

65-66

34th yr.

N.H. COLL.  
ARCHIVES

**NEW HAMPSHIRE  
COLLEGE  
OF  
ACCOUNTING AND COMMERCE**



**MANCHESTER, NEW HAMPSHIRE**



# **NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE**

***Co-educational***

Catalogue for Thirty-fourth year

**"Authorized by General Court of New Hampshire to grant  
Bachelor of Business Science  
and  
Associate in Business Science Degrees"**

**"Accredited by THE ACCREDITING COMMISSION FOR BUSINESS SCHOOLS"**

**Incorporated in the State of New Hampshire**

**NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE  
88 HANOVER STREET      Area Code 603 625-9013      MANCHESTER, N.H.**





H. A. B. Shapiro, C.P.A.  
Founder-Headmaster  
1932-1952

## **PURPOSE**

New Hampshire College of Accounting is unique in its program of study and is one of the few colleges of business in the nation to offer one year, two year, and four year courses in accounting, secretarial science, and business management. Completion of the four year program will lead to the Bachelor of Business Science (B.B.S.) Degree, completion of the two year program will lead to the Associate in Business Science (A.B.S.), and completion of the one year program will lead to a diploma.

Each student no matter what his interest in the field of business will be able to find the proper course of study for himself.

The college recognizes, and has kept pace, with the changing needs of the business world, and now offers a curriculum that goes beyond the skill and technical courses. This has resulted in greater employment opportunities available to our graduates.



GOV. JOHN W. KING presents Mrs. Harry A. B. Shapiro, president of N. H. College of Accounting and Commerce, with the state charter which authorizes the college to grant Associate in Business Science and Bachelor of Business Science degrees. Looking on are Edward M. Shapiro, administrative dean of NHCAC, and Robert E. Plourde, state representative from Suncook, and NHCAC alumnus.

Chapter 428  
State of New Hampshire

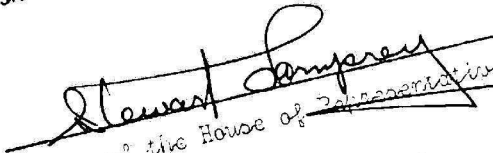
In the Year of Our Lord One Thousand Nine Hundred and sixty-three

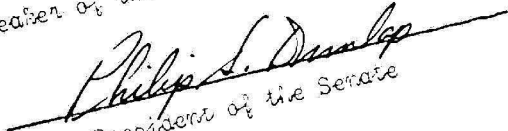
**AN ACT** authorizing N.H. College of Accounting & Commerce to grant degrees.

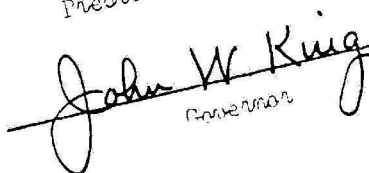
Be it Enacted by the Senate and House of Representatives in General Court convened:

428:1 Authority Granted. The college conducted by the N. H. College of Accounting & Commerce, Inc., an educational institution, is hereby authorized to confer upon the graduates therefrom the degrees of Bachelor of Business Science and Associate in Business Science. The degree shall represent the equivalent of a four-year course and at least thirty percent of the total credits required for said degree shall be in general education.

428:2 Takes Effect. This act shall take effect upon its passage.

  
Speaker of the House of Representatives

  
President of the Senate

  
Governor



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# COLLEGE CALENDAR

## Day Division

	1965-66	1966-67
Freshmen registration	September 13	September 12
Upperclassmen registration	September 17	September 16
Classes begin	September 20	September 19
Thanksgiving Recess	November 25-26	November 24-25
Christmas Vacation	< December 17—(last period)	December 16—(last period)
Classes resume	< January 3—8:00 a.m.	January 3—8:00 a.m.
1st Semester Final Examinations	January 24-29	January 23-28
First Semester ends	January 29	January 28
Second Semester begins	February 2—8:00 a.m.	February 1—8:00 a.m.
Washington's Birthday	February 22	February 22
Spring Vacation	< April 1—(last period)	March 31 —(last period)
Classes resume	< April 11—8:00 a.m.	April 10—8:00 a.m.
Memorial Day	May 30	May 30
2nd Semester Final Examinations	June 1-7	June 1-7
2nd Semester ends	June 7	June 7
Graduation	June 12	June 11
Summer School begins	June 20	June 19
Independence Day	July 4	July 4
Summer School ends	July 29	July 28

## Evening Division

Registration Week	September 20	September 19
Fall term begins	September 27	September 26
Thanksgiving Recess	Wed. November 24 (no classes)	Wed. November 23 (no classes)
Christmas Vacation	December 20-31	December 19-Jan. 2
Classes resume	January 3	January 3
First semester ends	January 31	January 30
Second semester begins	February 2	February 1
Washington's Birthday	February 22	February 22
Spring Vacation	April 4-8	April 3-7
Classes resume	April 11	April 10
Memorial Day	May 30	May 30
2nd Semester ends June	June 3	June 2



## FACULTY AND ADMINISTRATION

• **Mrs. Harry A. B. Shapiro**  
Boston University

*College President*

• **Rita Brack**

*Instructor in Secretarial Science*

B.S. in Ed. Boston Teachers College; candidate for Master of Ed., Rivier College.

**A. Lewis Brackley**

*Instructor in American Economic History*

A.B., M.B.A. Dartmouth College, Columbia Graduate School of Business Administration.

• **Mary P. Brown**

*Chairman of the English and General Education Departments*

*Instructor in English*

B.A., M.Ed., Smith College, Harvard University, graduate work B.U., U.N.H.

**Edward Connors**

*Instructor in Accounting and Marketing*

B.S. in B.A., M.B.A. Marquette University, University of Massachusetts, graduate work at Michigan State Univ.

**Helen Crossin**

*Instructor in Social Science and English*

B.A. Social Science, College Misericordia, Dallas, Pa., graduate work University of Wisconsin.

**Victor W. Dahar**

*Instructor in Business Law*

B.S., L.L.B., Boston College, Boston College Law School.

• **Mary C. Dionne**

*Chairman of the Secretarial Department*

*Instructor in English and Secretarial Science*

B.S. Boston University; graduate work B.U.

**Bernard L. Ekman**

***Chairman of the Accounting Department***

***Instructor in Accounting***

B.S., M.B.A., C.P.A., University of New Hampshire, New York University Graduate School of Business Administration. Certified Public Accountant in New York and New Hampshire.

**Arnold Goldstein**

***Instructor in Economics***

B.S., M.B.A. University of Pennsylvania, Harvard Graduate School of Business Administration; graduate work Institute for International Study, Geneva, Switzerland, University of New Hampshire.

**Rachel Gosselin**

***Instructor in Anatomy and Physiology***

B.S. University of Ottawa.

**Lillian Killelea**

***Instructor in Business Law and Accounting***

B.S., M.S. New York University.

**Edna Kimball**

***Instructor in Psychology and History***

B.A., M.A., University of New Hampshire, Columbia University.

**Walter Mahan**

***Instructor in PAR Reading and Theme Writing***

A.B., M.Ed., St. Anselm's College, Boston University.

**George McElroy**

***Instructor in Psychology***

B.A., M.A. St. Anselm's College, University of New Hampshire, graduate work Georgetown University, Washington University, University of California.

**Gail P. Parady**

***Instructor in Music Literature***

B.A. University of New Hampshire.

**Alan Rogers**

***Instructor in Salesmanship and Sales Management***

B.A., University of New Hampshire.

**Dorothy Rogers**

***Instructor in Retailing and Nancy Taylor Finishing Course***

B.S. Simmons College, Prince School of Retailing.

**Irving E. Rothman**

***Chairman of the Business Management Department***

***Instructor in Business Management***

B.S. Boston College; M.B.A. candidate, Northeastern University.

**Robert A. St. Pierre**

A.B., L.L.B., Assumption College; Boston University School of Law.

*Instructor in Real Estate*

**Ernest N. Seavey**

B.B.A. Boston University.

*Instructor in Accounting and Business Mathematics*

**Ann R. Shapiro**

B.S., M.A. Simmons College, Columbia University.

*Associate Dean*

*Instructor in Speedwriting Shorthand*

**Edward M. Shapiro**

B.S. University of New Hampshire; graduate work Boston University.

*Dean*

**Jean F. Silver**

B.S. University of New Hampshire.

*Instructor in Secretarial Science*

**Nicholas Skaperdas**

B.A., D.M.D. University of New Hampshire, Tufts University.

*Instructor in Science*

**George Teloian**

B.S., C.P.A. Boston University, Certified Public Accountant.

*Instructor in Accounting*

**Fay R. Bulcock**

New Hampshire College of Accounting and Commerce.

*College Secretary*

**Louis D'Allesandro**

B.A. University of New Hampshire.

