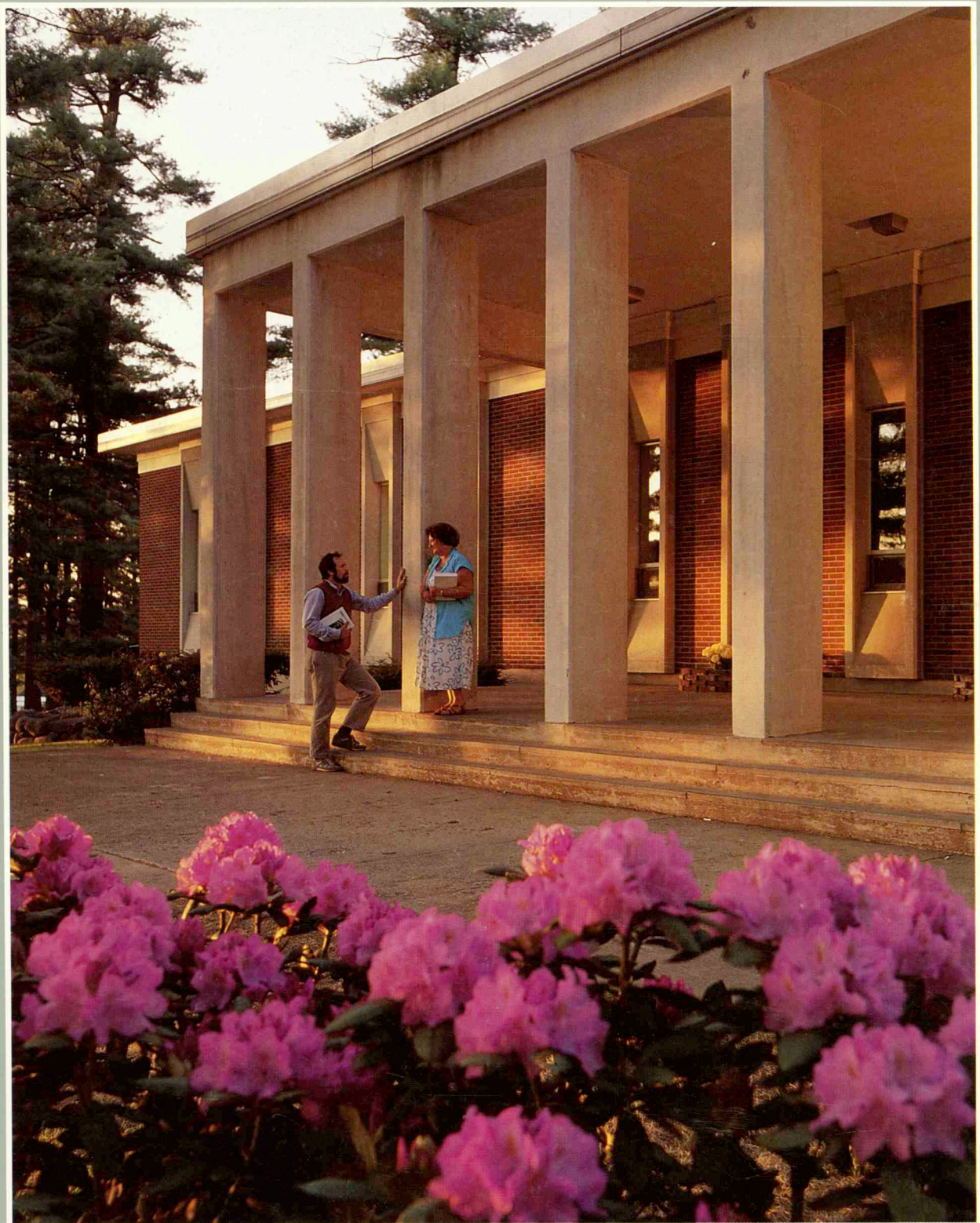
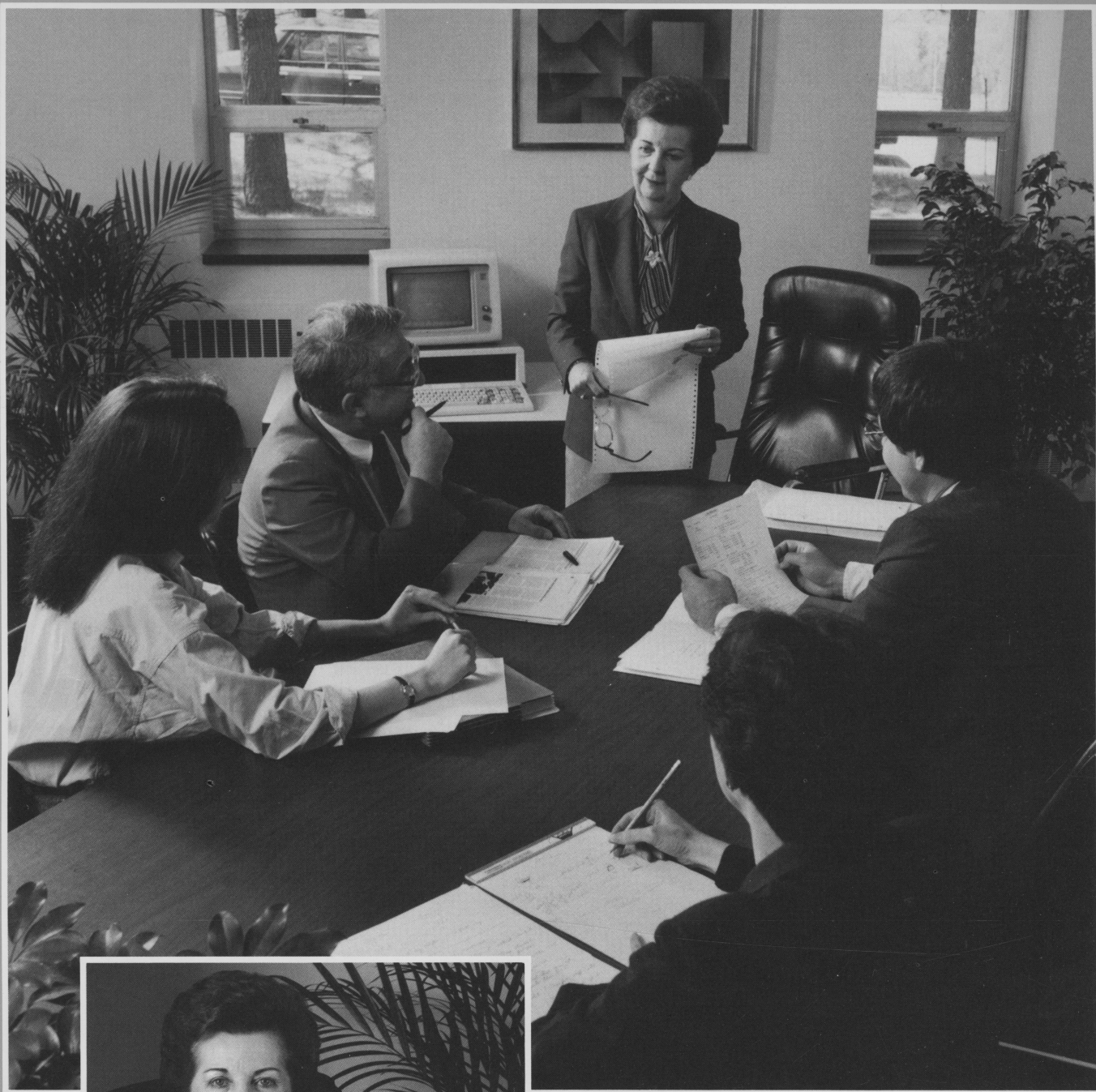


NEW HAMPSHIRE COLLEGE  
GRADUATE SCHOOL OF BUSINESS  
1988-89 BULLETIN MBA/MS







All of the programs at the Graduate School of Business have a strong core curriculum that stress the essential skills necessary for sound decision making.



**To the prospective student:**

It is both my privilege and pleasure to introduce you to the Graduate School of Business at New Hampshire College.

The programs described here represent the best traditions of American higher education, and a deep commitment to the most vital issues confronting contemporary business in a steadily shrinking world.

You will discover that we break somewhat from the traditional mold in our belief that effective business education does not take place in an ivory tower or on a purely intellectual plane. Many of our graduate school faculty have been, or still are, part of the business community at large. We are thus able to draw on vast resources of practical, day-to-day experience as well as professional and theoretical knowledge.

You will also find a vital, committed student body representing more than 20 different countries and numerous states. The result, in both our full-time day and evening programs, is a real-world business education environment that is second to none.

We invite you to contact us or visit us in person at the North Campus or any of our satellite centers. My staff and I will be very pleased to answer any questions you may have about our MBA, MS, and other programs, and to assist you in any way we can.

Sincerely,

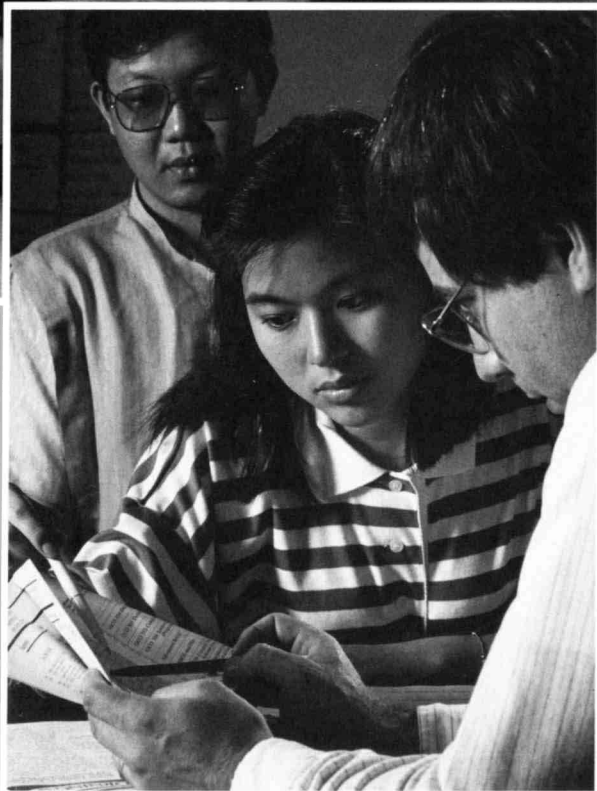
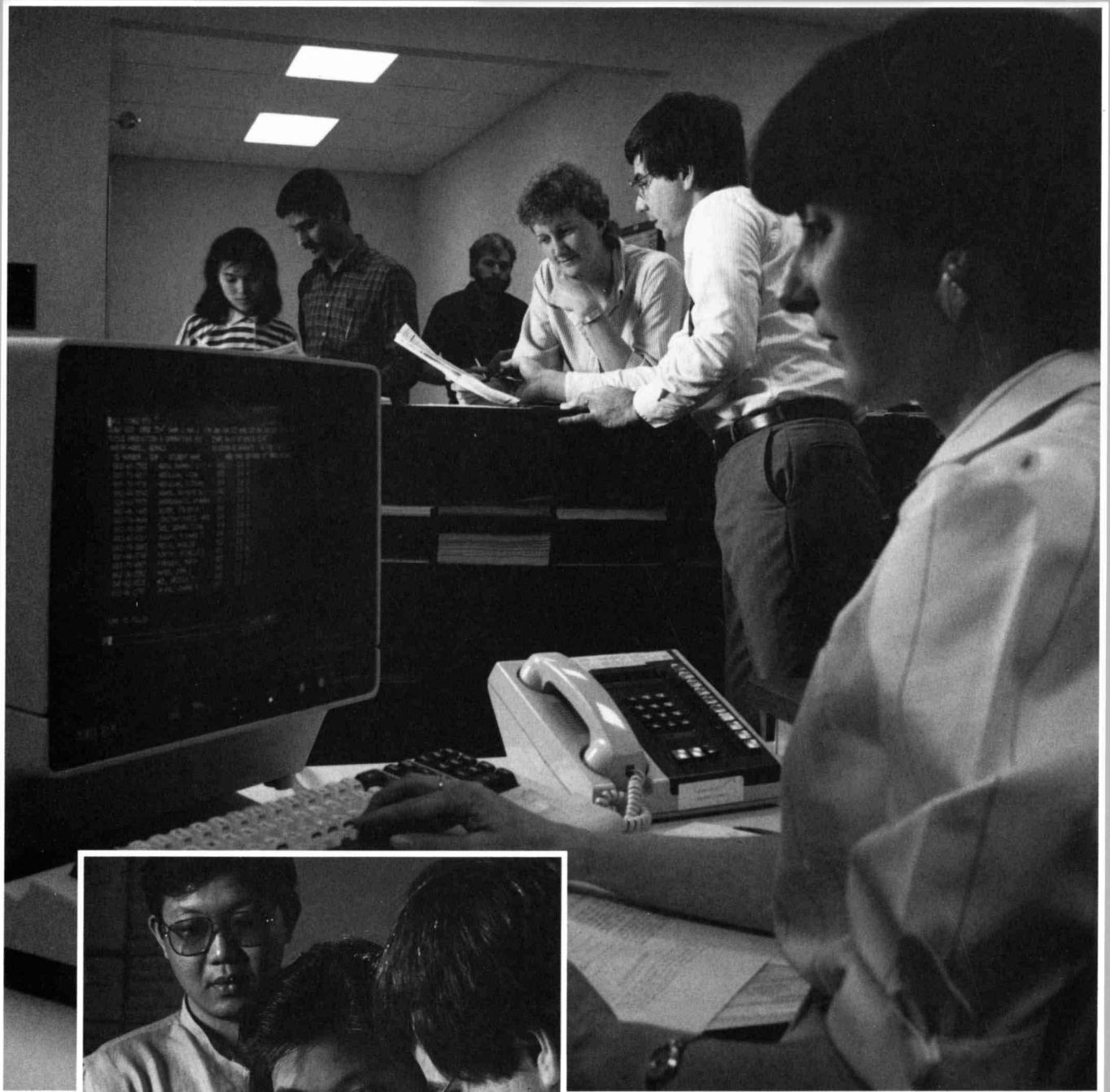
A handwritten signature in cursive script that reads "Jacqueline F. Mara".

