysis as appropriate to illustrate specific problems characteristic of the discipline. Various theoretical methods will be compared and contrasted in order to evaluate their ability to solve problems of particular interest and intractability, as defined by the major authors and practitioners in the field. Prerequisite: INT700.

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Business Foundation Courses

Required Doctoral Courses- All Programs

DOC 800 Advanced Quantitative Analysis I (3 credits)

This is an advanced applied statistics course applicable to both the economics and business world highlighting matrix approach linear models, binary and continuous response function, model building, model diagnostics, and remedial measures. Prerequisite: MBA 510 or equivalent determined by the area chair of quantitative studies.

DOC 810 Advanced Quantitative Analysis II (3 credits)

This is an applied multivariate statistics course applicable to both the economics and business world highlighting factor analysis, discriminate analysis, cluster analysis, multidimensional scaling, canonical correlation and MANOVA. Prerequisite: DOC 800

DOC890

Doctoral Colloquium (3 credits)

The Doctoral Colloquium provides a forum for students to discuss their dissertation research and to help monitor timely progress toward completion of the dissertation. Upon completion of research and the final draft of the dissertation, and with the approval of the chairperson, the student makes an oral presentation in defense of his/her dissertation to the committee and to any other interested individual. Approval of all members of the dissertation committee is necessary for successful completion of the doctoral program.

Business foundation courses, taught in six or twelve week modules, are designed for students who have not satisfied prerequisite requirements through their undergraduate studies. Letter grades are assigned, but no credit is awarded.

GSB400

Accounting

Introduction to accounting designed to provide students with a basic understanding of accounting principles. (12 weeks).

GSB410

Microeconomics

Introduction to microeconomics is designed to provide students with a basic understanding of microeconomic theory. (6 weeks).

GSB415

Macroeconomics

Introduction to macroeconomics is designed to provide students with a basic understanding of macroeconomic theory. (6 weeks).

GSB420

Mathematics

Introduction to mathematics is designed to provide students with a basic understanding of mathematical concepts. (12 weeks).

GSB425

Statistics

Introduction to statistics is designed to provide students with a basic understanding of the statistical tools available for use. (6 weeks).

GSB440

Business Law

Introduction to business law is designed to provide students with a basic understanding of legal issues in business. (6 weeks).

GSB450

Computer Systems Technology

Designed as an introduction to computer technology and information processing. (6 weeks).

GSB460

Programming in Visual Basic®

Designed to provide students a working knowledge of a high-level procedural language, the ability to design algorithms, event-driven programming, object-oriented constructs, design of user interfaces, file management techniques. (12 weeks).

GSB470

Foundation of Export and Import Strategies

An introduction to the fundamentals of export/import strategies. Focuses on documentation as well as international trading laws and processes. (12 weeks).

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Administration and Faculty



Trustees of the College:

Richard Courtemanche

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Professional Development Manager
Distribution and Services Industry
IBM-United States

Kimon S. Zachos, Esq.

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