*Athletic Director*



## COUNCIL OF ADVISORS

**Dr. Nathan Brody**, Ph.D. University of Michigan;  
Instructor at Princeton University.

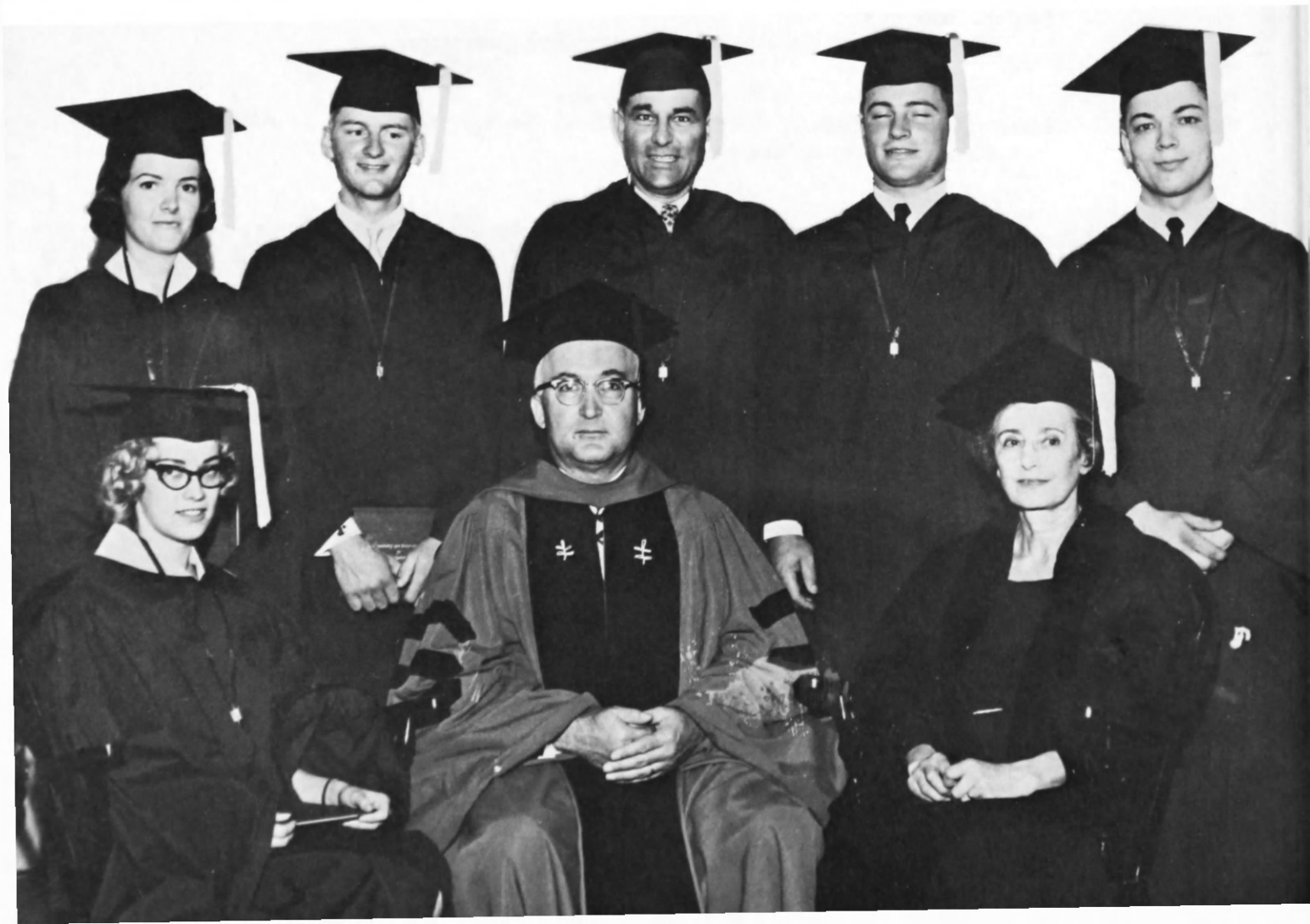
**Mr. Maurice Katz**, M.B.A. Harvard University;  
Board of Directors, Associated Grocers of New Hampshire; Retailer.

**Dr. Gordon Klopff**, Ph.D. University of Wisconsin;  
Associate Professor of Education, Columbia University, Teachers College.

**Dr. Walter St. Clair**, M.A., Ed.D., Temple University,  
Diplomate in Clinical Psychology, American Board of Examiners in  
Professional Psychology; Psychologist, Veterans Hospital, Manchester.

**Mr. Virgil Smith**, A.B. Chico State College;  
N. H. College of Accounting and Commerce, Manchester, N. H.; Certified  
Public Accountant, Concord, N. H.

Dr. Charles Ritch, Commissioner of Education, State of N. H. and Mrs. Harry Shapiro,  
President with Gold Key Honor Students, at graduation.



# **NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE**

## **HISTORY**

New Hampshire College of Accounting and Commerce, was founded in 1932 to provide a college that would fully meet the needs of our growing business communities. Located in Manchester, New Hampshire's largest industrial city, the college has been able to provide superior training in accounting, business management, and secretarial science for ambitious and intelligent men and women.

NHCAC is authorized by the state of New Hampshire to grant the Associate in Business Science and the Bachelor of Business Science.

## **ACCREDITATIONS**

NHCAC was accredited in 1963 by the Accrediting Commission for Business Schools as a Junior College of Business. ACBS has been designated as a nationally recognized accrediting agency by the United States Office of Education.

## **AFFILIATIONS**

NHCAC was the first business college in the state to be approved for Veterans' Education. The college is also approved by the State Board of Education for the rehabilitation training of handicapped students.

NHCAC is a member of the United Business Schools Association and is affiliated with the Speedwriting School of New York and the Nancy Taylor Institute of New York.

The College is listed in the Department of Health, Education, and Welfare, Education Directory, Part 3: Higher Education.

## **LOCATION**

The College is located in the center of downtown Manchester with its main entrance at 88 Hanover Street, the original site of the school. It occupies the entire second floor at this address and recently has expanded its classroom and office space into the adjacent building.

Across from the main building the college also has additional classrooms and recreational facilities.

## **FACILITIES**

New Hampshire College of Accounting and Commerce has large, airy, well-lighted modern classrooms, including those for accounting, stenography, and business management courses. There are office machine rooms, and two rooms are provided for instruction in typewriting—manual and electric. The college is equipped with tape recorders for use in the teaching of stenography, public speaking, and rhythm typewriting courses. A Bell and Howell movie projector and screen are available for the visual aids program. NHCAC has a business and professional library for the use of the student body. A student lounge is also provided.

## **GUIDANCE**

New Hampshire College of Accounting and Commerce offers guidance and counseling under the direction of the Associate Dean. Problems, personal or academic, should be brought to the attention of the Associate Dean, the administration, the faculty members, or Mr. George McElroy, Instructor in Psychology. All of the instructors are available for help with studies or for advice, as students wish.

## **PART-TIME EMPLOYMENT**

Every year many students have the opportunity to defray their expenses through part-time employment, which the placement department helps secure for those who need assistance. We strongly advise students not to do more outside work than is absolutely necessary, especially in the first semester.

## **ORIENTATION**

During the first few days of school, students have the opportunity to select courses, take placement tests for possible course exemptions, and engage in social activities planned by the administration and the Student Council. An outing, a tea, an informal dance, and a coffee hour are held within the first week so that students may become acquainted.

## **PLACEMENT SERVICE**

Without specialized training today, there is little opportunity for advancement. Business training means greater earning power with a better position in industry, government, and general business.

NHCAC graduates have become Certified Public Accountants, Public Accountants, Senior and Junior Accountants, Office and Credit Managers, Internal Revenue Agents, Stenographers, Secretaries, Bookkeepers, and Executive Assistants. Also, many of our men and women are employed in Civil Service.

One of the most important questions in the minds of the prospective student is whether or not he will be able to secure a position after completing his course. Year after year we have been able to “boast” of nearly 100 percent placement records. Our placement department offers our students every assistance possible in finding and securing satisfactory positions in Manchester, in the student’s own community, or anywhere he wishes to settle and obtain employment. This service is free to both old and new graduates.

Because of the outstanding record N.H.C.A.C. students have made, the college is justly referred to as, “The College of Successful Graduates.”

## **STUDENT ACTIVITIES**

The College considers a student activity program imperative. College activities revolve around a strong Student Government Council which has both student and faculty representation. In addition to promoting the usual class and college activities, this group sponsors such traditional events as the Fall and Spring Outings, Winter Semi-Formal, Spring Prom and theatre trips to Boston.

## **ATHLETICS**

The Athletic Department offers an active sports program to both men and women.

Basketball Team—A men’s intercollegiate team. The NHCAC “Penmen” are members of the Greater Boston Small College Conference.

Baseball Team—A men’s intercollegiate team.

Outing Club—Sponsors group recreational outdoor activities, such as hiking, mountain climbing, sailing, and skiing.

Bowling Club—Weekly intra-mural candlepin bowling.

Ski Club—An intercollegiate ski team.

Cheerleaders—Participate in all intercollegiate activities.

## **PUBLICATIONS**

*The Pen*—a student newspaper distributed to the entire student body. Through the newspaper the student is kept abreast of college events and interesting local activities.

*The Quill*—an all college yearbook.

## **CLASS OFFICERS**

Each class elects its own President, Vice-President, Secretary and Treasurer. In addition to planning the activities for their class, the President and Secretary are representatives to Student Government Council.

## **DEAN'S LIST**

Each semester the Dean publishes two lists of students who have achieved a certain standard of academic excellence. Students who have earned an A— or higher are appointed to the First Honor Roll. Students who have attained a B or higher average are appointed to the Second Honor Roll.

## **GOLD KEY HONOR SOCIETY**

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key Honor Society during their Junior or Senior Year. Students elected during their Junior Year must have a 3.80 cumulative average. Students elected in their Senior year must have a 3.50 (A—) cumulative average.

## **ACCIDENT AND SICKNESS INSURANCE**

Serious financial problems frequently face some of our students due to unexpected accident or illness. In an effort to meet this need and help you solve this problem personally, the College recommends that all students take advantage of its voluntary insurance program, unless similar protection is being carried by the student or parent.

## **SCHOLARSHIP AND GRANTS**

**H. A. B. SHAPIRO SCHOLARSHIP**—A full school year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B.B.A., C.P.A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarship, aptitude for business, and need for assistance. Each applicant must be

recommended by the principal of his high school. The scholarship application form must be filed with the registrar before April 20, of the current year. Seniors enrolled in any high school course in the State of New Hampshire are eligible. The applicant must attain the highest grade on a competitive test which is to be given under the supervision of Mr. George McElroy. The H. A. B. Shapiro Scholarship is registered with the United Business Schools Association.