Jacqueline F. Mara, Ed.D.

Dean

Graduate School of Business





The Graduate School of Business has become the first choice for many students wishing to earn an MBA or MS Degree.



## A MATTER OF CHOICE

With an established reputation as one of the major graduate schools of business serving Central and Northern New England, New Hampshire College has become the first choice for many college graduates wishing to pursue an MBA or MS, to advance in business or to become business educators themselves.

Many of the region's leading corporations choose to underwrite tuition fees and other expenses for their employees to attend the Graduate School of Business. And many local and regional businesses choose to employ New Hampshire College masters degree candidates while they are still pursuing their studies on a full- or part-time basis.

It is little wonder that our graduates enjoy such remarkable success in business management and administrative positions throughout the region and the nation. Their success is due in large part to a strong core curriculum that stresses the essential skills necessary for sound business decision making.

At New Hampshire College, students do not simply learn. They discover how to *use* what they have learned in the real world of business. They learn how to make intelligent choices.

### **We offer our students:**

- A choice of highly marketable degrees
- A variety of programs
- An integrated core curriculum
- Specialization and thesis options
- Internship and cooperative education opportunities
- A choice of full- and part-time, day and evening programs
- Satellite locations for evening courses
- English language assistance
- Access to the cultural resources of major metropolitan areas
- Proximity to all-season recreational areas
- Placement opportunities and assistance





The computer facilities support a variety of business software languages, including BASIC, COBOL, FORTRAN, and PASCAL. Statistical and analytical packages, as well as simulation and modeling software are also available.



## THE GRADUATE SCHOOL OF BUSINESS AT NEW HAMPSHIRE COLLEGE

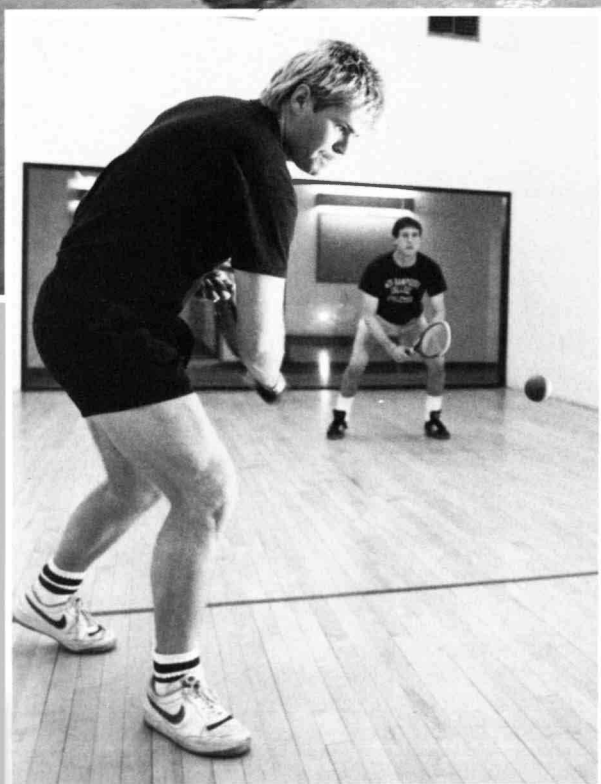
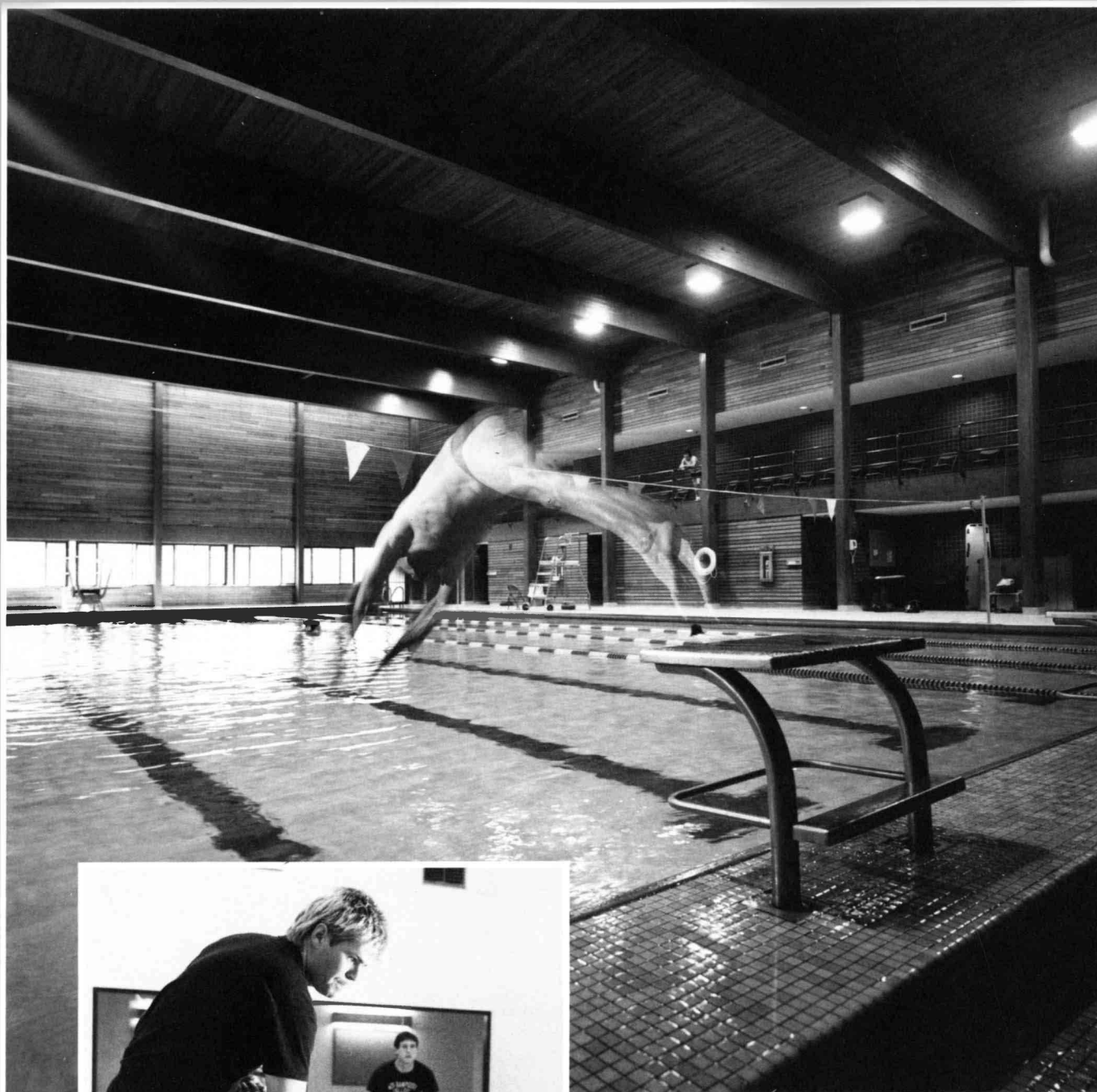
New Hampshire College is a private, non-profit, coeducational institution, authorized under the laws of the State of New Hampshire to award undergraduate and graduate degrees. It is accredited by the New England Association of Schools and Colleges, Inc. and by the Association of Independent Colleges and Schools. In 1982 the college celebrated the fiftieth anniversary of its founding.

The Graduate School of Business is located at the college's North Campus in Hooksett—eight miles from New Hampshire's largest city, Manchester. It is an hour's drive to Boston, and within easy travel distance to the state's seacoast, lakes and mountain recreational areas. The Hooksett campus offers both attractive surroundings and access to the cultural resources and other advantages of major metropolitan centers. The South Campus, the center for undergraduate studies, is located five miles away in north Manchester.

Since 1974, the graduate programs of the college have grown in enrollment, reflecting the need for graduate education in this region. This increased enrollment is a positive measure of our program's success in meeting the needs of students and industry.

The graduate programs were originally designed to provide an opportunity for people employed full-time to earn graduate degrees through part-time study. With the acquisition of the North Campus by the college in 1982, it became possible for the Graduate School of Business to complement its strong evening program with a full-time day program—both for those students wishing to continue directly from undergraduate to graduate study, and for those already employed wishing to complete their degree requirements in a concentrated period of time.

The Graduate School of Business offers complete graduate programs in Alumni Hall, in addition to programs and courses offered at satellite locations in Concord, Nashua, Portsmouth, and Salem, New Hampshire; Brunswick Naval Air Station, Maine; and Roosevelt Road's Naval Station, Puerto Rico. We also offer the MBA program at Apollo Computer Inc. in Exeter, Digital Equipment Corporation in Merrimack, and Sanders Associates in Nashua.



Graduate students have full use of athletic facilities, including the racquetball courts and 25 meter, six lane competition swimming pool, located on the South Campus.



## FACILITIES AND SERVICES

### Alumni Hall

The Graduate School of Business is housed on the North Campus in Alumni Hall. Both day and evening classes are offered at this location for full-time and part-time students.

Alumni Hall houses the following:

- Computing center
- Classrooms and seminar rooms
- Bookstore/campus store
- Student lounge areas
- Office areas for student organizations
- Study areas for small groups
- Administrative and faculty offices

### Satellite Locations

Classroom, computing, and administrative facilities are located in each of the Graduate School's off campus locations in Concord, Nashua, Portsmouth and Salem, New Hampshire; Brunswick NAS, Maine; and Roosevelt Roads NS, Puerto Rico.

### Computer Center

The Graduate School is served by an up-to-date computer center which is continually expanding and evolving to meet the diverse educational and administrative needs of the college and its satellite centers.

At the North Campus, a cluster of remote terminals in Alumni Hall connects the school on-line with the South Campus computer center's IBM 4381 and IBM 4341. In addition, the North Campus Computer Center utilizes a Digital Vax II.

The center is administered and operated by professional staff members who are assisted by student consultants involved in a variety of projects. Microcomputing and word processing facilities in Alumni Hall are also accessible for student use in graduate work and research.

New Hampshire College's computer center supports a variety of business software languages including BASIC, COBOL, FORTRAN, PASCAL, and the integrated academic operating system, MUSIC.

Statistical and analytical packages such as SPSS and SAS, and simulation and modeling software, including GPSS and DYNAMO, are also accessible, along with specialized programs in marketing, production, accounting, and other disciplines.

### 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 78,000 volumes, 4,500 reels of periodicals and newspapers on microfilm. The library receives over 900 magazines and journals 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 materials available in few other academic libraries in New Hampshire. The microfiche collection, for example, includes over 125,000 items including 100,000 annual reports of the New York and American Stock Exchanges, OTC and international companies. The library has added an extensive collection of research materials in computers, including the services of Data Pro.

A separate wing of the library houses a 150-seat studio theatre and an audio-visual section consisting of recordings, video tapes, cassettes, films, listening carrels, and a wide range of portable A/V equipment.

### The Center for International Exchange (CIE) Belknap House—South Campus

The Center for International Exchange (CIE) has three major functions:

1. to provide services, assistance, information and support to over 400 international students
2. to assist American students, staff, and others interested in travel, study, or work abroad
3. to promote intercultural exchange on campus and in the community.

The Center for International Exchange is open five days a week from 8:00 a.m. to 4:30 p.m. to assist with immigration regulations and federal laws; such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, transfers, social security regulations and income tax laws.

