

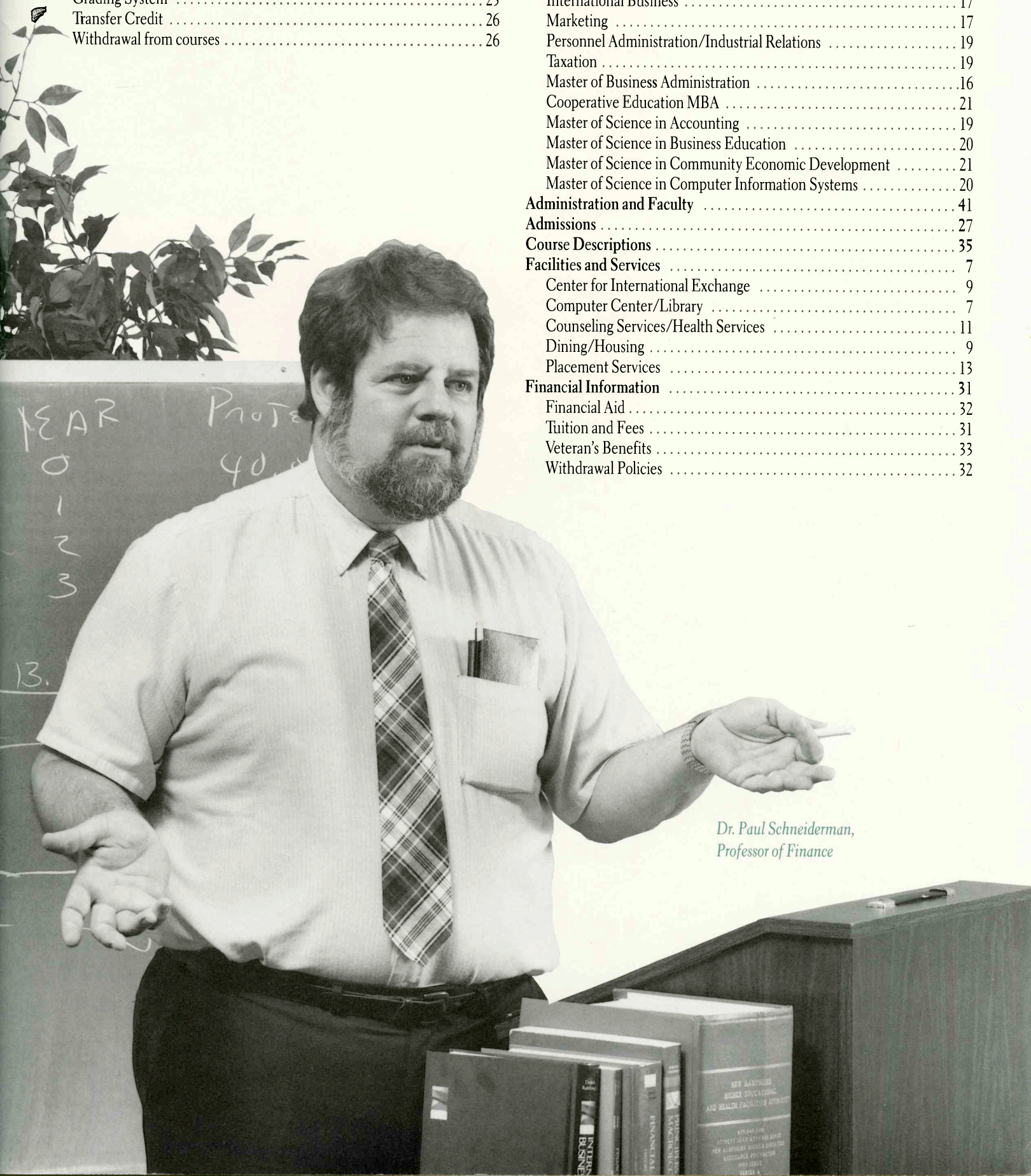
GRADUATE SCHOOL
OF BUSINESS
1990-91 BULLETIN



NEW HAMPSHIRE
COLLEGE

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*Dr. Paul Schneiderman,
Professor of Finance*

*Dr. Jacqueline F. Mara, Dean of the
Graduate School of Business*

*At the Graduate School of
Business, programs are continually
being evaluated to determine their
ability to meet the changing needs
of industry. All programs have a
strong core curriculum that stresses
the skills necessary for sound
decision making.*



To the prospective student:

I am pleased to introduce you to the New Hampshire College Graduate School of Business.