**ROBERT E. PLOURDE SCHOLARSHIP**—A full school year's tuition scholarship to honor Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contribution to New Hampshire College of Accounting and Commerce. The scholarship is open to any high school graduate of the Suncook, N. H. area, and is awarded annually on the basis of (1) financial need (2) academic achievement (3) recommendation of the guidance counselor or high school principal and (4) a competitive examination. The scholarship application form must be filed with the registrar before April 15, of the current year. A competitive examination will be given at the College. Applicants should apply to the Robert E. Plourde Scholarship, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

## HOUSING

Students may reside with relatives, in private homes approved by the Registrar, or they may live at the dormitories of the Young Men's Christian Association, the Young Women's Christian Association, or the Hampshire House—all of which are located near the College. Many girls elect our home-residence plan, under which they do light housework in exchange for their board, room and a small salary.



Tour of the Currier  
Gallery of Art

## GRADING SYSTEM

Grades are recorded and submitted to students and their parents at the end of each semester. Warnings of unsatisfactory progress are mailed to parents in November (following Thanksgiving Vacation) and in April (following Spring Vacation).

The following are the alphabetical grades and the percentages that each represents:

A = 90-100	Excellent
B = 80-89	Good
C = 70-79	Fair
D = 60-69	Poor
F = below 60	Failing

The point system is as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 point

The grade-point average is determined by multiplying the grade-point value by the total number of semester hours for the particular course, summing the products, and dividing by the total number of semester hours. An example of a student's grades and grade-point average is as follows:

Accounting 1	4 credits x B (3) = 12
Business Law 1	3 credits x C (2) = 6
English 1	3 credits x D (1) = 3
Typing 1	2 credits x F (0) = 0
Economics 10	3 credits x A (4) = 12
Business Math	3 credits x B (3) = 9
	—
	18 credits                      42
	42 divided by 18 = 2.333
	Grade-point average is 2.333

## SCHOLASTIC REQUIREMENTS

Although "D" (1.0) is a passing grade, a student must maintain a "C" average in order to receive a diploma or a degree or enter into the sophomore, junior, or senior year.

## **GRADUATION**

### **Degrees:**

A Bachelor of Business Science (B.B.S.) Degree is awarded for completion of the prescribed four year curriculum in Accounting, Business Management, or Secretarial Science.

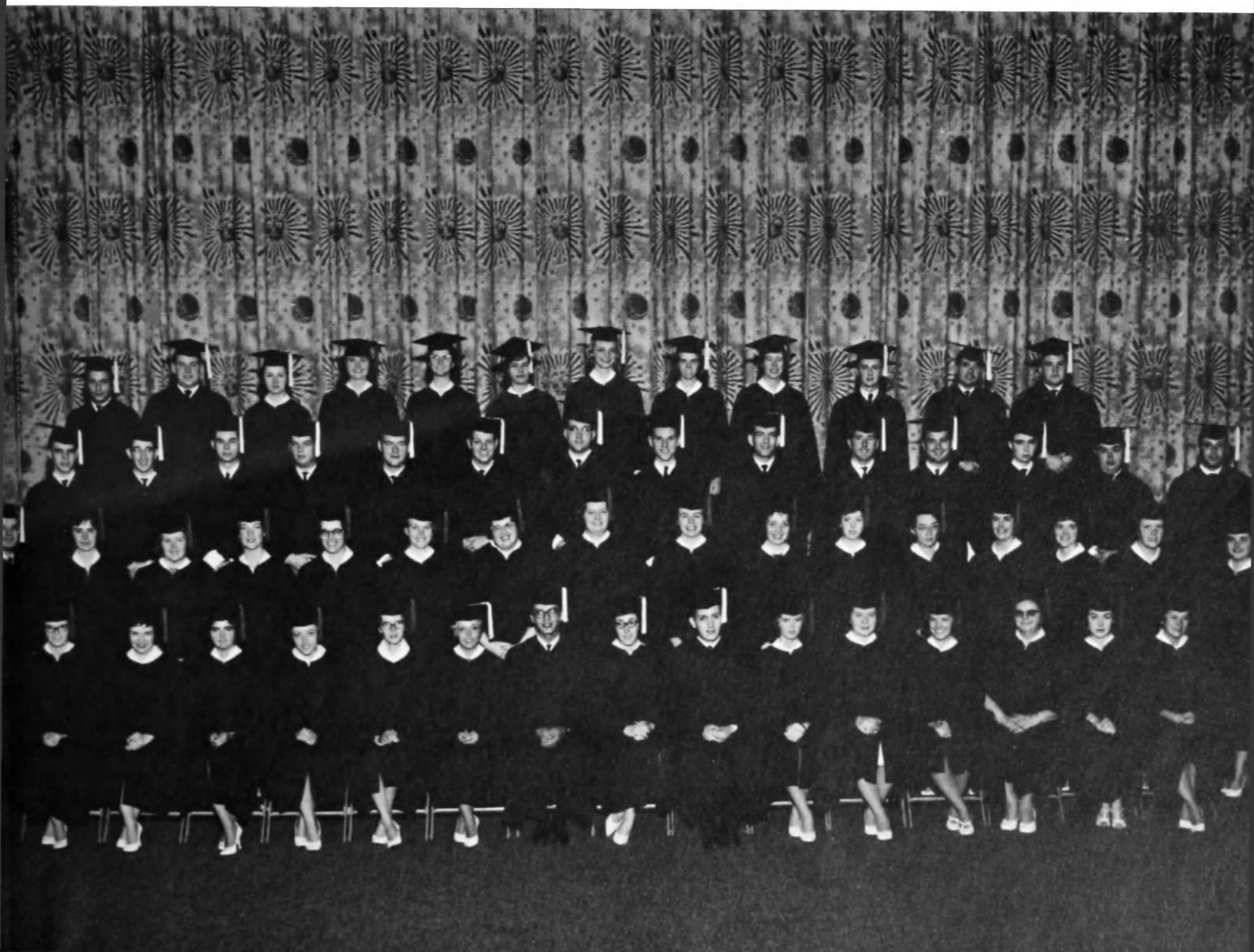
An Associate in Business Science (A.B.S.) Degree is awarded for completion of the prescribed two-year curriculum in Accounting, Business Management, Executive, Legal, Medical, or Administrative Secretarial.

### **Diplomas:**

A Diploma is awarded for completion of the prescribed one-year curriculum in the Secretarial, Senior Bookkeeping, Stenographic, and I. B. M. Clerical Courses.

## **PROGRAM REVISION**

The college reserves the right to withdraw a course or to substitute a subject, and to change tuition rates.





## **DAY DIVISION**

### **ACCOUNTING AND BUSINESS MANAGEMENT**

Specialization consists in the development of one's abilities in a specific branch of a vocational field. Within the field of business, the largest of all vocational fields, accounting is the one in which a comprehensive knowledge of business can best be obtained. Accounting is often referred to as "the language of business."

Accounting is a growing field that offers excellent opportunities for ambitious young men and women to obtain executive positions in industry and in Civil Service. It trains the student for public and private accounting, for Government Accounting, for Income Tax and Internal Revenue problems, for Cost Accounting and for Auditing procedures.

Business Management prepares the student for positions in selling, in management, and as controllers or bank executives.

The Accounting Program at NHCAC is the basis of a Certified Public Accounting Certificate.

### **SECRETARIAL SCIENCE**

The Secretarial Science Courses equip young women for the more responsible, as well as the more specialized types of positions which demand highly skilled training in our competitive modern business. She is the executive's most valued assistant, often taking care of his private as well as his business affairs. She makes appointments for her employer, interviews all callers, handles the personal financial records, and transcribes confidential reports. She is not only an expert Stenographer, but should be able to compose and dictate letters and to delegate responsibility. It is often her duty to take care of the employer's personal bookkeeping and the control of his private business ledger.

The one-year and two-year Secretarial Courses offer an excellent opportunity to the earnest student to concentrate on the technical skills fundamental to an adequate knowledge of business. The work of his course emphasizes a study of the essentials of a good business training. It prepares rapidly and effectively a young woman who wants to work hard for secretarial and general office positions.

NHCAC's four-year secretarial program is the basis of a Certified Professional Secretary Certificate.

### DAY DIVISION PROGRAMS

Bachelor of Business Science Degree  
(approximate length of time—40 months)

Accounting  
Business Management  
Secretarial Science

Associate in Business Science Degree  
(approximate length of time—20 months)

Accounting  
Business Management  
Secretarial Science  
(Executive, Legal,  
Medical or Administrative)

20 clock hours equals one credit hour in a lecture course;  
60 clock hours equals one credit hour in a laboratory course.