CIE works with U.S. government agencies, embassies, consulates, and various home-country and agency sponsors. Financial assistance is offered with Foreign Exchange Permits, enrollment letters, banking information, and emergency aid.

As a department of Student Affairs, CIE serves the social and cultural needs of a culturally diverse population. The Center is the focal point for intercultural events such as New Hampshire International Student Week in February, the Annual Cultures Around the World Exhibit, International Bazaar in the fall, and an International Film Festival.

The Center provides such special services as orientation programs, visa information, study/travel/work abroad library, International ID cards, overseas telephone service, and vacation and travel information, and advising.

CIE also serves as liaison with the greater Manchester community through media coverage, country presentations, student speakers, host program, workshops and activities.

A monthly newsletter is distributed on campus and in the community.

We invite you to visit the Center for International Exchange. A comfortable lounge with current magazines, coffee and conversation is available for your use.

### **Sports Complex**

Graduate students have the full use of New Hampshire College athletic facilities located on the South Campus.

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 college activities.

Also available for student recreation are a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a weight room equipped with a Nautilus system, a mirror exercise/dance room, a training room, an equipment room, several locker rooms, team rooms, and meeting rooms.

Outdoor athletic facilities include a 100' x 85' refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields. In addition, cross-country ski trails are cut throughout the two campuses.

### **Dining**

Meals are available for all students at the cafeteria or other food service facilities on both campuses. A system of coupons (chits) is used for such purchases. Students residing on campus are required to purchase 14 books per term for two (2) consecutive terms. These chits may be transferred or used to pay for guest meals. They cannot be redeemed at year-end if unused. Students residing off-campus may purchase books of chits 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.) At the North Campus, housing consists of single, double and triple rooms furnished with a desk, chair, bed and dresser for each student. Residents share common lounges, bath facilities, recreational areas, and study lounges.

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, Student Center, South Campus.

### **Health Services**

Full-time day graduate students and resident graduate students are entitled to use the college Health Center located at the South Campus. It is open Monday through Friday from 8:00 a.m. to 4:30 p.m. and staffed by a registered nurse and a licensed practical nurse. The services of the college physician are available by appointment. Most common health problems can be treated by the center. If necessary, the staff refers students to other facilities for further assistance. All full-time students are required to have a medical record based on a physical examination on file in the Health Center before any treatment is rendered.





International students are required to subscribe to the college's student health and accident insurance program. International students are required to have a chest x-ray as well as a physical exam. All other full-time students are urged to take advantage of this coverage as well.

### **Small Business Institute**

The Graduate School of Business is one of a number of schools throughout the United States that participates in the Small Business Institute (SBI) program of the Small Business Administration. The SBI provides advanced students with the opportunity to serve as consultants to actual small businesses in New Hampshire, assisting them in resolving operational problems.

### **Counseling Services**

During the course of an academic career, a student may experience personal or emotional problems which can be effectively resolved through some form of counseling. The Counseling Center at New Hampshire College encourages students to seek out its services.

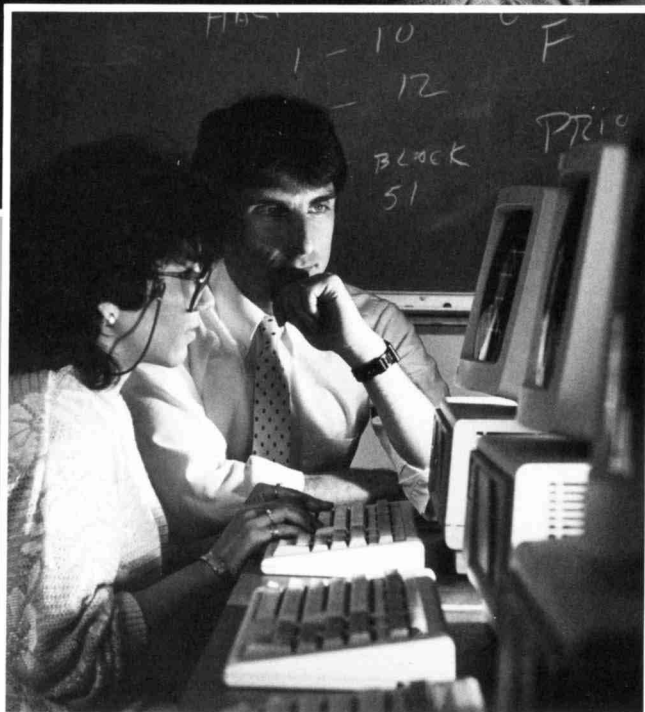
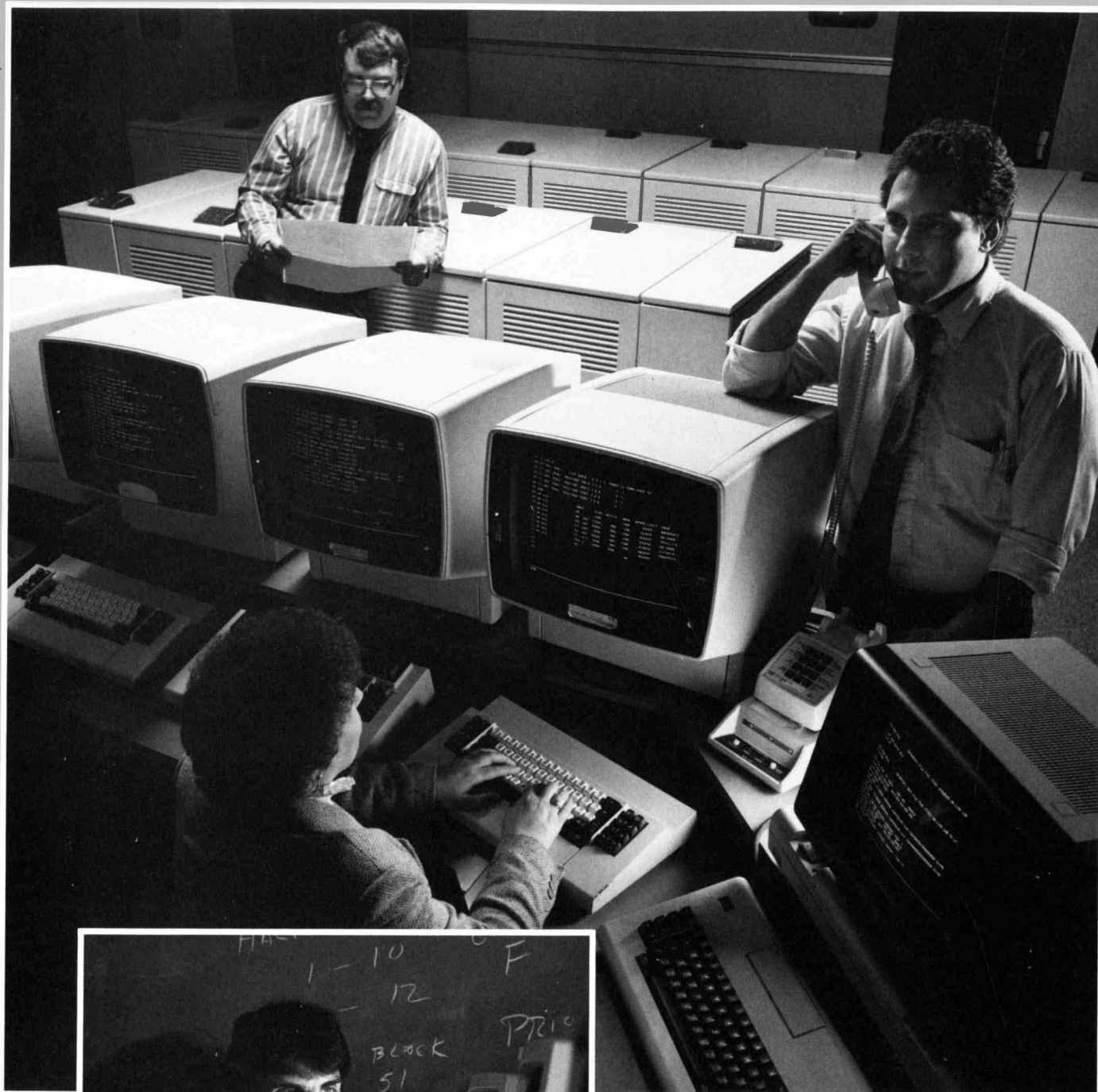
Both individual and group counseling sessions are available. Counselors are prepared to deal with issues such as stress management, the decision making process, and personal conflicts. Career counseling services are also provided.

The Counseling Center maintains two offices: one on the North Campus and one at the Student Center on the South Campus. Counseling services are available at no charge to any actively enrolled student.

### **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 in 1984 as part of the larger Association. Its focus is to provide a forum in which students can express their needs and concerns about the academic environment. A wide choice of additional curricular and cultural student programs is coordinated by the Director of Student Activities, located at the South Campus, and by student affairs coordinators who serve as information resources at each campus.



The North Campus computer facility is linked to the IBM 4381 and IBM 4341 mainframes and utilizes a Digital VAX II.

# PLACEMENT 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 problems because they are often changing careers or seeking upward mobility in their present situations. CDC helps solve these problems 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 newly computerized employer bank. Listings 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 also maintains close cooperation with the Director of Counseling Services in order to give students the opportunity for career testing.

## 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.

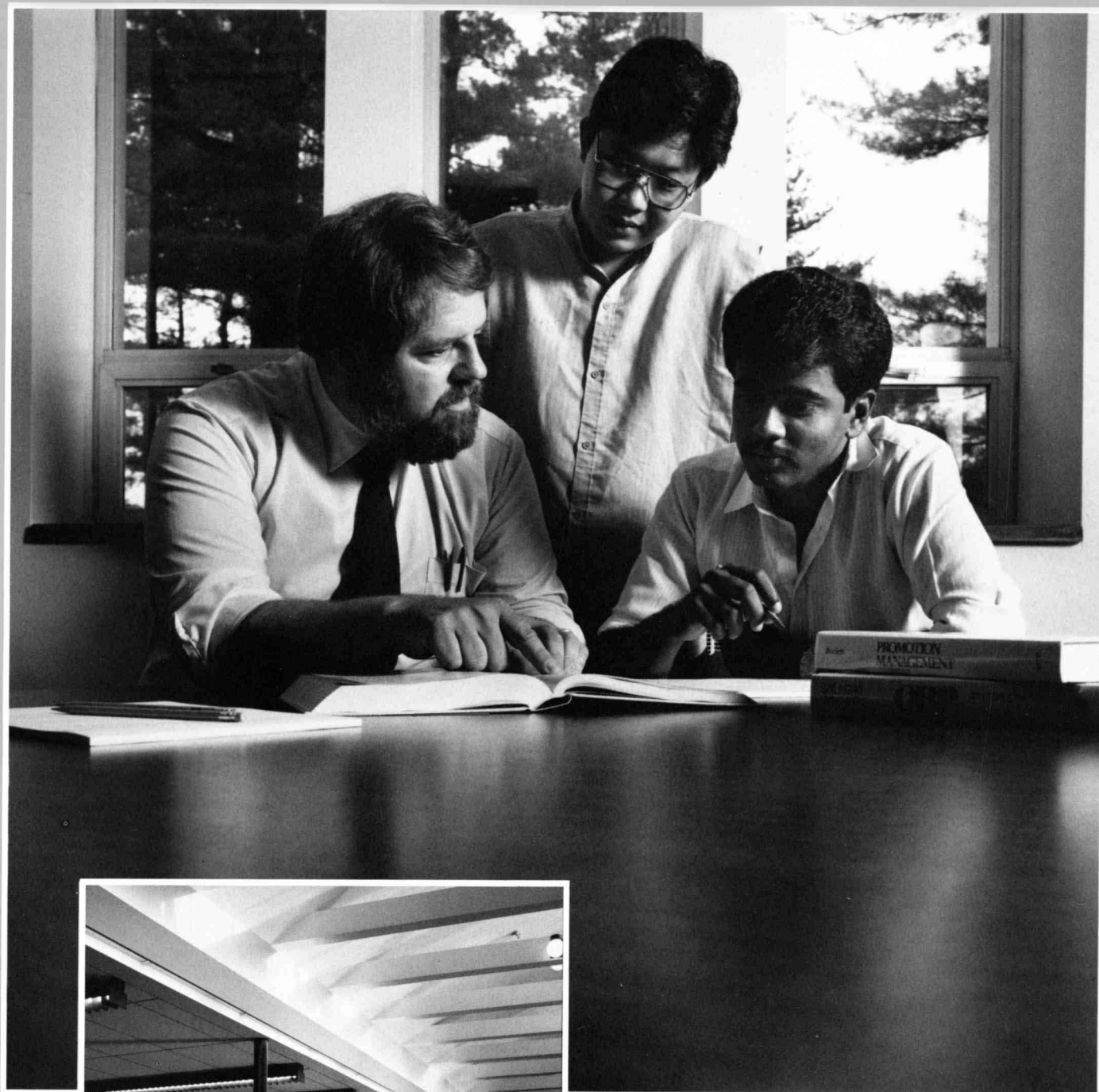
## Job Fairs

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

## Internships/Coop Ed

The CDC staff actively seeks Internship/Coop Ed 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 a CDC staff member. This starts the placement process in motion.