We believe that the programs described in this publication represent the best traditions of American higher education. As you review them, you will observe our philosophy that an effective business education combines both theoretical knowledge and practical application.

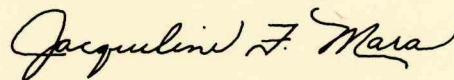
The graduate faculty you will come into contact with during your studies at the Graduate School of Business are dedicated individuals who possess both formal educational training and credentials and who also have significant experience in the business community. This combination is critical to the delivery of our programs.

Students at the Graduate School of Business enroll in either part-time or full-time programs of study. Many of these individuals bring with them a number of years of business experience, creating a vibrant classroom environment. We are fortunate to attract students from a number of different countries to our programs. As a result, courses have a distinct international dimension.

I invite you to visit us at the North Campus in Hooksett, NH or at any of our satellite centers.

My staff and I will be pleased to answer your questions and assist you in any way we can.

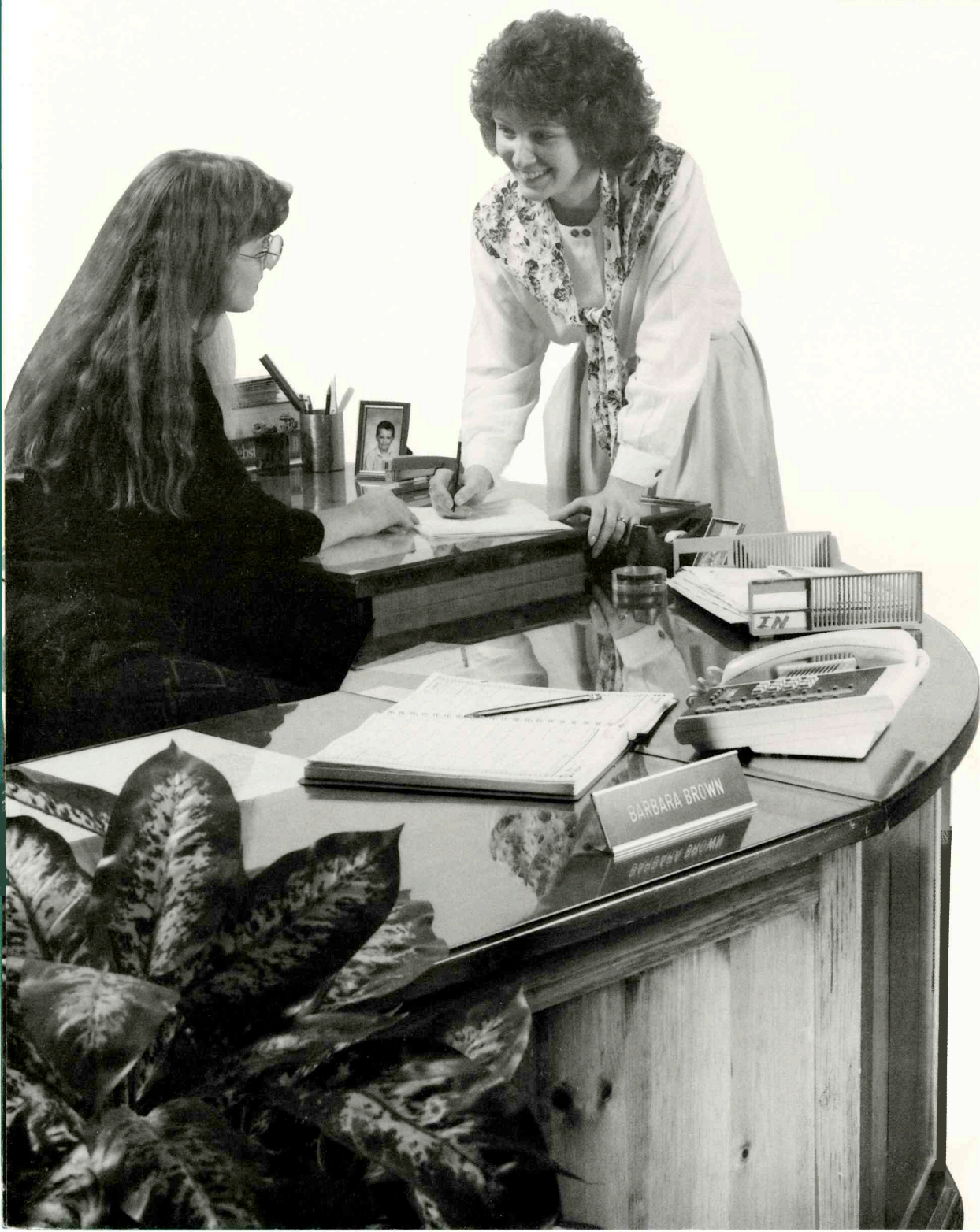
Sincerely,

A handwritten signature in cursive script that reads "Jacqueline F. Mara". The signature is written in dark ink and is positioned above the printed name and title.