\*\*\*\*Women must meet the requirements of Typing 2.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

### Diploma Programs

(approximate length of time—10 months)

Secretarial                      Stenographic  
Senior Bookkeeping        I. B. M. Clerical



# BACHELOR OF BUSINESS SCIENCE DEGREE PROGRAM

Accounting

Secretarial Science

Business Management

## ACCOUNTING

### BACHELOR OF BUSINESS SCIENCE DEGREE

#### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elem.)	4	Acct. 2 (Principles)	4
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 8 (Bus. Math)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	Electives (2)*	6
S.S. 8 (Typing 1)****	2		
Electives (1)*	3		
† Developmental Reading			
Total	18	Total	16

#### Second Year

First Semester		Second Semester	
Acct. 3 (Intermediate)	4	Acct. 4 (Intermediate)	4
Acct. 7 (Cost)	4	Acct. 8 (Cost)	4
Econ. 10 (Econ. 1)	3	Econ. 11 (Econ. 2)	3
Electives (2)*	6	Electives (2)*	6
Total	17	Total	17

#### Third Year

First Semester		Second Semester	
Acct. 5 (Advanced)	4	Acct. 6 (Advanced)	4
Acct. 13 (Data Proc.)	3	Acct. 12 (Adv. Auditing)	4
Acct. 14 (Auditing)	4	Electives (3)*	9
Electives (2)*	6		
Total	17	Total	17

#### Fourth Year

First Semester		Second Semester	
Acct. 9 (Taxes)	4	Acct. 10 (Adv. Taxes)	4
B.M. 15 Corp. Finance)	3	B.M. 4 (Investments)	3
B.M. 17 (Sm. Bus. Mgt.)	3	B.M. 16 (Money and Banking)	3
Elective (1)*	3	Elective (1)*	3
Elective (1)**	3	Elective (1)**	3
Total	16	Total	16

\* Electives must be selected from General Education Courses.

\*\* Elective may be selected from Business Management Courses or Acct. 15 or 16 (C.P.A. Problems)

\*\*\*\* Women must meet the requirements of Typing 2.

# BUSINESS MANAGEMENT

## BACHELOR OF BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 8 (Bus. Math.)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	Electives (2)*	6
S.S. 8 (Typewriting 1)****	2		
Electives (1)*	3		
† Developmental Reading			
Total	18	Total	16

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 2 (Retailing)	3	B.M. 3 (Salesmanship)	3
B.M. 5 (Cr. & Col.)	3	B.M. 10 (Industrial Management)	3
B.M. 13 (Marketing 1)	3	B.M. 14 (Marketing 2)	3
Acct. 9 (Taxes)	4	Economics 11 (Econ. 2)	3
Economics 10 (Econ. 1)	3	Electives (2)*	6
Total	16	Total	18

### Third Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 13 (Data Processing)	3	Acct. 14 (Cost. Acct. for Mgt.)	4
B.M. 9 (Sales Management)	3	B.M. 11 (Personnel Mgt.)	3
B.M. 12 (Insurance)	3	Math. 15 (Statistics)	3
Electives (2)*	6	Electives (2)*	6
Total	15	Total	16

### Fourth Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 15 (Corporate Finance)	3	B.M. 4 (Investments)	3
B.M. 17 (Small Bus. Mgt.)	3	B.M. 16 (Money & Banking)	3
Electives (2)*	6	Electives (3)*	9
Electives (1)***	3		
Total	15	Total	15

\*Electives must be selected from General Education Courses.

\*\*\*Electives must be selected from Business Management Courses or General Education Courses.

\*\*\*\*Women must meet the requirements of Typing 2.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# SECRETARIAL SCIENCE

## BACHELOR OF BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
B.M. 8 (Bus. Math)	3	B.M. 7 (Law 2)	3
B.M. 6 (Law 1)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	S.S. 9 (Typing 2)	2
S.S. 8 (Typing 1)	2	Electives (1)*	3
Electives (1)*	3		
† Developmental Reading			
Total	18	Total	15

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 9 (Taxes)	4	Economics 11 (Econ. 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 2 (Shorthand 2)	3
S.S. 10 (Typing 3)	2	S.S. 15 (Business Machines)	2
Economics 10 (Econ. 1)	3	S.S. 14 (Secretarial Duties)	3
B.M. 5 (Cr. and Col.)	3	Electives (2)*	6
Electives (1)*	3		
Total	18	Total	17

### Third Year

First Semester		Second Semester	
	Cr.		Cr.
Eng. 13 (19th Century Am. Literature)	3	Eng. 14 (20th Century Am. Literature)	3
S.S. 3 (Shorthand 3)	3	S.S. 4 (Shorthand 4)	3
Spanish 10 (Elem. Span.)	3	Spanish 11 (Elem. Span.)	3
S.S. 11 (Typing 4)	3	B.M. 11 (Personnel Mgt.)	3
Electives (2)*	6	B.M. 2 (Retailing)	3
Total	18	Total	15

### Fourth Year

First Semester		Second Semester	
	Cr.		Cr.
S.S. 7 (Shorthand 5 or 7)	3	Math. 15 (Statistics)	3
S.S. 5 or (Typing 5 or 6)	2	Spanish 13 (Inter. Spanish)	3
Spanish 12 (Inter. Spanish)	3	Electives (1)**	3
Electives (2)*	6	Electives (2)*	6
B.M. 12 (Insurance)	3		
Total	17	Total	15

\*Electives must be selected from General Education Courses.

\*\*Elective may be selected from Business Management or Accounting Courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### PROGRAMS

Accounting  
Business Management  
Executive Secretarial

Legal Secretarial  
Medical Secretarial  
Administrative Secretarial

## ACCOUNTING

### ASSOCIATE IN BUSINESS SCIENCE DEGREE

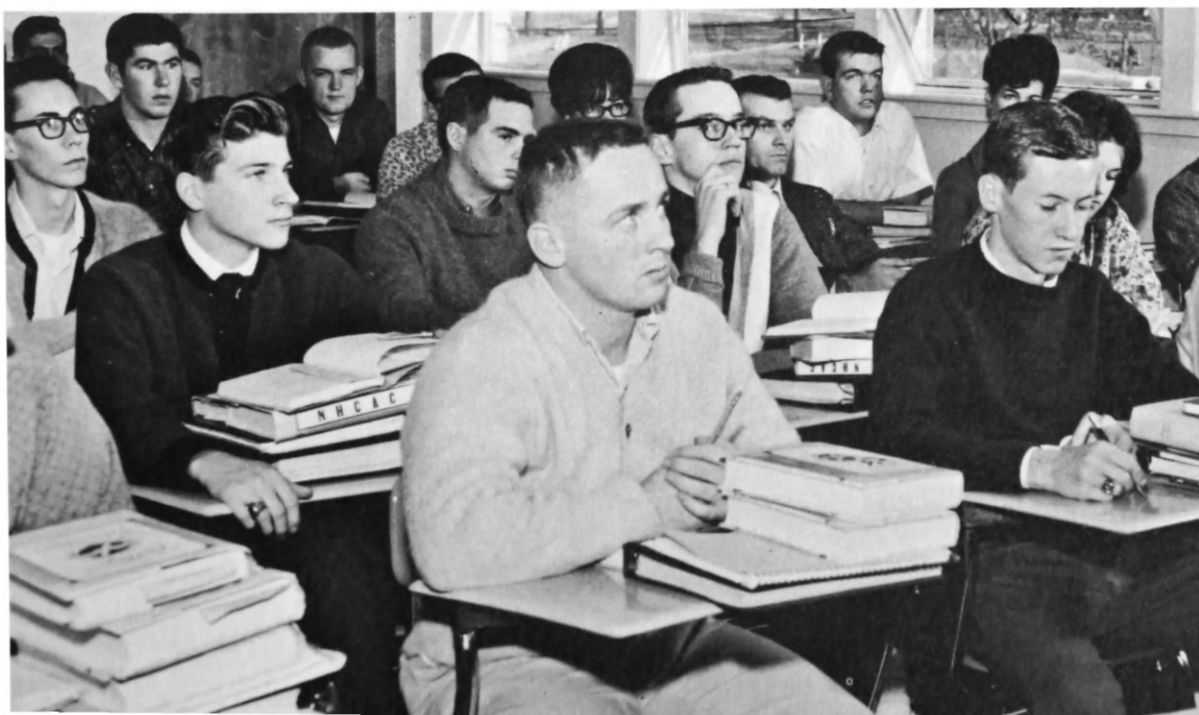
#### First Year

First Semester		Second Semester	
	<b>Cr.</b>		<b>Cr.</b>
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 8 (Bus. Math)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	Electives (2)*	6
S.S. 8 (Typing 1)****	2	S.S. 15 (Bus. Machines)	1
Electives (1)*	3		
† Developmental Reading			
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>

#### Second Year

First Semester		Second Semester	
Acct. 3 (Intermediate)	4	Acct. 4 (Intermediate)	4
Acct. 9 (Taxes)	4	Acct. 11 (Auditing)	4
Acct. 7 (Cost)	4	Acct. 8 (Cost)	4
Econ. 10 (Economics 1)	3	Econ. 11 (Economics 2)	3
Electives (1)*	3	Electives (1)*	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

\*Electives: 4 Electives must be selected from General Education Courses.