A variety of teaching methods allows for close interaction between students and faculty.

## Teaching Styles

During the course of study leading to the MBA or the MS in Accounting, Business Education, or Computer Information Systems, the Graduate School of Business utilizes a variety of teaching methods.

These include:

- Lecture and Discussion
- Case Analysis
- Small Business Institute Cases
- Study Groups
- Business Experiences
  - Internships
  - Assistantships
  - Cooperative Education Placements
- Seminars and Workshops
- Written/Oral Presentations and Defense
- Thesis

## Programs

The MBA, MS in Accounting, Business Education, or Computer Information Systems, and the Advanced Certificate Specializations are available to both full-time and evening students. The Cooperative Education MBA is available to full-time day students only.

Graduate programs are taught in four twelve week terms each year. A student may begin the program in September, December, March or June.

## Full-Time Programs

Full-time programs can be completed in three terms (nine months) to six terms (eighteen months), depending on the number of courses a student takes each term and the number of background courses required. Students are expected to take at least two courses each term but no more than four courses in a term.

Students who wish to take a term off must request to do so in writing to the Dean. Students must complete three consecutive terms before taking a term off.

Tuition is based on an eighteen consecutive month period or sixteen courses, whichever comes first. Additional courses will be charged on a per course basis, as will courses taken beyond eighteen months. Please note that a course withdrawal (W) counts as one of the sixteen courses covered by full-time tuition.

## Special Notes:

The MBA will take from nine to eighteen months to complete. Students may begin the program in September, December, March, or June.

The MS in Accounting will take eighteen months to complete. Students should enter the program in either September or March. Students who require the background accounting courses must begin the program in June or December.

The MS in Computer Information Systems will take eighteen months to complete. Students should enter this program in September.

The Advanced Certificates may be added to any graduate program to further specialize skills. However, it is important to arrange schedules with an advisor in order to insure completion of the certificate program within eighteen months.

## Evening Programs

The evening programs are designed for students who would like to complete a Master's Degree without interrupting their professional careers. They can be completed in as little as eighteen months depending on the number of courses a student takes each term and the number of background courses required. All programs have a maximum time limit of eight years to complete degree requirements.

## Scheduling

An evening student may begin any of the Graduate School of Business Programs during any of the four terms (September, December, March, or June). A maximum of two graduate courses per term may be taken by evening students. The twelve week classes meet once per week for three hours. Optional classes of six weeks meet twice per week for three hours each meeting.

## Master of Business Administration Degree

The curriculum for the Master of Business Administration program is designed to prepare students for middle management and senior management positions.

The MBA can be specialized with an advanced certificate, requiring a minimum of 14 graduate courses which include the entire core curriculum (10 courses).

The basic MBA program requires 12 graduate courses, which include 10 core courses and two electives. Students who did not have specified business courses as undergraduates, or equivalent work experience (see page 24), may need additional background. These courses are available at the Graduate School and are scheduled on the same twelve-week format as the three-credit graduate courses.

## Required Courses for Basic MBA:

- |        |   |
|--------|---|
| GSR200 | Information Sources, Research Methods, and Communication Techniques |
| GSH210 | Human Behavior in Organizations                                     |
| GCF300 | Managerial Accounting   |
| GCF320 | Financial Management  |
| GCO350 | Quantitative Analysis for Decision Making                           |
| GCO351 | Production and Operations Management                                |
| GCO352 | Introduction to CIS   |
| GXM400 | Marketing Strategies  |

- GXG410 Business, Government, and the Environment
- GNP600 Policy Formulation and Administration and Two graduate business electives (or GNR604 Thesis Option)

### Advanced Certificates

The Advanced Certificate options in Accounting, Computer Information Systems, International Business, Personnel Administration/Industrial Relations, Marketing, or Finance 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 background and professional experience. The Advanced Certificate may also be taken concurrently with the MBA as outlined below.

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 Advanced Certificate Option

Completion of an MBA with an Advanced Certificate option requires:

1. A minimum of 14 courses, to include 10 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 allowed grades of C+ or lower may be in the Advanced Certificate Courses, with a minimum of 3.0 in those courses.

Note:

MBA with two Advanced Certificates requires a minimum of 18 courses. However, the Graduate School cannot guarantee against scheduling conflicts for students who are pursuing two Advanced Certificates simultaneously.

### Advanced Certificate in Accounting

Courses required for the certificate-only option:

- GCF300 Managerial Accounting\*
- GCF302 Financial Reporting I
- GCF303 Financial Reporting II
- GCF304 Budgeting and Cost Accounting
- GCF305 Auditing
- GCF306 Financial Reporting III
- GPT500 Federal Taxation of Individuals

\*Background Accounting I and II is a prerequisite for GCF300.

### Advanced Certificate in Computer Information Systems

Courses required for the certificate-only option:

- GCO352 Introduction to CIS\*
- GCO355 Data Base Design
- GCO359 Computer Architecture and Software Systems
- GCO360 Principles of Information Analysis and System Development
- GCO361 Principles of System Design

\*Requires background in data processing

### Advanced Certificate in Marketing

Courses required for the certificate-only option:

- GXM400 Marketing Strategies\* and any four of the following:
- GXM401 Multinational Marketing
- GXM402 Marketing Strategies for Non-Profit Institutions
- GXM403 Advertising Management
- GXM404 Consumer Behavior
- GXM405 Market Research\*\*

GXM406 Product Management

GXM407 Industrial Marketing

GXM408 Retailing

\*Background marketing is a prerequisite for GXM400

\*\*Note: GCO350, Quantitative Analysis is a prerequisite for the Market Research elective

### Advanced Certificate in International Business

Courses required for the certificate-only option:

- GXE422 Multinational Corporate Environment
- GXM401 Multinational Market Strategies
- GCF321 Multinational Corporate Finance\*
- GNC602 Multinational Corporate Management

\*Note: GCF300 Managerial Accounting and GCF320 Financial Management are prerequisites for Multinational Corporate Finance.

### Advanced Certificate in Personnel Administration/Industrial Relations

Courses required for the certificate-only option:

- GSH210 Human Behavior in Organizations
- GSH211 Human Resource Management
- GSH212 Labor Relations and Arbitration
- GSH214 Compensation and Benefits Management

GXG410 Business, Government, and the Environment plus One graduate business elective is required for students pursuing the MBA with the Advanced Certificate in Personnel Administration/Industrial Relations.



## Advanced Certificate in Finance

Courses required for the certificate-only option:

- GCF300 Managerial Accounting\*
- GCF320 Financial Management
- GCF321 Multinational Corporate Finance
- GCF322 Advanced Financial Management
- GPV501 Investment Analysis and Portfolio Management and One finance elective

\*Background Accounting I and II is a prerequisite for GCF300.

## 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 can be combined with the MBA as a dual degree. The second masters degree from the Graduate School of Business requires a minimum of seven courses beyond the first masters degree.

The MS in Accounting requires 16 graduate courses (48 credits). Some students may be required to satisfy additional background courses which can be waived for undergraduate or work experience equivalent.

### Required Courses:

- GSR200 Information Sources, Research Methods, and Communication Techniques
- GSH210 Human Behavior in Organizations
- GCF300 Managerial Accounting\*
- GCF302 Financial Reporting I\*
- GCF303 Financial Reporting II

- GCF304 Budgeting and Cost Accounting\*
- GCF305 Auditing\*
- GCF306 Financial Reporting III\*
- GCF307 Seminar in Accounting Theory
- GCF320 Financial Management
- GCO350 Quantitative Analysis for Decision Making
- GCO351 Production and Operations Management
- GCO352 Introduction to CIS
- GXG411 Federal Taxation of Corporations
- GXG412 Business Law
- GPT500 Federal Taxation of Individuals

\*Courses marked with an asterisk (\*) may be waived in favor of other accounting/business electives for persons who have earned an undergraduate degree in accounting, and who maintained an overall GPA of 3.0 in the major.

## The Master of Science Degree in Business Education

The Master of Science in Business Education provides advanced professional knowledge and skill for business educators. It requires 8 graduate courses (30 credits) and can be combined with an Advanced Certificate specialization. This option requires a minimum of 10 graduate courses.

### Required Courses:

- GSR200 Information Sources, Research Methods, and Communication Techniques (3 credits)
- GSR201 Information Sources, Research Methods, and Communications Techniques/Business Education (1 credit module) May be taken concurrently with or subsequent to GSR200.
- GSR202 Current Literature in Business Education\*
- GCE360 Improvement of Instruction in Business Education\*
- GCE361 Curriculum Development\*

- GCE362 Administration and Supervision in Business Education\* and One graduate education elective\* (or GNR604 Thesis Option) and Two graduate business electives (three credits each)

\*Four credit courses

### Areas of Certification

- Comprehensive Business Education
- Comprehensive Marketing Education
- Secretarial Business Education
- Accounting Business Education

To receive State of New Hampshire certification in any of the four areas listed above, a student must successfully complete the basic Master of Science in Business Education Program, and:

1. Substitute GCE 364 Vocational Student Organization and Cooperative Work Experience for the four credit education elective.
2. Complete eight (8) credits of GCE 370 Student Teaching.
3. Pass the State Pre-Professional Skills Test
4. Document 2,000 hours of work experience in the field of certification.
5. 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. The program 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.

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:

- GSR200 Information Sources, Research Methods, and Communication Techniques
- GCF300 Managerial Accounting
- GCO350 Quantitative Analysis for Decision Making
- GSH210 Human Behavior in Organizations
- GCO351 Production and Operations Management
- GCF320 Financial Management
- GCO352 Introduction to CIS
- GCO353 Computer Simulation and Modeling in Business
- GCO354 Data Communications and Networking
- GCO355 Data Base Design
- GCO356 Projects in CIS
- GCO359 Computer Architecture and Software Systems
- GCO360 Principles of Information Analysis and Systems Development
- GCO361 Principles of Systems Design and Two CIS Electives

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

#### Cooperative Education MBA

The Cooperative Education MBA is designed to provide management work experience for the full-time day MBA candidate. Cooperative Education placements are arranged through the Career Development Center with quality businesses who provide meaningful management experience for the student, and compensate them for their work. The program is designed to prepare students for middle and, ultimately, senior management positions.

The Coop Ed MBA program requires 13 graduate courses, which includes ten core courses, one elective, an industry field experience, and a professional placement.

Students who did not have specified business subjects as an undergraduate or equivalent work experience may need additional background courses. These are available at the Graduate School and are scheduled in the same 12 week format as the 3 credit graduate courses. The Coop Ed MBA student requiring background courses will be charged a per course fee for them in addition to the basic tuition for the Coop Ed MBA.

The two paid cooperative education placements required in this program are for 10 weeks each, with a minimum of 30 hours per week. Students may not enroll in other course work while taking either placement.

#### Required Courses:

- GSR200 Information Sources, Research Methods and Communication Techniques
- GSH210 Human Behavior in Organizations
- GCF300 Managerial Accounting
- GCO320 Financial Management
- GCO350 Quantitative Analysis for Decision Making
- GCO351 Production and Operations Management
- GCO352 Introduction to CIS
- GXM400 Marketing Strategies
- GXC410 Business, Government, and the Environment
- GNP600 Policy Formulation and Administration
- GNI607 Industry Field Experience
- GNI608 Professional Placement and One graduate business elective

#### Internships

Internships for credit are available to full-time day MBA and MS candidates approved by faculty for graduate-level educational work experience. These internships supplement traditional classroom experience. In many cases, compensation is not awarded; schedules are flexible and arranged to best suit each student's and employer's needs.

Although the graduate school maintains relations with business and industry, non-profit organizations, and governmental agencies with which internships can be arranged, the Career Development Center, in conjunction with the graduate school, is responsible for job development and placement.

Limited academic credit in lieu of course work is granted for successful completion of approved internships.

A list of employers who have sponsored New Hampshire College interns is available through the Dean's Office.

#### 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. The college realizes the need for our students to gain a world view of business, and has been successful in recruiting from more than 20 countries.

Our students range in age from 21 to 55, and represent a broad spectrum of academic background and disciplines. (Only 40% previously majored in business.)

They are graduates of nearly 90 of this country's and the world's best colleges and universities, including Columbia, Cornell, Dartmouth, Fordham, Notre Dame, Penn State, Princeton, Purdue, Syracuse, the Naval Academy, and Villanova.