Jacqueline F. Mara, Ed.D.
Dean
Graduate School of Business

Ms. Jane Torrey, Portsmouth
Center Director

The convenience of satellite locations like the Portsmouth Center attracts a number of students to the Graduate School of Business. Staff members at the Centers are available class evenings until 8:00 pm to assist students with academic and administrative matters.



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 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. In 1992 the College will be celebrating the sixtieth 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.

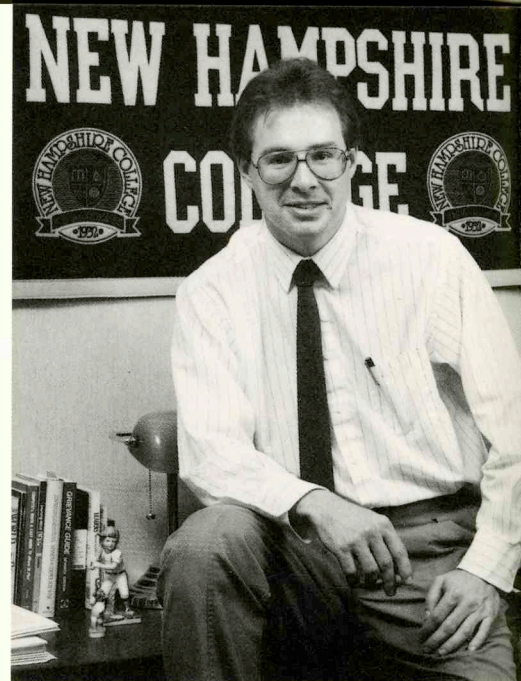
Since 1974, the graduate programs of the college have grown in enrollment, reflecting the need for graduate education in this region. This increased enrollment is a positive measure of our program's success in meeting the needs of students and industry.

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, Laconia, 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 Digital Equipment Corporation in Merrimack, New Hampshire Yankee in Seabrook, and Sanders Associates in Nashua.

Mr. Ronald Baron,
Salem Center Director

Classroom, computing and administrative facilities are located at each satellite center. The Centers are linked to the IBM 4381 at the computer center on the South Campus. In addition, a Digital Vax is located at the North Campus in Alumni Hall and at the Salem Center.



The Graduate School of Business is located at 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, Laconia, 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. In addition, a Digital Vax is located at the North Campus Computer Center and the Salem Center.

The center is administered and operated by professional staff members who are assisted by student consultants involved in a variety of projects. Microcomputers and productivity software are available in Alumni Hall for student use in graduate work and research.