# BUSINESS MANAGEMENT

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	<b>Cr.</b>		<b>Cr.</b>
Acct. 1 Elementary)	4	Acct. 2 (Principles)	4
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 8 (Bus. Math.)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	Electives (2)*	6
S.S. (Typewriting 1)	2		
Electives (1)*	3		
† Developmental Reading			
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>16</b>

### Second Year

First Semester		Second Semester	
B.M. 2 (Retailing)	3	B.M. 3 (Salesmanship)	3
B.M. 5 (Cr. & Col.)	3	B.M. 10 (Industrial Management)	3
B.M. 13 (Marketing 1)	3	B.M. 14 (Marketing 2)	3
Acct. 9 (Taxes)	4	Economics 11 (Econ. 2)	3
Economics 10 (Econ. 1)	3	Electives (2)*	6
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>18</b>



# EXECUTIVE SECRETARIAL

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math.)	3	S.S. 2 (Shorthand 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 9 (Typewriting 2)	2
S.S. 8 (Typewriting 1)	2	Electives (2)*	6
Electives (1)*	3		
† Developmental Reading			

Total

18

Total

18

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
B.M. 5 (Cr. & Col.)	3	B.M. 7 (Bus. Law 2)	3
B.M. 6 (Bus. Law 1)	3	Eng. 14 (20th Cent. Am. Literature)	3
B.M. 12 (Insurance)**	3	S.S. 4 (Shorthand 4)	3
S.S. 3 (Shorthand 3)	3	S.S. 14 (Secretarial Duties)	3
S.S. 10 (Typewriting 3)	2	S.S. 15 (Business Machines)	1
Elective (1)*	3	Elective (1)*	3
Total	17	Total	16

# LEGAL SECRETARIAL

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math)	3	S.S. 2 (Shorthand 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 9 (Typing 2)	2
S.S. 8 (Typing 1)	2	Electives (2)*	6
Elective (1)*	3		
† Developmental Reading			

Total

18

Total

18

### Second Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 8 (Taxes)	4	B.M. 7 (Bus. Law 2)	3
B.M. 5 (Cr. and Col.)	3	S.S. 4 (Shorthand 4)	3
B.M. 6 (Bus. Law 1)	3	S.S. 6 (Shorthand 6)	3
S.S. 3 (Shorthand 3)	3	S.S. 12 (Typing 5)	2
S.S. 10 (Typing 3)	2	S.S. 14 (Secretarial Duties)	3
Elective (1)*	3	S.S. 15 (Bus. Machines)	1
		Elective (1)*	3
Total	18	Total	18

\*Electives: 4 electives must be selected from General Education Courses.

\*\*Accounting 9 may be substituted for B.M. 12.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

# MEDICAL SECRETARIAL

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	<b>Cr.</b>		<b>Cr.</b>
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math)	3	Science 13 (Anat. & Phy.)	3
Science 12 (Anat. & Phy.)	3	S.S. 2 (Shorthand 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 9 (Typing 2)	2
S.S. 8 (Typing 1)	2	Elective (1)*	3
† Developmental Reading			
Total	18	Total	18

### Second Year

First Semester		Second Semester	
	<b>Cr.</b>		<b>Cr.</b>
Psych. 10 (Intro.)	3	Psych. 12 (Growth & Dev.)	3
B.M. 5 (Cr. & Col.)	3	S.S. 4 (Shorthand 4)	3
S.S. 3 (Shorthand 3)	3	S.S. 7 (Shorthand 7)	3
S.S. 10 (Typing 3)	2	S.S. 13 (Typing 6)	2
S.S. 15 (Bus. Machines)	1	S.S. 14 (Secretarial Duties)	3
Elective (1)*	3	Elective (1)*	3
Total	15	Total	17

\*2 electives must be selected from General Education Courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.



# ADMINISTRATIVE SECRETARIAL

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

### First Year

First Semester		Second Semester	
	Cr.		Cr.
Acct. 1 (Elem.)	4	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	B.M. 1 (Intro. to Bus.)	3
B.M. 8 (Bus. Math)	3	S.S. 2 (Shorthand 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 9 (Typewriting 2)	2
S.S. 8 (Typing 1)	2	S.S. 15 (Bus. Machines)	2
Elective (1)*	3	Elective (1)*	3
† Developmental Reading			
Total	18	Total	16

### Second Year

First Semester		Second Semester	
B.M. 5 (Cr. and Col.)	3	B.M. 2 (Retailing)	3
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 12 (Insurance)	3	B.M. 11 (Personnel Mgt.)	3
S.S. 3 (Shorthand 3)	3	S.S. 4 (Shorthand 4)	3
S.S. 10 (Typing 3)	2	S.S. 14 (Secretarial Duties)	3
Elective (1)*	3	Elective (1)*	3
Total	17	Total	18

\*Electives: 4 electives must be selected from General Education Courses.

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.



## DIPLOMA COURSES

### Secretarial IBM Clerical

### Senior Bookkeeping Stenographic

## SECRETARIAL

First Semester		Second Semester	
Acct. 1 (Elementary)	4	Acct. 2 (Principles)	4
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math)	3	S.S. 2 (Shorthand 2)	3
B.S. 1 (Shorthand 1)	3	S.S. 3 (Shorthand 3)	3
S.S. 8 or 9 (Typing 1 or 2)	2	S.S. 9 or 10 (Typing 2 or 3)	2
S.S. 15 (Bus. Machines)	1	S.S. 14 (Secretarial Duties)	3
Electives (1)	3		
† Developmental Reading			
Total	19	Total	18

## SENIOR BOOKKEEPING

First Semester		Second Semester	
Acct. 1 (Elementary)	Cr. 4	Acct. 2 (Principles)	Cr. 4
B.M. 6 (Bus. Law 1)	3	B.M. 7 (Bus. Law 2)	3
B.M. 8 (Bus. Math)	3	Eng. 11 (English 2)	3
Eng. 10 (English 1)	3	S.S. 9 (Typing 2)	2
S.S. 8 (Typing 1)	2	S.S. 15 (Bus. Machines)	1
Electives (1)	3	Electives (1)	3
† Developmental Reading			
Total	18	Total	16

## STENOGRAPHIC

First Semester		Second Semester	
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math)	3	S.S. 2 (Shorthand 2)	3
S.S. 1 (Shorthand 1)	3	S.S. 3 (Shorthand 3)	3
S.S. 8 (Typing 1)	2	S.S. 9 (Typing 2)	2
S.S. 15 (Business Machines)	1	S.S. 14 (Secretarial Duties)	3
Electives (1)*	3	S.S. 15 (Business Machines)	1
† Developmental Reading		Electives (1)*	3
Total	15	Total	18

## IBM CLERICAL

First Semester		Second Semester	
Eng. 10 (English 1)	3	Eng. 11 (English 2)	3
B.M. 8 (Bus. Math)	3	S.S. 9 or 10 (Typing 2 or 3)	2
S.S. 8 or 9 (Typing 1 or 2)	2	S.S. 14 (Secretarial Duties)	3
S.S. 15 (Business Machines)	2	S.S. 15 (Business Machines)	3
Filing and Indexing	2	IBM Key Punch Machine	1
Electives (1)*	3	Electives (1)*	3
† Developmental Reading			
Total	15	Total	15

† Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.



## EVENING DIVISION

Our Evening School provides an opportunity for men and women to get professional and vocational training for the business office, or for Federal, State, or Municipal Government employment. Business Training helps you manage your own business and personal affairs.

Students who enter our Evening Division will not only enjoy association with capable teachers and interesting fellow-students, but will find their investment in spare time very profitable.

Managers are constantly calling for trained office workers, and those who prepare for these openings will be ready for advancement when changes occur.

Young people cannot afford to stop studying to acquire a working knowledge of the new professional accounting concepts. They must know government requirements for computing and recording payrolls, and for making the required State and Federal Tax returns, if they hope to compete with trained workers.

Graduates are finding satisfactory careers in banks, in insurance companies, in private industries, and in state and Federal government employment, both locally and in Washington.

The evening courses in shorthand, accounting, payroll and taxes, and allied subjects have the same content as our day courses. Students enjoy the same college or university-trained instructors who teach in the Day School.

Business Training gives an excellent background for good positions. It provides the training that enables you to answer the employer's question, "What can you DO?"

More than half—some sixty per cent—of the nation's educated men and women in this country today are in business. That, in itself, is one justification for calling Business today's foremost profession. We recommend it to you as an interesting and worthwhile profession.

### COURSES OFFERED

ASSOCIATE IN BUSINESS SCIENCE—Accounting—6 years

DIPLOMA COURSE—Shorthand Accounting—Maximum 4 years

CERTIFICATE COURSES—Shorthand—Maximum 2½ years

CLERICAL MACHINES—Maximum 1 year

SPECIAL COURSES—request evening school bulletin

# ACCOUNTING

## ASSOCIATE IN BUSINESS SCIENCE DEGREE

<b>1st Year</b>		<b>Cr.</b>
Accounting 1	Elementary	4
English 10	English 1	3
English 11	English 2	3
		<hr/> 10
<b>2nd Year</b>		
Accounting 2	Principles	4
B.M. 6	Business Law 1	3
B.M. 7	Business Law 2	3
		<hr/> 10
<b>3rd Year</b>		
Accounting 3	Intermediate	4
B.M. 8	Business Mathematics	3
S.S. 8	Typewriting	2
S.S. 15	Business Machines	1
		<hr/> 10
<b>4th Year</b>		
Accounting 4	Intermediate	4
Electives (2)*		6
		<hr/> 10
<b>5th Year</b>		
Accounting 7	Cost	4
Accounting 9	Taxes	4
Electives (2)*		6
		<hr/> 14
<b>6th Year</b>		
Accounting 13	Data Processing	3
Accounting 11	Auditing	4
Elective (1)*		3
		<hr/> 10

\* Electives: 4 electives must be chosen from General Education Courses.  
Accounting 5—Advanced Accounting may be elected.

## Diploma Programs

# SHORTHAND-ACCOUNTING

<b>1st Year</b>		<b>Cr.</b>
S.S. 1	Shorthand 1 (Gregg or Speedwriting)	2
S.S. 8	Typewriting 1	2
English 10	English 1	3
		<hr/> 7
<b>2nd Year</b>		
Shorthand 1a	Review and Dictation	1
Accounting 1	Elementary	4
		<hr/> 5
<b>3rd Year</b>		
Shorthand 2	Dictation and Transcription	2
Accounting 2	Principles	4
		<hr/> 6
<b>4th Year</b>		
Shorthand 2a	Dictation and Transcription	2
Accounting 2	Principles	4
Shorthand 3	Dictation and Transcription	3
Secretarial Duties and Functions		2
		<hr/> 11

Shorthand-Accounting Diploma awarded for completion of course. Certificates and Gregg awards granted at various levels of proficiency.