## Employment Record

Graduates of New Hampshire College Graduate School of Business are employed in middle and upper level management positions in virtually every area of business, industry and government throughout the United States and in many foreign countries.

A complete list of our graduates' employers (available at the CDC office) is too long to reproduce in this bulletin, but it includes many Fortune 500 corporations, prestigious financial institutions, government agencies, schools and colleges, high technology companies and countless smaller firms.

We are justly proud of this list because, ultimately, it is the best measure of our success as an institution of higher learning and of the high regard in which we are held by the business community at large.

## GSR200 Information Sources, Research Methods, and Communication Techniques

Development of awareness of and improvement of personal skills in the use of available sources of information, and in effective written and oral communication. (Required as one of the first three courses in all programs.) (Background preparation: three credit hours in statistics, or equivalent.)

## GSR201 Information Sources, Research Methods, and Communication Techniques/Business Education (1 credit module)

Development of awareness of and improvement of personal skills in the use of available sources of information, and in effective written and oral communication. A one-credit module is related to the body of knowledge particularly applicable to business education. (Background preparation: three credit hours in statistics, or equivalent.)

## GSR202 Current Literature in Business Education (4 credits)

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

## GSH210 Human Behavior in Organizations

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.

## GSH211 Human Resource Management

Development of more effective managers and staff specialists in the ways of managing human resources through best use of recruiting, selection, training, career development, and other current, contemporary methods. Introduction to the areas of compensation, collective bargaining, affirmative action, and the regulatory

environment as they relate to today's human resource applications in actual organizations. (Prerequisite: GSH210 Human Behavior in Organizations.)

## GSH212 Labor Relations and Arbitration

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: GSH210 Human Behavior in Organizations required, and GSH211 Human Resource Management recommended.)

## GSH213 Seminar in Interpersonal Behavior

An in-depth examination and practical problem-solving setting for a study of personal assumptions, motives, theories, and interpersonal relations in organizations of contemporary and current interest. Involvement in the experiential learning dimension to maximize student participation in actual interpersonal behavior and research. (Prerequisite: GSH210 Human Behavior in Organizations.)

## GSH214 Compensation and Benefits Management

A detailed examination of the compensation and benefits functions within the human resources department, and their impact on both employer and employee. This examines the legal, accounting, financial, tax, and employee benefits functions with emphasis on the many compensation and benefit plans available, in use, and being researched. A practical look at current issues, negotiations, and contemporary organizational programs. (Prerequisites: GSH210 Human Behavior in Organizations and GSH211 Human Resource Management.)

## GCF300 Managerial Accounting

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.)



### **GCF302 Financial Reporting I**

An examination of the theory and practices of financial accounting with emphasis on asset and liability, measurement and reporting. (Prerequisite: GCF300 Managerial Accounting.)

### **GCF303 Financial Reporting II**

A continuation of GCF302. Topics include stockholders' equity, income measurement, income taxes, pensions, leases and statement of changes in financial position. (Prerequisite: GCF302 Financial Reporting I.)

### **GCF304**

#### **Budgeting and Cost Accounting**

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. (Prerequisite: GCF300 Managerial Accounting.)

### **GCF305 Auditing**

A study of the concepts and methods of professional audit practice. (Prerequisite: GCF303 Financial Reporting II.)

### **GCF306 Financial Reporting III**

An examination of advanced accounting topics such as partnerships, consolidations, insolvencies, estates and trusts. (Prerequisite: GCF303 Financial Reporting II.)

### **GCF307 Seminar in Accounting Theory**

Extensive survey of historic and contemporary accounting literature to provide students with an appreciation of the development and current status of generally accepted accounting principles, and issues relating to their application. (Prerequisite: GCF306 Financial Reporting III.)

### **GCF320 Financial Management**

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: GCF300 Managerial Accounting.)

### **GCF321**

#### **Multinational Corporate Finance**

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: GCF320 Financial Management.)

### **GCF322**

#### **Advanced Financial Management**

This course covers the policy options available to financial managers in the areas of working capital management as well as long term decisions involving capital budgeting, capital structure, dividend policies and warrants and convertibles. Extensive use is made of cases so that students can deal with the problems faced by firms in the real world of business. (Prerequisite: GCF320 Financial Management.)

### **GCF324 Public Government Finance**

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. (Prerequisite: GCF320 Financial Management.)

### **GCF326 Money and Capital Markets**

This course analyzes the processes at work within the U.S. financial system. Students will study the nature of its major participants, their objectives and procedures for assessing opportunities and for pricing risk. Furthermore, students will 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 will be placed on the role and functions of the federal reserve system. (Prerequisite: GCF320 Financial Management.)

### **GCO350 Quantitative Analysis for Decision-Making**

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.)

### **GCO351 Production and Operations Management**

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: GCO350 Quantitative Analysis for Decision-Making, or by permission of the instructor.)

### **GCO352 Introduction to CIS (Decision Support Systems)**

Introduction to systems concepts and analysis, and their application to management and decision-making through the use of computer technology. (Background preparation: three credit hours in data processing, or equivalent.)

### **GCO353 Computer Simulation and Modeling in Business**

Examination of computer simulation and modeling techniques and their applications in the business environment using DYNAMO, BASIC, FORTRAN, GPSS, and other languages. (Prerequisites: GCO352 Introduction to CIS, GCO350 Quantitative Analysis for Decision Making, GCO355 Data Base Design, and GCO360 Principles of Information Analysis and System Development.)

### **GCO354**

#### **Data Communications and Networking**

Examination of the elements of communications networks including common carrier offerings, terminal types, multiplexing and concentrator offerings, vendor protocols, and system design considerations. (Prerequisites: GCO352 Introduction to CIS, GCO355 Data Base Design, and GCO360 Principles of Information Analysis and System Development.)

### **GCO355 Data Base Design**

Development and management of data based on thorough study of computer-based systems concepts and design of a decision-support project. (Prerequisites: GCO352 Introduction to CIS, and GCO359 Computer Architecture and Software Systems may be taken concurrently with GCO355.)

### **GCO356 Projects in CIS**

Overview of current affairs and emerging developments in the realm of computer-based management systems. (Prerequisites: GCO353 Computer Simulation and Modeling in Business, or GCO354 Data Communications and Networking, and GCO361 Principles of System Design.)

### **GCO357**

#### **Principles of Artificial Intelligence**

An introduction to the basic concepts and techniques of artificial intelligence. Emphasis is on representational strategies and notational systems/structures. In addition to surveying the field, a number of business applications will be studied in depth. Topics include: production systems, heuristic search, natural language understanding, problem-solving, deduction, question-answering and inference. Fifth-generation computer systems will be examined along with knowledge-based automatic programming, integrated data-bases, robotics, advisory systems, intelligent DSS. An introduction to logic programming with PROLOG will allow hands-on experience. (Prerequisites: GCO350 Quantitative Analysis for Decision Making, GCO352 Introduction to CIS.)

### **GCO358 Introduction to EDP Auditing**

A study of the process, tools, and techniques used in auditing computer-based information systems and in evaluating their internal controls. (Prerequisite: GCO352 Introduction to CIS.)

### **GCO359 Computer Architecture and Software Systems**

An introduction to modern computer digital logic, machine architecture and software systems. It includes operating systems software principles and applications as well as the interrelationships between hardware and machine assembly language software. Various components of mainframe and microcomputers are examined along with business applications/configurations. (Background preparation: three credit hours in COBOL, BASIC, and Files. Prerequisite: GCO352 Introduction to CIS.)

### **GCO360 Principles of Information Analysis and Systems Development**

Focuses on techniques of information analysis which underlie the development of information systems. Using the systems life cycle as a point of departure, the course will examine approaches for managing and controlling applications development. The student will get a working understanding of methods for analyzing information needs and specifying application system requirements. He/she will also be exposed to issues of group dynamics and individual behavior which affect the processes studied. Management organization, technology, and economic perspectives are considered. (Prerequisites: GCO352 Introduction to CIS, and GCO359 Computer Architecture and Software Systems.)

### **GCO361 Principles of Systems Design**

Designed to integrate the areas of computer technology, information analysis, and systems design to and from the student in designing large scale computer based, application-oriented, information systems. The course provides the knowledge and skills necessary to develop a logical design and implement an operational system from that design. Attention will focus on hardware and software selection; techniques of logical and physical file design; system testing; strategies for conversion; implementation and evaluation. (Prerequisites: GCO355 Data Base Design, GCO360 Principles of Information Analysis and Systems Development.)

### **GCO362 Advanced EDP Auditing**

Focuses on the process of auditing in an EDP environment. Students will be exposed to the tools and techniques available for auditing computer based information systems. The course will also focus on the process of collecting and evaluating evidence to determine whether a computer system safeguards assets, maintains data integrity and security, and consumes resources efficiently. Finally, the course will provide students with experience in review, testing, and evolution of internal controls. (Prerequisite: GCO358 Introduction to EDP Auditing – may be taken concurrently.)

### **GCO365 Building Expert Systems**

A variety of expert systems will be examined on a case basis. Students will participate in the design and implementation of an artificially intelligent expert system using logic programming and other techniques. The PROLOG language is covered in depth. (Prerequisites: GCO353 Computer Simulation and Modeling in Business, GCO355 Data Base Design, GCO357 Principles of Artificial Intelligence.)

### **GCO366 Topics in CIS**

An advanced topic of current interest in business computing will be covered in depth. Students will have the opportunity to complete a paper or project on this topic. (Prerequisite: GCO361 Principles of System Design.)

### **GCO367**

#### **Project in Artificial Intelligence**

Designed to give the advanced student the opportunity to put theory and practical knowledge together in the design and implementation of a large-scale artificial intelligence project. Students will utilize a variety of advanced AI techniques and programming languages. This project is the capstone of the Artificial Intelligence Concentration. (Prerequisite: GCO365 Building Expert Systems.)

### **GCO368 Project in EDP Auditing**

Requires the student to design and implement a computer based advanced EDP Auditing project using the material covered in the previous EDP Auditing courses. The focus of the project will be upon developing or refining new tools for EDP Auditing. (Prerequisite: GCO362 Advanced EDP Auditing.)

### **GCE360 Improvement of Instruction in Business Education (4 credits)**

An advanced review and comparison of business education classroom methodologies, including simulations, role-playing, and computer-based techniques.

### **GCE361**

#### **Curriculum Development (4 credits)**

Design and modification of effective business education curricula.

**GCE362 Administration and Supervision in Business Education (4 credits)**

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

**GCE363 Microcomputers in Business Education (4 credits)**

A study of the use of the microcomputer in secondary and post-secondary business education courses. The course emphasizes BASIC language. Each student is required to prepare some workable programs for business education courses, as well as evaluate existing software. (Background preparation: three credit hours in data processing, or equivalent.)

**GCE364 Vocational Student Organization and Cooperative Work Experience (4 credits)**

A course that investigates and discusses current issues in both 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. The class members are expected to apply, in a practical sense, the principles discussed in the course such as the preparation of a youth organization project.

**GCE370 Student Teaching**

A practical application of the theories learned in the business education program. The student will be assigned to a high school for a period of eight weeks. 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 and grading is a letter grade.

**GXM400 Marketing Strategies**

A study of the process of searching for, and identifying, prospective opportunities for establishing effective relationships with markets, and of the techniques of marketing. (Background preparation: three credit hours in marketing, or equivalent.)

**GXM401 Multinational Market Strategies**

A study of the particular issues involved in identifying and developing relationships with international markets. (Prerequisite: GXM400 Marketing Strategies.)

**GXM402 Marketing Strategies for Not-for-Profit Institutions**

Applications of marketing concepts and practices to not-for-profit organizations and explorations of sources of financial support and strategies for their development. (Prerequisite: GXM400 Marketing Strategies.)

**GXM403 Advertising Management**

Addresses the specific activities involved in managing a campaign including research, media selection, copywriting, layouts and the role of agencies. (Prerequisite: GXM400 Marketing Strategies.)

**GXM404 Consumer Behavior**

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: GXM400 Marketing Strategies.)

**GXM405 Market Research**

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: GXM400 Marketing Strategies.)

**GXM406 Product Management**

Addresses the growing role of product manager within the marketing organization and his/her role in new product development and management. (Prerequisite: GXM400 Marketing Strategies.)

**GXM407 Industrial Marketing**

Addresses the very real distinctions from consumer marketing as well as sales force management material. (Prerequisite: GXM400 Marketing Strategies.)

**GXM408 Retailing**

Addresses the fundamentals of merchandising and promotion from both the perspective of the proprietorship and a chain-store manager. Incorporates the topics of franchising, telemarketing and research into the course. (Prerequisite: GXM400 Marketing Strategies.)