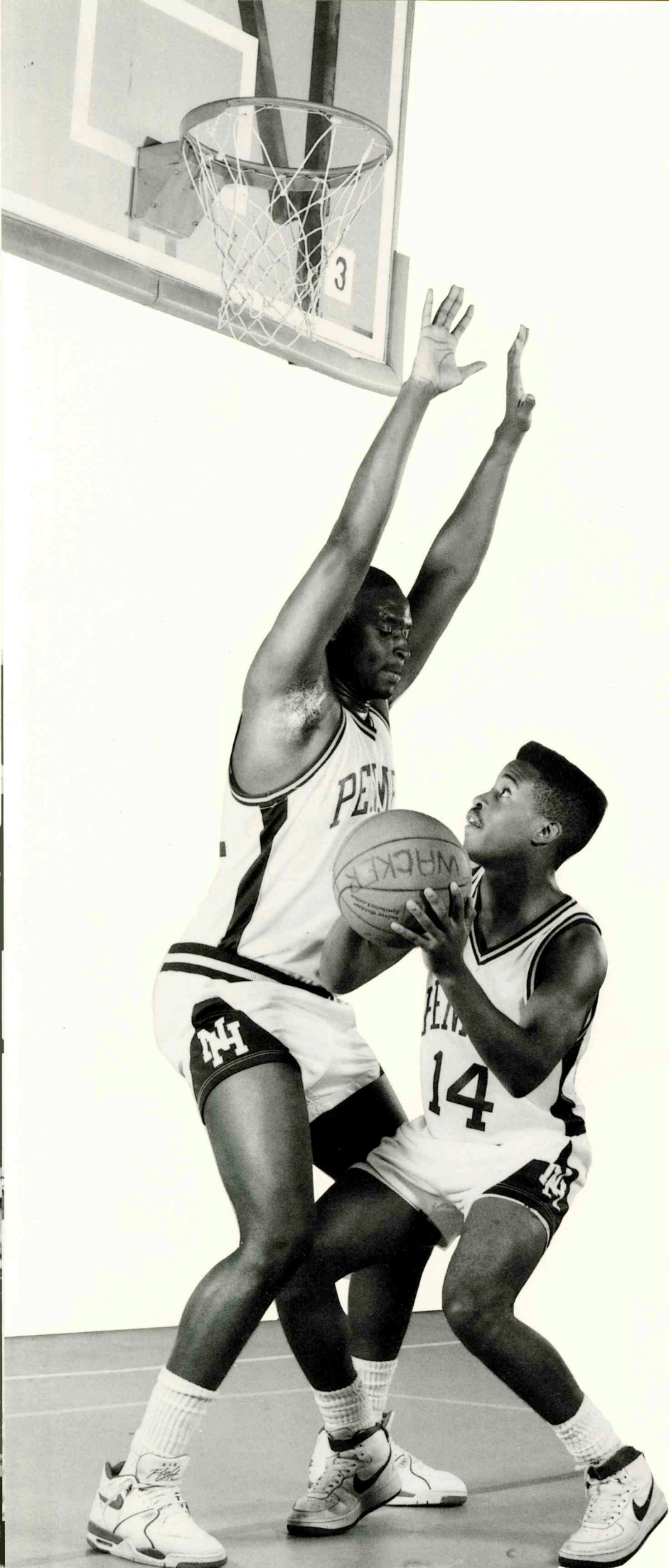
New Hampshire College's computer center supports a variety of business programming languages including BASIC, COBOL, FORTRAN, PASCAL, and the integrated academic operating system, MUSIC. Statistical and analytical packages such as SPSS and SAS, and simulation and modeling software, including GPSS are also accessible, along with specialized programs in marketing, production, accounting, and other disciplines. PROLOG and SQL/DS are used in certain courses and personal computer software used in courses includes Wordperfect, LISP, dBASE, and LOTUS 1-2-3.

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 79,000 volumes, 7,000 reels of periodicals and newspapers on microfilm. The library receives over 938 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 material available in few other academic libraries in New Hampshire. The microfiche collection, for example, includes over 160,000 items including 140,000 annual reports of the New York and American Stock Exchanges, OTC and international companies. The library also has 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.



New Hampshire College competes in inter-collegiate athletics at the Division II level of the NCAA. Graduate students have full use of athletic facilities, including racquetball and tennis courts and a six lane competition swimming pool, located on the 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 forms.

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

As a department of 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 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' × 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.

*Dr. James Freiburger, Assistant
Professor of Organizational
Behavior*

*The faculty at the Graduate School
of Business employ a variety of
teaching methods that result in
close interaction with students.
Faculty members are available to
students outside of the classroom
setting for assistance and advising.*



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 and is staffed by a registered nurse and a licensed practical nurse. The hours are Monday 9:00 a.m. to 7:00 p.m. with Doctor's Clinic from 6:00 p.m. to 7:00 p.m. and Tuesday through Friday from 8:00 a.m. to 4:30 p.m. The services of the college physician are also 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 is located 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.

*Ms. Ann McCormick, Director of
the North Campus*

*Alumni Hall on the North Campus
in Hooksett, NH is the main
location of the Graduate School of
Business. Both day and evening
classes are held to support both the
full-time and part-time student. An
experienced staff is available to
meet your academic and
administrative needs.*



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 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 offers the Harrington-O'Shea Career Decision Making System, a vocational instrument used for self-assessment and career decision making. In addition, SIGI-PLUS (System of Interactive Guidance and Information), a computerized, self-paced career planning program, is available for use in the CDC.