Our Basketball Team maintains an active schedule with other colleges in New England.



## Certificate Programs

# SHORTHAND

		Cr.
<b>1st Year</b>		
Shorthand 1a	Gregg or Speedwriting	2
Shorthand 1b		1
English 1		3
Typewriting 1		1
		<hr/>
		7
 <b>2nd Year</b>		
Shorthand 2a		2
Shorthand 2b		1
Shorthand 3a		1
Typewriting 2		2
		<hr/>
		6
 <b>3rd Year</b>		
Shorthand 3b		2
Typewriting 3		2
Dictaphone Practice and Transportation		3
		<hr/>
		7

## CERTIFICATE PROGRAMS

# CLERICAL MACHINES

The primary purpose of this course is to offer the minimum essentials for a business career in general clerical procedures and business machines; and to help fill the local demand for general office assistants and business machine operators. A Clerical Certificate is issued at the end of this course.

		Cr.
<b>One Year</b>		
Business English 1		3
Typewriting 1		1
Machines		1
		<hr/>
		5

## SUMMER SCHOOL

The summer school program is under the direct supervision of the regular teaching staff. The classes are small and accelerated, therefore, six or eight weeks of summer school training will give you a head start in the Fall if you plan to further your EDUCATION in Business subjects, or if you just want a working knowledge of typing, accounting, or shorthand.

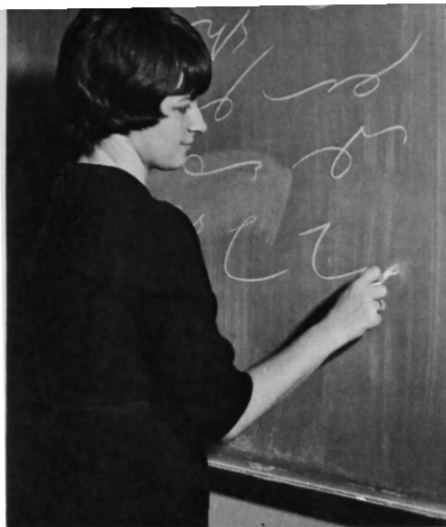
One of the most popular courses offered at the college in the summer program is the teen-age typing course. This program is open to all students. Typewriting is scientifically taught with Voice-O-Matic Tapes. Special classes in accounting, shorthand, typewriting, and office machines will be arranged to meet your needs. All subjects taken can be applied toward credit for a NHCAC diploma.

A request for a personal interview or for an application blank should be addressed to Summer School, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

A Reading Improvement course for 7th to 12th grade students is available. Included is training in word recognition and pronunciation, vocabulary growth, critical reading, effective and rapid study methods, ability to work under pressure, and increased reading rate and comprehension. A comprehensive diagnostic and evaluative testing program is an integral part of this course.

The President's Tea





## DESCRIPTION OF COURSES

### ACCOUNTING

#### **Accounting 1—Elementary**

4 Credits

No previous knowledge of bookkeeping is required. The fundamental principles of accounting are covered, including functions and classification of accounts with laboratory practice in the art of recording processes, journal entries, posting to the ledger, controlling accounts, depreciation and reserve accounts, adjusting entries, work sheets, and construction, and interpretation of financial statements. The use of and the filing of each copy of all forms from which the accounting records are made is fully illustrated and taught.

#### **Accounting 2—Principles**

4 Credits

Partnership and corporation accounting. Accounting for capital stock transactions, bond issues, surplus, and dividends. A Voucher System and accounts used in a manufacturing business. Adjustments and financial statements for corporate enterprises. The use of special columns in books of original entry to reduce labor and increase accuracy. Analysis of financial statements and accounting aids to management.

#### **Accounting 3 & 4—Intermediate** (2 semesters)

4 Credits each semester

Discussion and application of generally accepted accounting principles, with recommendations of Research Committees of the American Institute of Accountants. Review of the contents of the Balance Sheet and Income Statement and proper classification. Analysis and interpretation of financial statements; with ratios. Corporation accounts and stockholders' equity.

**Accounting 5 & 6—Advanced** (2 semesters) 4 Credits each semester

The Statement of Affairs, and the statement of Realization and Liquidation for bankruptcy. The Charge and Discharge Statement for estates and trusts. Receivership accounting and accounting for consignments and installment sales, and branch and home office (foreign and domestic). Parent and subsidiary corporations with consolidations. Government accounts.

**Accounting 7 & 8—Cost Accounting** (2 semesters)

4 Credits each semester

Cost accounting for management control and cost methods for manufacturing, distribution, and service operations. Cost controlling accounts and subsidiary records. Cost of materials, labor, and overhead by departments and by units, including inventory and payroll records. Overhead budgets. Job order and process cost sets, standard costs. At least Accounting 1 and 2 should be completed before entering this class.

**Accounting 9—Taxes**

4 Credits

The Federal Income Tax Law and Regulations covering taxable income, inclusions and exclusions, allowable deductions, bases of determining gain or loss, capital gains and losses, and rates of surtax and normal tax. Practical problems and preparation of personal, partnership, corporation and estate returns.

**Accounting 10—Advanced Taxes**

4 Credits

A continuation of Accounting 8 with emphasis on C.P.A. questions and problems.

**Accounting 11—Auditing**

4 Credits

An extensive course in the duties and responsibilities of an auditor. Training in auditing; kinds of audits, audit programs, audit working papers, financial statements, and audit reports.

**Accounting 12—Advanced Auditing**

4 Credits

A continuation of Accounting 10 with emphasis on C.P.A. problems in auditing.

**Accounting 13—Data Processing****3 Credits**

This course covers basic machine operation. Specialized techniques allied with integrated data processing and data processing application for accounting systems. The course serves to acquaint the student with the capabilities of the machine rather than proficiency in machine operation or machine programming.

**Accounting 14—Cost for Management****3 Credits**

Basic cost accounting theory and practice with the aim being the sum of cost and data rather than construction and keeping of accounting records. The use of data for business management decisions.

**Accounting 15 & 16—C.P.A. Problems (2 semesters)****4 Credits each semester**

This course is designed to aid the C.P.A. candidate to develop approaches to the solutions of problems and answers to the questions in the examination. The material covers the three major sections of the C.P.A. examination; auditing, accounting theory, and accounting practice (problems). The student is given problem solving suggestions to facilitate his preparation for the examination.

**BUSINESS MANAGEMENT****Business Management 1—Introduction to Business****3 Credits**

Kinds of business, financing, personnel and labor relations, marketing methods, statistics and research, and basic essentials of a successful business. The one-man business, the partnership, the corporation. Business organization, and office procedure, planning and layout of office; also a survey of the many positions and opportunities open to the business-trained man and woman.

**Business Management 2—Retailing****3 Credits**

A study in the principles of retailing with special emphasis on the practices of buying, selling, and advertising. Instruction in store layouts, organization, personnel, and customer relations.

**Business Management 3—Salesmanship** 3 Credits

An analysis of the techniques of successful selling of goods and services. Included are special areas such as the sales interview, types of sales organizations, fundamentals of personnel development.

**Business Management 4—Investments** 3 Credits

A course in general financial information essential to the young business man or woman. It covers the fundamentals of thrift, the need for individual savings for current use and eventual retirement. The various areas for investments such as real estate, savings banks, stocks and bonds, life insurance, their characteristics and methods for appraisal. Discussion of railroad and utility financing, the Stock Exchange, taxes, and trust funds.

**Business Management 5—Credits and Collections** 3 Credits

Nature and function of credit: mercantile, retail, personal. Use of credit instruments. Function of the credit manager and his department. Relationship of credit to sales. Study of terms, sources of credit information, financial statement analysis, ratios. Collection procedures, use of collection letters, legal responsibilities, bankruptcies, credit insurance. Case studies.

**Business Management 6 and 7—Business Law 1 and 2**

3 Credits each semester

The primary aims of the course are 1) to help the student acquire a knowledge of those fundamental legal principles which have personal-use value, as well as those principles which apply to ordinary business situations, and 2) to insure an understanding of the nature of law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered.

**Business Management 8—Business Mathematics** 3 Credits

The application of mathematics to business—percentage, discounts, interest, ratios, invoicing, pricing merchandise, and computing profit and loss.

**Business Management 9—Sales Management** 3 Credits

This course is a continuation of Salesmanship with added emphasis on administration of sales programs, development of sales campaigns, salesmen's reports, stimulation of the sales force, determination of sales territories, evaluation of salesmen's performance, and control of sales operations.

**Business Management 10—Industrial Management** 3 Credits

A survey of the operations of an industrial organization, the inter-relationship of functions, and the fundamental principles of management which lead to effective coordination and control. Discussion of the latest developments and trends in industrial technology.

**Business Management 11—Personnel Management** 3 Credits

Personnel policy as a tool of management. Relationship between management and employees. Principles of training, job evaluation classification, personnel records, trade unions and labor legislation. Human relations in business.

**Business Management 12—Insurance** 3 Credits

A comprehensive study of the basic types of insurance-Casualty, Fidelity, Surety, Fire and allied fields. Prerequisite—Business Law 1 and 2.

**Business Management 13—Marketing 1** 3 Credits

Introduction to marketing function through the study of its nature, scope, and importance; the market for consumers goods—retailing consumer goods, wholesaling consumer goods, marketing industrial goods, marketing policies and practices, marketing activities and the government.

**Business Management 14—Marketing 2** 3 Credits

A continuation of marketing 1 with emphasis on advertising, marketing research and analysis, and integrated sales programs.

**Business Management 15—Corporate Finance** 3 Credits

Study of all phases of corporation finance. Tools necessary for decision making in the financial control and advertising of the corporation. Analysis of methods of securing capital, mergers, investment of corporate funds, recapitalization and retained earnings. Case studies emphasized.