**GXX410 Business, Government and the Environment**

Consideration of the relationships between business organizations and a variety of external interests, and of methods of interacting with those interests.

**GXX411 Federal Taxation of Corporations**

Theory and practice of federal income taxation of corporations, partnerships, estates and trusts. (Prerequisite: GPT500 Federal Taxation of Individuals.)

**GXX412 Business Law**

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

**GXE420 Business Cycles and Forecasting**

A study of theories of fluctuations of economic activity and of techniques for forecasting business conditions and rates of business activity. (Background preparation: six credit hours in economics, or equivalent.)

**GXE421 Institutional Economics**

A study of theoretical and philosophical foundations of capitalism as compared to alternative economic systems. (Background preparation: six credit hours in economics, or equivalent.)

**GXE422 Multinational Corporate Environment**

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

**GPT500 Federal Taxation of Individuals**

The theory and practice of federal income taxation of individuals.



### **GPV501 Investment Analysis and Portfolio Management**

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. (Prerequisite: GCF320 Financial Management.)

### **GPN600 Policy Formulation and Administration**

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. (Successful completion of at least ten graduate courses [eight if a full time day student] prior to the term that Policy is taken is required. The following prerequisite courses are required: GSR200, GSH210, GCF300, GCF320, GCO350, GCO352. In addition, all background prerequisites must have been satisfied.)

### **GNS601 Entrepreneurship and Small Business Management**

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

### **GNS602 Consulting**

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.

### **GNC602 Multinational Corporate Management**

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.

### **GNN603 Management of Not-for-Profit Organizations**

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

### **GNR604 Thesis Option**

Students may substitute six credit hours of thesis credit in lieu of two elective courses in the MBA and MS/Accounting programs, or one graduate education elective in the MS/Business Education program, 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.

### **GNR605 Internship**

A limited program of internships (for academic credit in substitution for course work) is available for full-time day students to enhance their educational experience through appropriate, supplemental, work-oriented activity in selected environments. Internships, administered by the Office of Cooperative Education/Internships/Placement and supervised by faculty members, are subject to tuition charges related to the number of hours of credit granted. To qualify, a student must have earned a grade point average of at least 3.0, completed a minimum of eighteen graduate credits, and have obtained the permission of a sponsoring full-time faculty member. Credit for the internship activity will be granted only upon receipt of an oral and written report submitted to and accepted by the faculty sponsor. Students who do not participate in internship work are expected to complete the equivalent number of credits in elective courses.

### **GNR606 Productivity Management**

Fundamentals of productivity management and measurement, and a study of current strategies for enhancing organizational effectiveness from the perspective of the operating manager.

### **GNI607 Cooperative Education MBA – Industry Field Experience**

This placement is for a three-month period with any industry in any business subject area. The purpose of this placement is to familiarize the student with the responsibilities, work load, and duties of middle management. Students must work at least 10 weeks at 30 hours per week,

attend the Cooperative Education Seminar, and turn in the required written assignments to successfully complete the Industry Field Experience. The Industry Field Experience is to be taken in the student's second or third term provided the student has at least 9 credits earned, all with grades of B or higher, three of which are in GSH210 Human Behavior in Organizations.

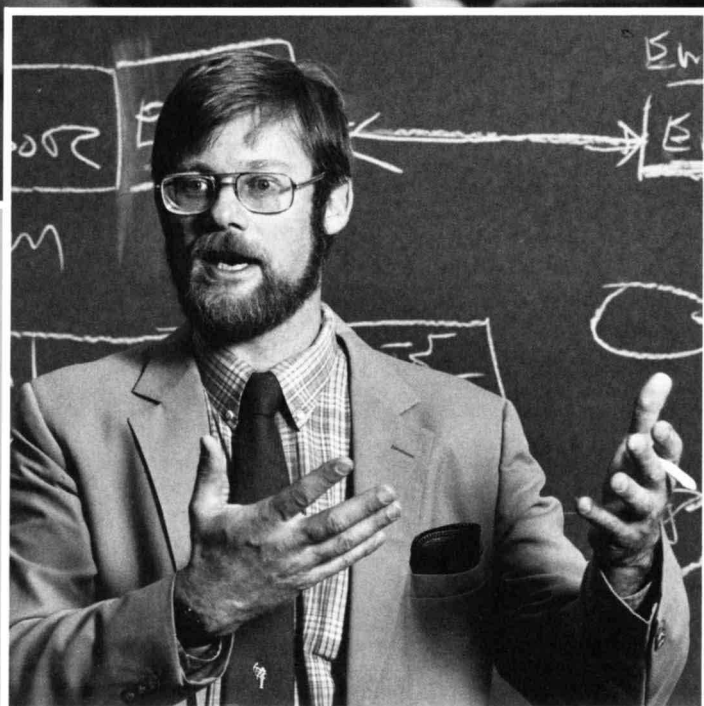
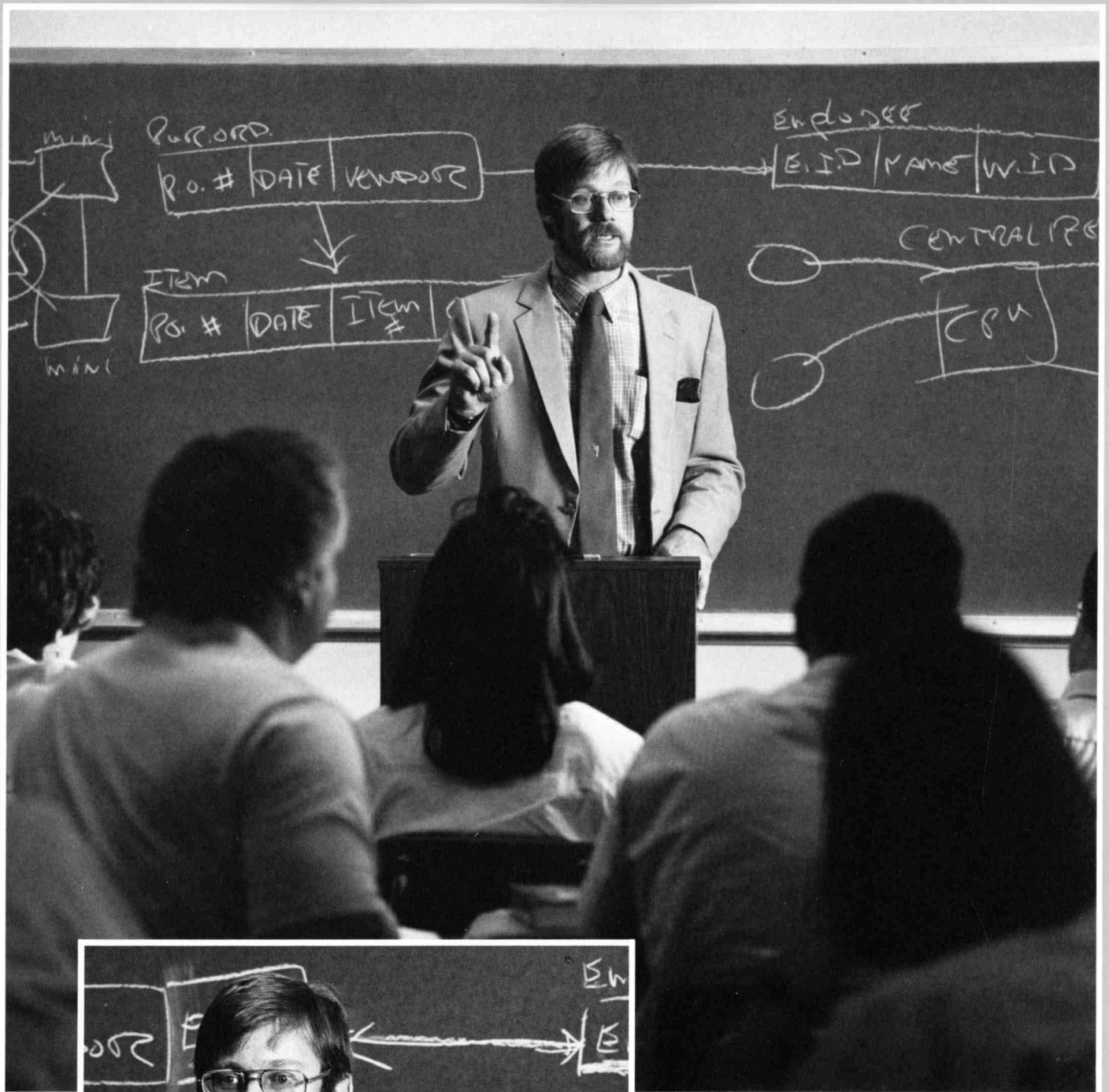
### **GNI608 Cooperative Education MBA – Professional Placement**

This placement is for a three-month period within an industry and business subject area directly related to one of the Graduate School's core course areas. The purpose of this placement is to provide "real life" experiences in a middle management position related to the student's MBA program under the direction of the core subjects area coordinator. Students must work at least 10 weeks at 30 hours per week and complete required written assignments as assigned by a core area faculty member to successfully complete the Professional Placement. This placement is to be taken in the student's fifth or sixth term provided the student has a B average, 27 credits earned, three of which are in GXG410 Business, Government and the Environment, and has successfully completed the Industry Field Experience with a grade of B or better. Students who complete both GNI607 and GNI608 may substitute them for one three credit business elective in the 12-course (36-credit) MBA program.

### **Independent Study**

In exceptional circumstances an independent study arrangement may be approved by the Dean of the Graduate School of Business. This arrangement requires a written request and justification by the student, identification of a supervising faculty member, and the approval of the Dean.





The graduate faculty help students discover how to use classroom learning in the world of business.

# ACADEMIC REQUIREMENTS

## 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. An extension of time requires action of the Scholastic Standing Committee and must be based on good cause.

## 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 F. Other grades include:

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

## 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.

## Courses Repeated

Graduate students may be permitted to repeat courses by petition to, and with approval of the Dean. 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 promptly following the completion of each course.

## Incomplete Performance

The grade of I is assigned when course assignments have not been completed, and arrangements have been made with the instructor. The grade of F is automatically substituted for the grade of I eight weeks after the start of the following term if the deficient work has not been completed satisfactorily.

## Withdrawal from Courses

Students may withdraw from courses upon presentation of a written request to the instructor prior to the end of the eighth week of any term; thereafter, express permission of the course instructor is required. 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 (three or more) absences, and/or if, in the opinion of the instructor, the student will be unable to complete the course requirements satisfactorily. See pages 28–29 for refund policy on withdrawal from courses. Full-time day students must meet with the Academic Coordinator to approve withdrawals, and each withdrawal counts as one of the sixteen courses covered by full-time tuition.

## Transfer Credit

Graduate credit earned at another accredited institution during the last five years may be accepted in satisfaction of New Hampshire College courses. A maximum of six semester hours may be transferred into any of the MBA degree programs or the MS programs in Accounting or Computer Information Systems; a maximum of eight semester hours may be transferred into the MS program in Business Education. 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.

Again, the criteria for accepting a course in transfer are as follows:

1. The student must have received B or above in the course.
2. The course must have been taken within the past five years.
3. The student must provide an official transcript indicating the course was taken for graduate credit.
4. The course must have been taken at an accredited institution.
5. The course must be appropriate to the program being pursued.
6. The Dean of the GSB gives final approval on transfer credits.

### 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, at the South Campus, 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 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 two 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 and 550 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 strong enough for Graduate Study.

### Fees for English Programs

1. The GLS fee for 1988-89 is \$925 for eleven weeks. The class meets Monday, Tuesday, and Thursday mornings starting the second week of the Graduate School of Business term.
2. The ESL tuition for 1988-89 is \$2,200 for a 14-week semester or \$180/week for students not needing a whole semester.

### Admission

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 North Campus or the Center that the student will be attending. Our advisors are available throughout the year to discuss the program with students.

Admission decisions are made on a rolling basis, with a letter normally being sent to an applicant two weeks after the file is complete.

**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 transferred to one of the graduate programs by an unclassified student.

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

1. That the student have previously completed the following courses, or their equivalents:

Accounting .....	6 credits
Economics .....	6 credits
Mathematics .....	6 credits
Statistics .....	3 credits
Computer Data	
Processing .....	3 credits
Business Organization .....	3 credits
Marketing .....	3 credits
Business Law .....	3 credits

Additionally the MS in Computer Information Systems requires:

COBOL ..... 3 credit  
Another advanced  
computer language ..... 3 credits  
Computer files ..... 3 credits

Students lacking the courses listed above may be required to take Graduate School of Business background courses. Students are encouraged to take the background courses concurrently with selected graduate classes or prior to graduate courses which require prerequisites.

Students who wish to take background courses at an accredited undergraduate institution must gain prior approval from the Graduate School of Business.