Recruiting

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

International Placement

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

Job Fairs

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

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 whose internship/co-op experience has been approved through the Graduate School of Business Dean's Office must submit a formal application, personal resume and letter of intent to a CDC staff member. This starts the placement process in motion.

Mr. Burton Reynolds, Adjunct
Professor in Organizational
Behavior

*Students benefit from the variety of
practical business experiences
adjunct faculty members bring to
the classroom. These individuals
have a wide range of educational
and professional backgrounds that
enhance the classroom experience.*



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 27), 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:

ACC500 Managerial Accounting
 CIS500 Computer Information Systems
 FIN500 Financial Management
 HRM500 Human Behavior in Organizations
 MBA500 Information Sources, Research Methods, and Communication Techniques
 MBA510 Quantitative Analysis for Decision Making
 MBA600 Production and Operations Management
 MBA670 Business, Government, and the Environment
 MBA700 Policy Formulation and Administration
 MKT500 Marketing Strategies and
Two graduate business electives
 (or MBA740 Thesis Option)

Advanced Certificates

The Advanced Certificate options in Accounting, Computer Information Systems, Finance, Health Administration, International Business, Marketing, Personnel Administration/Industrial Relations or Taxation 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. Undergraduate preparation in Accounting, Data Processing, or Marketing is required for Advanced Certificates in these areas. 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.
3. Depending upon prerequisite requirements, some Advanced Certificates may require more than eighteen months to complete. Students should confirm with an advisor the minimum time required for completing a particular Advanced Certificate given their individual circumstances. Full-time day students incur additional tuition charges for any course taken beyond eighteen months.

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:

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

Advanced Certificate in Computer Information Systems

Courses required for the certificate-only option:

CIS510 Advanced CIS
 CIS600 Computer Architecture and Software Systems
 CIS610 Information Analysis and System Development
 CIS620 System Design
 CIS650 Data Base Design

Advanced Certificate in Marketing

Courses required for the certificate-only option:

MKT500 Marketing Strategies
and any four of the following:
 MKT610 Advertising Management
 MKT620 Consumer Behavior
 MKT630 Market Research
 MKT640 Industrial Marketing
 MKT650 Retailing
 MKT660 Marketing Strategies for Non-Profit Organizations
 MKT670 Product Management
 INT640 Multinational Market Strategies

Advanced Certificate in Health Administration

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
 HRM630 Topics in Health Administration
 HRM700 Seminar in Health Administration
 MBA670 Business, Government and the Environment
and any two of the following:
 ACC500 Managerial Accounting
 FIN500 Financial Management
 HRM600 Human Resource Management
 HRM610 Labor Relations and Arbitration
 MKT500 Marketing Strategies
 MKT660 Marketing Strategies for Non-Profit Organizations

Advanced Certificate in International Business

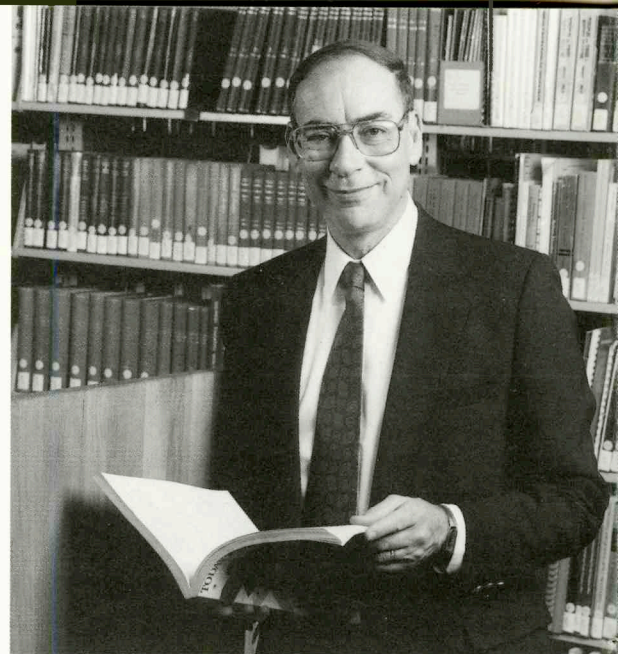
Courses required for the certificate-only option:

INT610 Multinational Corporate Environment
 INT700 Multinational Business Strategy
and any two of the following:
 INT600 Multinational Corporate Management
 INT620 Multinational Corporate Finance*
 INT640 Multinational Market Strategies

*Note: ACC500 Managerial Accounting and FIN500 Financial Management are prerequisites for Multinational Corporate Finance.