**Business Management 16—Money and Banking** 3 Credits

This course covers the basic area of money and banking, with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments and United States national debt are considered.

Prerequisite: Economics 10 and 11.

**Business Management 17—Small Business Management** 3 Credits

Study of problems involved in starting and operating a successful small business—selecting the location, determining how and when to borrow money, budgeting, credit, controlling inventory and turnover, purchasing, and advertising.

## **GENERAL EDUCATION**

**Economics 10-11—Introduction to Economics** (two semesters)  
3 Credits each semester

This course covers a general survey of the principles of economics. It examines the economic foundations of national wealth and welfare and indicates some of the simpler and more direct methods of strengthening business relations. It also covers the laws of production, wealth, labor, distribution, management, methods of exchange, manufacturing, and administration.

**Economics 12—Economic Geography** 3 Credits

A study of relationships between the geographical environment and economic activities of a country. Emphasis on the physical character of the earth's natural mineral and power resources and their effect on international commerce and manufacturing.

**Economics 13-14—American Economic History** (2 semesters)  
3 Credits each semester

An historical survey of the economic development of the United States and the role of government in the economy.

**English 10—English 1** 3 Credits

This is a course in composition and includes work in vocabulary improvement, appreciation of literary styles, and understanding of current English usage. It is designed to review and improve the students' oral and written language, to improve the mechanics of writing (grammar), and to expand language concepts generally.

**English 11—English 2****3 Credits**

This course is a continuation of English 1 in areas of writing mechanics, vocabulary, and language usage. However, special emphasis is placed upon business writing—letters, memos, reports, and business communications generally. This course also covers the principles and practice of effective oral expression—conversation and public speaking preparation and delivery.

**English 12 Public Speaking****3 Credits**

Designed to develop ability in all speaking situations, to increase effectiveness, to organize and deliver material, evaluation and improvement of voice, diction, articulation, posture and other speaking qualities.

**English 13—19th Century American Literature****3 Credits**

American fiction beginning with Mark Twain's *Huckleberry Finn* and concluding with Stephen Crane's *The Red Badge of Courage*. Short stories and a few examples of poetry are included.

**English 14—20th Century American Literature****3 Credits**

American fiction beginning with the early 1900's and Sinclair Lewis and continuing through the 1950's with Ernest Hemingway. The course is built around novels primarily, but includes a few examples of short stories and poetry.

**English 15—History of the Theatre****3 Credits**

Survey of theatre development beginning with the Greeks and continuing to the present.

**History 10-11—History of Western Civilization****3 Credits  
each semester**

A course designed to emphasize an understanding and appreciation of those movements in ancient, medieval, and modern history that contributed to the development of modern culture.

**Mathematics 15—Statistics****3 Credits**

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting, and presenting statistical data.

**Music 10-11—Introduction to Music Literature**

3 Credits  
each semester

A beginning listener's approach to the great music of the ages. Explains and illustrates the fundamental principles and elements of music to develop intelligent listening and appreciation.

**Philosophy 14—Fundamentals of Logic**

3 Credits

An introductory course in the principles, problems, and theory of critical thinking.

**Psychology 10—Introduction to Psychology**

3 Credits

This course serves to introduce the student to important general principles in the field of psychology. It covers the study of human behavior and of methods by which attitudes and actions may be directed. The topics which are covered include learning, perception, emotions and personality. Emphasis is placed upon the knowledge of various types of tests and the application of psychology to everyday living.

**Psychology 12—Human Growth and Development**

3 Credits

This course concerns individual development from adolescence through adulthood. Various problems will be discussed concerning the individual's emotional and mental development.

**Science 10—Science Survey 1**

3 Credits

Students are introduced to important general fields of geology, botany, and physics. Emphasis is on the historical development of the science as well as practical application. This is a non-laboratory course.

Offered: Alternate years.

**Science 11—Science Survey 2**

3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The emphasis of the course is on the historical and practical aspects. This is a non-laboratory course. No prerequisite, but Science 10 is recommended.

Offered: Alternate years.

**Science 12-13—Introduction to Anatomy and Physiology** 3 Credits  
each semester

A study of basic anatomy and the integrating relations of all the body systems and their functions. Emphasis is also placed on abnormal functions. A brief survey of chemistry and physics is also included. The aim of this course is to give the student knowledge, not only of the body and its functions, but also the psychology of the sick person.

**Social Science 10—Introduction to the Social Sciences** 3 Credits

This course is designed to give students a broad understanding of the social sciences. Emphasis is placed on cross-cultural comparisons, and the development of emerging or undeveloped nations, as they pertain to the ethical and moral growth of nations.

**Social Science 11—Sociology 1** 3 Credits

This course serves to introduce the student to important general principles in the field of sociology. It covers the study of the terms and concepts used by sociologists. Topics include socialization, primary groups, stratification and population.

Offered: Alternate years.

**Social Science 12—Sociology 2** 3 Credits

A continuation of Sociology 1. The application of sociological concepts to selected areas of present society. This course is most concerned with basic social institutions and culture patterns.

Prerequisite—Social Science 11.

Offered: Alternate years.

**Spanish 10-11—Elementary Spanish** (two semesters)  
3 Credits each semester

The fundamentals of grammar, pronunciation, and conversation as well as dictation and elementary composition. Also reading to develop vocabulary.

**Spanish 12-13—Intermediate Spanish** (two semesters)  
3 Credits each semester

Continuation of Spanish 11. The fundamentals of grammar, pronunciation and conversation continued along with dictation and elementary composition. Also reading to develop vocabulary.

Prerequisite: Spanish 10-11, or approval of instructor.

## SECRETARIAL SCIENCE

### **S.S. 1 Shorthand 1 (Theory, and dictation to 60 words per minute)** 3 Credits

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of a basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute.

### **Secretarial Science 2—Shorthand 2 (Dictation: 60-80 words per minute, and transcription)** 3 Credits

Designed to increase the student's shorthand vocabulary with emphasis on developing speed and accuracy in making neat transcripts. 80 words per minute required.

### **Secretarial Science 3—Shorthand 3 (Dictation: 80-100 words per minute, and transcription)** 3 Credits

Emphasis is placed upon mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising, transportation. 100 words per minute required. Daily transcription practice.

### **Secretarial Science 4—Shorthand 4 (Dictation: 100-120 words per minute, and transcription)** 3 Credits

The material used for dictation in longer and more difficult business letters from technical fields, editorials, reports. Transcription drills are continued to increase speed and accuracy.

### **Secretarial Science 5—Shorthand 5 (Dictation: 120-140 words per minute, and transcription)** 3 Credits

Emphasis on attaining ability to write unfamiliar matter, including difficult and technical words at above average rates of speed.

### **Secretarial Science 6—Shorthand 6 (Legal Terminology and transcription)** 3 Credits

Legal dictation and Congressional Record matter are typical of the material used. The shorthand forms of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases which are commonly used in law are studied in conjunction with the review of the fundamental law that is taken during the first year; the law of property, contracts, and sales.

### **Secretarial Science 7—Shorthand 7 (Medical Terminology)** 3 Credits

Medical shorthand dictation and medical terminology.

**Secretarial Science 8—Typewriting 1( Theory, and speed up to 35 words a minute)** 2 Credits

Correct posture at the machine, parts of the typewriter and their use, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. 35 words a minute with five or fewer errors.

**Secretarial Science 9—Typewriting 2 (35-50 words a minute)** 2 Credits

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. 50 words a minute with five or fewer errors.

**Secretarial Science 10—Typewriting 3 (50-60 words a minute)** 2 Credits

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. 60 words a minute with five or few errors.

**Secretarial Science 11—Typewriting 4** 2 Credits

Advanced course in touch typewriting for those interested in developing speed and accuracy above the average.

**Secretarial Science 12—Typewriting 5** 2 Credits

Legal typing: stress on documents such as leases, complaints, bills of sale, mortgages, wills, and general legal forms.

**Secretarial Science 13—Typewriting 6** 2 Credits

Medical typing: medical terms, spelling and usage with emphasis on medical correspondence and reports.

**Secretarial Science 14—Secretarial Duties** 3 Credits

Training for those duties which distinguish the secretary from the stenographer. An analysis is made of the broad scope of the work and the student is given a thorough training in the many details in which a secretary must qualify.

**Secretarial Science 15—Business Machines** 1, 2 or 3 Credits

A course of instruction on such office machines as adding machines, calculating machines (including comptometer), dictaphone, ten-key adding, automatic calculators, mimeograph machines.

## **SPECIAL COURSES**

### **Speedwriting Shorthand**

The primary purpose of Speedwriting is to teach a shorthand system, practically devoid of symbols, that can be more easily mastered than other shorthand methods, and that can, at the same time, fully meet the needs of business dictation.

An abc system designed to give the student a knowledge of writing shorthand. Emphasis is placed on taking dictation at 80-100-120 words per minute. The course includes theory, dictation, and transcription.

### **Nancy Taylor Finishing Course**

This course teaches the student how to improve herself with an intelligent, realistic goal in mind; that of striving to be the most attractive version of what she is. A Nancy Taylor girl looks attractive, sounds attractive, and is poised and self-confident in all situations, both business and social.

### **Reading Improvement (PAR)**

This course is a systematic reading improvement program designed to meet the needs of all those who want to increase their reading effectiveness.

Everyone, whether he be an average, poor, or superior reader can substantially improve the following basic reading skills: rate, comprehension, concentration and ability to work under pressure, word recognition, pronunciation, vocabulary, critical reading, enjoyment and appreciation of reading.