Students who have not completed 3 credits in marketing as part of their undergraduate degree may complete a reading list (available from your Center Director) prior to taking the graduate level course GXM400 Marketing Strategies.

Students may satisfy the Business Law background requirement by taking the background course or by studying a prepared reading list and then taking the graduate course GXG412 Business Law as an elective.

2. That the student have 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.
3. That the applicant presents scores of either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). No minimum score is stipulated.

### **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 have 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 applicant present scores of either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). No minimum score is stipulated.

### **Unconditional admission to the Advanced 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 Advanced Certificate in Accounting—six credit hours in accounting
  - For Advanced Certificate in Computer Information Systems—three credit hours in data processing, six credit hours in mathematics, and three credit hours in statistics.
  - For Advanced Certificate in International Business—three credit hours in marketing, and three graduate credits in financial management.
  - For Advanced Certificate in Personnel Administration/Industrial Relations—no specified prerequisites.

- For Advanced Certificate in Marketing—three credit hours in marketing.
- For Advanced Certificate in Finance—six 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. Reading list options are available for Marketing and Business Law prerequisites. Further information regarding prerequisites may be obtained from the Center Directors.

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.



## **Graduate Management Admission Test**

Students admitted to the MBA programs and to the MS programs in Accounting, Business Education and Computer Information Systems are expected to submit scores on the Graduate Management Admission Test (GMAT) at the time of their admission or within six months of their admission to the Graduate School.

In accordance with the guidelines of the Graduate Management Admission Council, the Graduate School does not stipulate a minimum score to be achieved. For more information on test dates and locations of test centers, write: GMAT, Educational Testing Service, CN6103, Princeton, NJ 08541.

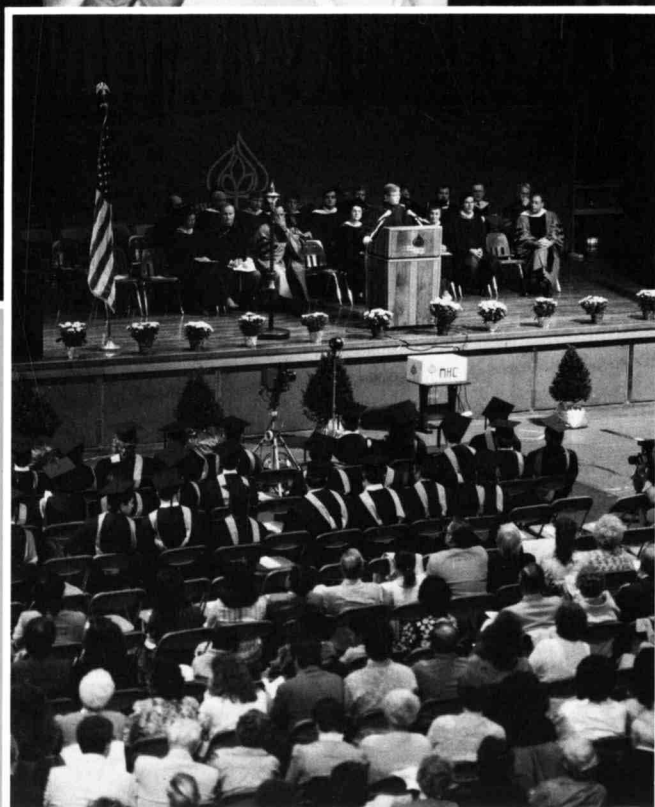
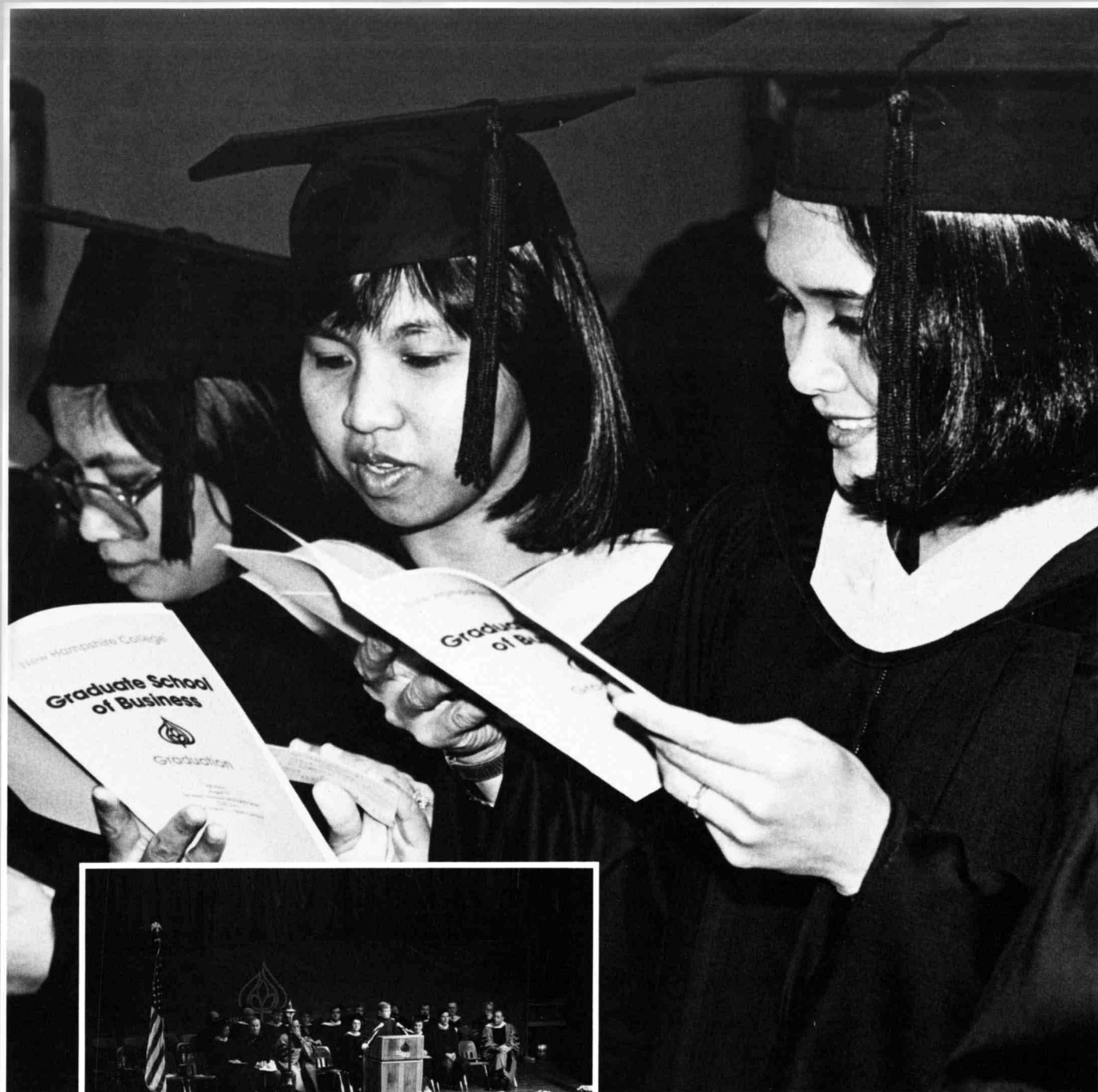
## **Graduation**

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.



Commencement signals a completion of degree requirements and a beginning of continued professional development.

## Full-Time Day Program

Students enrolled in the day programs may expect their programs to cost:

Tuition (18 mos.)	\$10,265
Fees (approx.)	\$170
Housing on campus (6 mos.)	
Single Room	\$2,235
Double Room	\$1,800
On Campus Meal Plan (6 mos.)	\$1,386
Books and Supplies	\$600-700

The full-time tuition and fees entitle the student to complete background courses plus the 12-course MBA program in Administration or any 16-course program.

An additional charge is assessed for each background course taken in conjunction with a 16-course degree program. *The tuition and fees entitle a full-time day graduate student to take up to 18 months from the date of initial enrollment to complete his/her degree requirements; if the student needs additional time for program completion, additional tuition and fees will be assessed for all courses taken after the 18-month period.*

## Deposits

**Tuition deposits**—Following acceptance, students are required to make a *non-refundable* tuition deposit of \$100 for domestic students and \$1,000 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.

## Billing

Full-time students are expected to pay all bills at the time of registration. One half of the total tuition is due and payable at the start of a student's first term. The second half is due and payable at the start of a student's third term. Exceptions require the prior approval of the business office.

## Withdrawal (Full-Time Day Program)

An accepted full-time student not yet enrolled in the Graduate School may withdraw from the program after payment of deposits by written notification to the Dean of the Graduate School. The official date of withdrawal and the date from which refunds will be determined will be the date on which the written notice of withdrawal is received by the Dean. Deposits are non-refundable. Enrolled day students who withdraw from the program will be entitled to a refund of the \$10,265 tuition on the following basis:

- Withdrawal prior to the first scheduled class meeting: 100% refunded (minus deposits).
- Withdrawal within two weeks of the first class meeting: 80% refunded.
- Withdrawal within four weeks of the first class meeting: 60% refunded.
- Withdrawal within six weeks of the first class meeting: 40% refunded.
- Withdrawal within eight weeks of the first class meeting: no refund.

Students on the college meal plan who withdraw will be entitled to a proportionate refund of dining hall charges upon surrender of unused "chits." Housing deposits and damage deposits are not refundable.

## Part-time Evening Program

Students enrolled in the evening program may expect to pay:

Tuition	\$549 per course
Graduation Fee	\$ 50
Parking Fee	\$ 5 per year
Books and supplies are separate expenses.	

Part-time students may register for either one or two graduate courses each term.

Any student who wishes to take three or four courses a term must change his or her status to full-time and pay the full-time day rate. The only exceptions allowed are those approved in advance by the Dean of the Graduate School. Students wishing to request an exception must do so in writing.

## Deferred Payment Plan

Students receiving educational benefits through their employers, the Veterans Administration, or other sources may use a deferred payment plan for tuition costs. A carrying cost of 1½% per month is assessed on any unpaid balance. The student is responsible for paying any amount owed including interest. Students not receiving educational benefits through employers may also use a deferred payment plan by initially paying at least one-third and deferring the balance. The 1½% per month carrying cost is charged on the unpaid balance.

## Withdrawal

Enrolled students in the evening program who withdraw must also do so in writing, stating the date and reason for withdrawal. This must be countersigned by the instructor if the class has met. However, it is not necessary to obtain the instructor's signature if one is withdrawing prior to the first class meeting. In addition, withdrawals prior to the start of the term do not appear as part of a student's permanent transcript. The refund of tuition will be based on the number of times the class has met before the withdrawal was received:

- Withdrawal prior to 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.

### 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 National Direct Student Loan Program (NDSL), College Work-Study Program (CWS), Guaranteed Student Loan Program (GSL), and the Auxiliary Loan Program (ALPS).

Application procedures include submission of the college's own financial scholarship and assistance application form and the College Board's Graduate and Professional School Financial Aid Service Form (GAPSFAS).

To obtain these application forms and additional information, students may contact either the Graduate School of Business or the New Hampshire College Director of Financial Aid.

For information on Graduate Assistantships, full-time day students may contact the Dean of the Graduate School of Business.

### Veteran's Benefits

The college is approved for the education of veterans and other eligible persons. Graduate students seeking information on veterans' benefits may contact the college's Office of Veterans' Affairs at the South Campus. 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 V.A. assistance.

### Veterans' 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 Office of Veterans' Affairs.
3. If a veteran student is transferring directly from another school where he had been using VA benefits, he 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 you can take a course outside of your degree requirements is in your 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.



# ADMINISTRATION AND FACULTY

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Ed.M. Rivier College

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Ed.M. University of New Hampshire

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M.B.A. New Hampshire College

\*Full-time faculty member, New Hampshire College, Undergraduate School of Business

\*\*Full-time administrator, New Hampshire College

#### 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 the 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.

## WHERE THE PROGRAMS ARE OFFERED

The MBA program, the Cooperative Education MBA program, the six advanced certificates, the MS in Accounting, the MS in Business Education and the MS in Computer Information Systems are offered in both the daytime and evening at the north campus in Hooksett. The other locations offer the courses leading to these degrees:

### Concord, New Hampshire:

MBA Program in Administration  
F.P.C. Education Center  
130 Pembroke Road  
Concord, NH 03301  
603-225-8230

### Nashua, New Hampshire:

MBA program in Administration; Advanced Certificate Programs in Personnel Administration/Industrial Relations, and Marketing  
546 Amherst Street  
Nashua, NH 03063  
603-881-8393

### Portsmouth, New Hampshire:

MBA program in Administration, Advanced Certificate Program in Personnel Administration/Industrial Relations  
Portsmouth Business Center  
U.S. Route 1  
Greenleaf Avenue  
Portsmouth, NH 03801  
603-436-2831

### Salem, New Hampshire:

MBA program in Administration, Advanced Certificate Program in International Business  
151 Main Street  
Salem, NH 03079  
603-893-3598

### Brunswick, Maine:

MBA program in Administration; Advanced Certificate Programs in Personnel Administration/Industrial Relations and Marketing  
Brunswick Naval Air Station  
Box 4  
NAS Brunswick, ME 04011  
207-725-6486

### Ceiba, Puerto Rico:

MBA program in Administration  
Roosevelt Roads Naval Station  
PO Box 3602  
USNS  
FPO Miami, FL 34051  
809-865-8598



# WHEN THE PROGRAMS ARE OFFERED

These programs are offered in 12-week terms starting in September, December, March and June at all locations.