### **Weaver Real Estate**

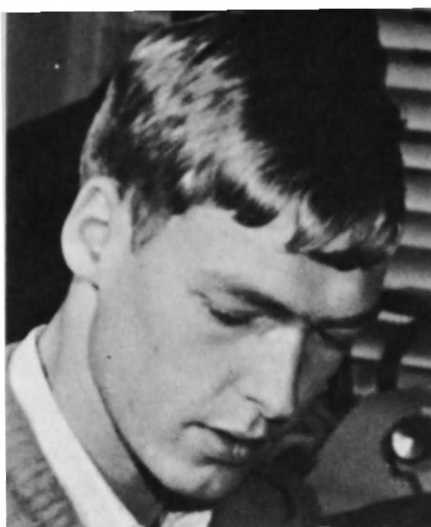
The Weaver Real Estate Course is taught nationally. NHCAC is the only school in New Hampshire authorized to teach this course.

This is a comprehensive real estate program dealing with most of the general aspects of real estate. In addition to real estate principles, real estate sales, law, appraisals, insurance, property management, mortgages and loans are also studied.

### **IBM Key Punch**

1 Credit

A course in the use of a keypunch in the creation of punched cards for use as permanent records of business transactions.



## COLLEGE EXPENSES

Students may choose to pay tuition monthly, by the semester, or by the year. Depending on your payment plan, tuition is due on the first day of the school year, semester, or month. A tuition loan plan is available and should be discussed during your interview.

### Day School

Tuition	\$720 per school year or \$385 each semester or \$68.50 a month ( for 12 months )
Fees	
Registration	\$10.00 ( First year )
Activity	\$20.00 per year
Graduation	\$15.00
Books and supplies	\$80.00—\$110.00 for the year
Tuition Deposit	\$50 to be applied towards tuition within a month of acceptance. Refundable by May 20.
Room Deposit	\$50 to be applied towards room cost. Payable within one month of acceptance. Refundable by May 20.

### Evening School

Tuition	By the Course**
Fees	
Graduation	\$15.00
Books and supplies	\$ 4.00—\$25.00 per semester*

For less than a full time program, special rates will be given by arrangement at the office.

\* Approximately—depending upon course pursued.

\*\* Ask for Evening School Bulletin.

## Residence

Room and board costs range from \$20 to \$25 per week. This is paid separately.

Living-in Plan, for girls only. The Living-in Plan includes free board and room plus a weekly salary of \$10.00. See page 12 for details.

## Other Fees

One transcript of the student's grades will be supplied. For each additional transcript requested, there will be a \$1.00 charge.

If a student wishes to take more than 18 credit hours per semester, he must have a B average or higher and the approval of his advisor. The student will be required to pay \$30.00 per credit for each credit taken over eighteen credits.

## Withdrawals and Refunds

Mere absence from classes does not reduce a student's financial obligation nor constitute withdrawal. Official withdrawal is effective only upon presentation of a written notice to the Dean. Any student who finds it necessary to withdraw from school, or to withdraw from any course as a part-time student, must file an official withdrawal form within five days of his withdrawal in order to receive a credit on his tuition account. If the student is under 21 years of age, he must present written consent from his parents or guardian. When this form has been filed, his account will be adjusted as follows:

Based on a semester's tuition

Within two weeks of the opening date	80%	of the tuition charge
Between two and three weeks	60%	" " " "
Between three and four weeks	40%	" " " "
Between four and five weeks	20%	" " " "
After five weeks	no credit is allowed.	



## NHCAC ACTIVITIES





## **COLLEGE POLICY**

### **ADMISSION REQUIREMENTS**

Students may enroll for September, February, or Summer classes. All applications and requests for personal interviews should be addressed to the Registrar, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

A minimum of a high school diploma is required for entrance into the College. Fundamental business subjects are not required for admission. NHCAC courses are designed on a collegiate level, and in many cases it is to the student's advantage to have a college preparatory background.

Selection is made based on the following factors: a) high school academic and extra-curricular record, b) recommendation of Principal or Guidance Counselor, c) personal interview with a member of the admissions staff, preferably at the College, d) results of an institutional examination if recommended by the Admissions Committee. This examination is necessary only if there remains a question as to the student's academic ability or motivation.

Under certain circumstances, special students are also admitted.

### **ADMISSION PROCEDURE**

An applicant is advised to file an application with the registrar of the College during his senior year of high school. To receive such an application form write to: Registrar, N. H. College of Accounting and Commerce, 88 Hanover Street, Manchester, N. H. Each applicant should have a personal interview with the Registrar or a designated representative of the College. Whenever possible, it is desirable that this interview be held at the College, and an appointment should be made in advance.

After the personal interview and upon receipt of the application, the Committee on Admissions will assume the responsibility of securing the applicant's secondary school record. Within a short period of time, the applicant will be notified of the committee's decision. However, no action will be taken unless the registration fee of \$10.00 accompanies the application.

## **TRANSFER STUDENTS**

Students wishing to transfer from other collegiate institutions should submit a transcript of their grades (with the regular application form) to the Director of Admissions for evaluation and advice. Only grades of C or above are transferable. Transfer credit is validated after a probationary period of one semester, during which an academic average of 2.0 must be maintained. If a student fails to maintain a 2.0 average after one semester's work at NHCAC, the student forfeits the privilege of transferring any credit from the institution he previously attended. A student must complete a minimum of one year's work at NHCAC to be eligible for graduation.

## **ATTENDANCE**

Regular attendance in class is expected of each student. Each class period is extremely valuable. Absence from class is excused only with the presentation of a certificate of illness from a physician. You are expected not to schedule any activity that will conflict with your class attendance and studies.

To take care of unexpected emergencies or illness, each student is allowed one absence per credit per course. For example, Business Law is a 3 credit course. Therefore, each student is allowed three absences in that class.

## **SCHOOL HOURS**

School hours are from 8:00 to 5:05. Attendance at school is required only during your scheduled classes. This time may vary from 15-25 hours a week, depending upon your course.

## **DISMISSAL**

The College reserves the right to dismiss any student whose presence seems detrimental to the best interests of the institution.

## **VETERANS' INFORMATION**

New Hampshire College of Accounting and Commerce was the first Business College to be approved for the training of Veterans in the State of New Hampshire. The college is listed as an accredited college by the Veterans Administration and is approved for the training of Korean War Veterans, Disabled veterans, and for children of Veterans under P.L. 634.

## **APPROVED FOR ENTRANCE OF FOREIGN STUDENTS**

Students from foreign countries may enter under visa. Authorization permitting such entrance, dated December 29, 1960, states that pursuant to the provisions of Title 8 Code of Federal Regulations, approval as a school for non-immigrant students under the Immigration and Nationality Act has been granted New Hampshire College of Accounting and Commerce.

## **ALUMNI ASSOCIATION**

New Hampshire College of Accounting and Commerce has a loyal Alumni Association. There are now more than two thousand graduates who are active in this program. The association meets regularly to serve its purpose of furthering the best interests of the college. Each year NHCAC graduates are invited to participate in the Alumni meetings.

## **EVERYDAY IS VISITING DAY**

Visitors are always welcome at the College. The main office is open daily—Monday through Friday—8:00 a.m. to 5:00 p.m. During the evening school session, September through May, the offices are open Monday, Tuesday and Wednesday evenings from 6:30 to 9:30 p.m. and at any other time by appointment.

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# NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H.

Tel. 625-9013



## APPLICATION FOR ADMISSION

To be filled out by the applicant and returned to the Director of Admissions Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_  
(Street)

(City) (State)

Date of Birth \_\_\_\_\_ Tel. No. \_\_\_\_\_

Name of Father (or guardian) \_\_\_\_\_

Address of Father (or guardian) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

Name of Mother \_\_\_\_\_

Address of Mother \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

If retired, previous occupation(s) \_\_\_\_\_

Please indicate with whom you live \_\_\_\_\_  
(Relationship)

Parents' bank or credit reference \_\_\_\_\_

Address \_\_\_\_\_

When do you plan to enter College? \_\_\_\_\_  
(date)

What class do you plan to enter? Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐

Course taken in High School \_\_\_\_\_

Name of High School Guidance Director or Principal \_\_\_\_\_

SCHOOLS ATTENDED (Starting with high school)

SCHOOL

ADDRESS

CITY

YEAR GRADUATED/  
WILL GRADUATE

Veteran \_\_\_\_\_ Number of years in Service \_\_\_\_\_  
(yes or no)

Will your college training be authorized by the Veterans Administration? Yes ☐ No ☐

Have you made application to any other College? \_\_\_\_\_  
(yes or no)

State names of any relatives or friends who attend or have attended NHCAC: \_\_\_\_\_

How did you first learn of NHCAC? \_\_\_\_\_

State here any information you would like to add which will help the Committee on Admissions evaluate your application:

Have you any physical handicap? If so, please explain \_\_\_\_\_

CHECK COURSE DESIRED: You will not be obligated to pursue the course you indicate as a preference.

☐ DAY

☐ EVENING

**Bachelor of Business Science Degree**

**One-Year Diploma Courses**

- ☐ Accounting
- ☐ Secretarial Science
- ☐ Business Management

- ☐ Secretarial
- ☐ Senior Bookkeeping
- ☐ Stenographic
- ☐ I.B.M. Clerical

**Associate in Business Science Degree**

- ☐ Accounting
- ☐ Business Management
- ☐ Executive Secretarial
- ☐ Medical Secretarial
- ☐ Legal Secretarial
- ☐ Administrative Secretarial

CHECK: ☐ RESIDENT STUDENT  
☐ COMMUTING STUDENT

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

A registration fee of \$10 must accompany the application. This fee is returnable only if the applicant is not accepted.