The MS program in Business Education is offered only at the North Campus in Hooksett, and is scheduled in two 16-week evening terms, starting in September and March, and a four-week summer day term starting in July.

Periodically during the academic year courses are offered in six weeks. These courses meet two nights each week for six weeks.

## CALENDAR

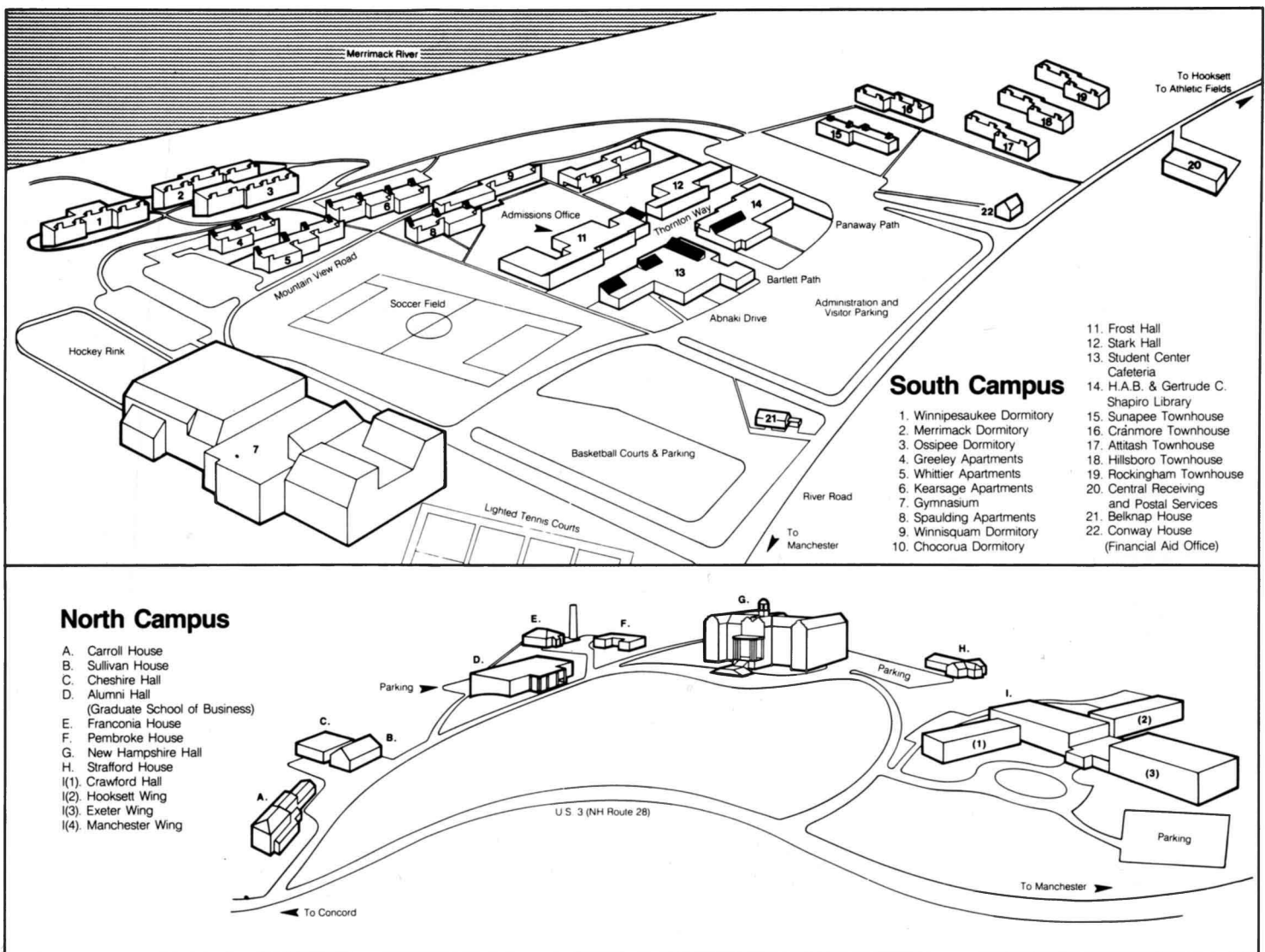
Academic Year 1988-89

Term I	September 12, 1988 to December 3, 1988
Term II*	December 5, 1988 to March 11, 1989
Term III	March 13, 1989 to June 3, 1989
Term IV	June 5, 1989 to August 26, 1989

\*Holiday—December 19, 1988 to December 31, 1988.  
Classes resume January 2, 1989.

## WHEN CLASSES MEET

Classes routinely meet for three hours once each week. Monday through Thursday morning and afternoon classes are offered at the North Campus. Monday through Thursday evening classes and Saturday morning classes are offered at the North Campus and at the satellite centers in Nashua, Portsmouth, and Salem, New Hampshire, and Brunswick, ME.



NO APPLICATION FEE

☐ Full-time day

☐ Evening

## NEW HAMPSHIRE COLLEGE GRADUATE SCHOOL OF BUSINESS

### Application for Admission

PLEASE PRINT OR TYPE

Soc. Sec. No.  -  -

Full Legal Name     
First Middle Last

Home Address   
Box, Apt. or Street name and number  
    
City State Zip

Home Telephone    Birth Date       
Area Code Number Month Day Year

Sex: ☐ Male ☐ Female

#### EMPLOYER:

Name  Business Telephone

Address      
Street Number and Name City State Zip

#### COLLEGES PREVIOUSLY ATTENDED:

Name  City and State  Degree and Year Received

Name  City and State  Degree and Year Received

**SPECIAL NOTES:** \*Official college transcripts must be requested by the applicant for all college courses you wish New Hampshire College to consider in your acceptance.

\*\*Students wishing to transfer up to 6 credit hours from another accredited graduate school must 1) meet the criteria outlined in the Graduate School of Business Bulletin, and 2) submit an official transcript. All transfer credits are subject to the approval of the Dean.

#### ABOUT YOUR APPLICATION:

When do you wish to begin your studies at New Hampshire College?  
Term beginning: ☐ September ☐ December ☐ March ☐ June Year

Have you previously applied to New Hampshire College? ☐ Yes ☐ No  
Do you plan to ☐ Reside in college housing ☐ Commute from your home  
Do you intend to apply for Financial Aid? ☐ Yes ☐ No

How did you learn about New Hampshire College?

## DEGREE SELECTION:

- ☐ Master of Business Administration Degree
- ☐ Cooperative Education Master of Business Administration Degree
- ☐ Master of Business Administration with an advanced certificate in:
  - ☐ Accounting
  - ☐ International Business
  - ☐ Computer Information Systems
  - ☐ Marketing
  - ☐ Finance
  - ☐ Personnel Administration/Industrial Relations
- ☐ Master of Science Degree in Accounting
- ☐ Master of Science Degree in Business Education
- ☐ Master of Science Degree in Computer Information Systems
- ☐ Unclassified Student (maximum of six graduate credits)

## CITIZENSHIP:

Are you a citizen or permanent resident of the United States? ☐ Yes ☐ No

If no, what is the country of your citizenship? \_\_\_\_\_ Visa No. \_\_\_\_\_

**\*NOTE:** If you are not a United States citizen or a permanent resident, you must fill out a separate International Student Application.

**NOTE:** All full time students must submit a health record to the Health Center prior to attending classes.

The GMAT (Graduate Management Admission Test) is not considered in the admission process, however, it is used as an advising tool. You will be required to submit your GMAT scores by the end of your second term.

## DEPOSIT: (Fulltime students only)

Following acceptance you will be required to make a non-refundable tuition deposit (\$100 for domestic students, \$1000 for international students). A \$100 housing deposit is also required for students who wish to reside on campus.

## CERTIFICATION:

If accepted, I agree to abide by the rules and regulations of New Hampshire College and to pay all expenses incurred by me there.

In consideration of the undertaking by New Hampshire College to process this application for admission, the undersigned agree that any information furnished to New Hampshire College, at any time and regardless of whether or not the candidate is accepted as a student at New Hampshire College, including all information and materials of any kind received by New Hampshire College from any source or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the undersigned except that an authorized official of New Hampshire College, may, for official purposes, disclose all or any part thereof to such person as he may deem advisable.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The college gives all students, regardless of sex, race, color, creed or national origin, equal opportunity for admission and quality education.

Please forward transcripts and completed application, and have GMAT test scores forwarded, as follows:

Application for  
Full-time Day  
Program: New Hampshire College  
Graduate School of Business  
2500 North River Road  
Manchester, NH 03104-1394  
603/668-2211 or 603/644-3102

Application for  
Evening Program: New Hampshire College  
Graduate School of Business—North Campus  
2500 North River Road  
Manchester, NH 03104-1394  
603/668-2211 or 603/644-3102

New Hampshire College  
Concord Center  
F.P.C. Education Center  
130 Pembroke Road  
Concord, NH 03301  
603/225-8230

New Hampshire College  
Nashua Center  
546 Amherst Street  
Nashua, NH 03063  
603/881-8393

New Hampshire College  
Portsmouth Center  
U.S. Route 1 By-Pass South  
Greenleaf Avenue  
Portsmouth, NH 03801  
603/436-2831

New Hampshire College  
Salem Center  
151 Main Street  
Salem, NH 03079  
603/893-9600

New Hampshire College  
Brunswick Center  
Box 4, Naval Air Station  
Brunswick, ME 04011  
207/725-6486

New Hampshire College  
Roosevelt Roads Center  
P.O. Box 3602  
FPO Miami, FL 34051  
809/865-8598

Where to telephone or write for  
further information:

Questions regarding the Graduate School  
of Business may be directed to the Office  
of the Dean, telephone 603/668-2211 or  
603/644-3102. Inquiries and requests for  
application materials may be directed to:

Dean  
Graduate School of Business  
New Hampshire College  
2500 River Road  
Manchester, NH 03104-1394 (USA)  
Telex: 7102200616; Answer  
Back: NHCOLLEGE MAN

Inquiries may also be directed to satellite  
location directors at:

Concord Center  
F.P.C. Education Center  
130 Pembroke Road  
Concord, NH 03301  
603/225-8230

Brunswick Center  
Box 4, Naval Air Station  
Brunswick, ME 04011  
207/725-6486

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

Portsmouth Center  
Portsmouth Business Center  
U.S. Route 1  
Greenleaf Avenue  
Portsmouth, NH 03801  
603/436-2831

Puerto Rico Center  
United States Naval Station/  
Roosevelt Roads  
P.O. Box 3602  
FPO Miami, FL 34051  
809/865-8598

Salem Center  
151 Main Street  
Salem, NH 03079  
603/893-3598 or 603/893-9600

The Graduate School of Business  
welcomes visitors to the North Campus  
of New Hampshire College, on U.S.  
Route 3 (Daniel Webster Highway) in  
Hooksett, New Hampshire.





NO POSTAGE  
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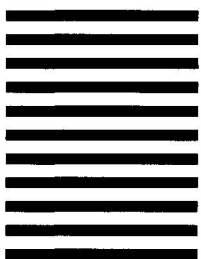
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POSTAGE WILL BE PAID BY ADDRESSEE

**New Hampshire College**  
**Graduate School of Business**  
2500 North River Road  
Manchester, NH 03104-9980



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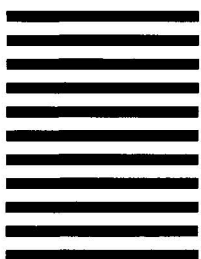
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Yes, I would like to know more about the  
Graduate School of Business at New Hampshire College.

Please send me:

- ☐ A Graduate School Bulletin
- ☐ A General Catalog
- ☐ An Application Form
- ☐ Information about:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Undergraduate college \_\_\_\_\_

Year bachelor's degree awarded \_\_\_\_\_

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City \_\_\_\_\_

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\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Undergraduate college \_\_\_\_\_

Year bachelor's degree awarded \_\_\_\_\_

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New  
Hampshire  
College



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Graduate  
School  
of Business

2500 North River Road  
Manchester, NH 03104  
603/668-2211 or 603/644-3102