*Dr. Burton Kaliski,
Professor of Business Education*

Student research projects are enhanced using the Shapiro Library which houses one of the most extensive business collections in northern New England. The library also has a considerable collection of research materials on computers, including the services of Data Pro.



Advanced Certificate in Personnel Administration/ Industrial Relations

Courses required for the certificate-only option:

- HRM500 Human Behavior in Organizations
- HRM600 Human Resource Management
- HRM610 Labor Relations and Arbitration
- HRM620 Compensation and Benefits Management
- MBA670 Business, Government, and the Environment. Note: One graduate business elective is required for students pursuing the MBA with the Advanced Certificate in Personnel Administration/Industrial Relations.

Advanced Certificate in Finance

Courses required for the certificate-only option:

- ACC500 Managerial Accounting
- FIN500 Financial Management
- FIN600 Advanced Financial Management
- FIN640 Investment Analysis and Portfolio Management
- INT620 Multinational Corporate Finance
and One finance elective

Advanced Certificate in Taxation

Courses required for the certificate-only option:

- TAX650 Federal Taxation of Individuals
- TAX655 Federal Taxation of Corporations, Partnerships, Estates and Trusts
- TAX665 Estate and Gift Taxation
- TAX670 Tax Research Methodology/Practices & Procedures
- TAX700 Special Topics in Taxation

The Master of Science Degree in Accounting

The curriculum for this program offers a combination of concentrated studies in accounting as preparation for qualification as a Certified Public Accountant and for a broader-based study of management related to the application of accounting theory.

The MS in Accounting requires 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:

- ACC510 Managerial, Budgeting and Cost Accounting I
- ACC600 Managerial, Budgeting and Cost Accounting II
- ACC610 Financial Reporting I*
- ACC620 Financial Reporting II
- ACC630 Financial Reporting III*
- ACC640 Auditing*
- ACC700 Seminar in Accounting Theory
- CIS500 Introduction to CIS
- FIN500 Financial Management
- HRM500 Human Behavior in Organizations
- MBA500 Information Sources, Research Methods, and Communication Techniques
- MBA510 Quantitative Analysis for Decision Making
- MBA600 Production and Operations Management
- MBA610 Business Law
- TAX650 Federal Taxation of Individuals
- TAX655 Federal Taxation of Corporations, Partnerships, Estates and Trusts

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:

- MBA500 Information Sources, Research Methods, and Communication Techniques (3 credits)
- MBE500 Information Sources, Research Methods, and Communications Techniques/Business Education (1 credit module). May be taken concurrently with or subsequent to MBA500.
- MBE600 Current Literature in Business Education*
- MBE610 Improvement of Instruction in Business Education*
- MBE620 Curriculum Development*
- MBE640 Microcomputers in Business Education* and One graduate education elective* (or MBA740 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 MBE650 Vocational Student Organization and Cooperative Work Experience for the four credit education elective.
2. Complete eight (8) credits of MBE700 Student Teaching.
3. Document 2,000 hours of work experience in the field of certification.
4. Meet other competencies as determined by the Coordinator of the Program.

The Master of Science Degree in Computer Information Systems

The MS in CIS is designed for students who wish to pursue a career in the analysis, design and management of computer-based information systems. 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:

- ACC500 Managerial Accounting
- CIS510 Advanced CIS
- CIS600 Computer Architecture and Software Systems
- CIS610 Information Analysis and Systems Development
- CIS620 Systems Design
- CIS630 Computer Simulation and Modeling
- CIS640 Data Communications and Networking
- CIS650 Data Base Design
- CIS700 Projects in CIS
- FIN500 Financial Management
- HRM500 Human Behavior in Organizations
- MBA500 Information Sources, Research Methods, and Communication Techniques
- MBA510 Quantitative Analysis for Decision Making
- MBA600 Production and Operations Management
- and Two CIS Electives**

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

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 students, 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 undergraduates 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 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.

The Master of Science Degree in Community Economic Development

The Community Economic Development Program at New Hampshire College views community development as a strategy for addressing economic problems in communities and societies faced with “changing business, social and personal needs.” Such development calls for social and economic activities and programs which promote total community benefit rather than individual financial gain. The program promotes community development through:

1. creating a network of technically competent, socially aware and politically sensitive graduates who share a common vision and commitment to community-based development strategies; and
2. providing quality technical support to this network and to other organizations and agencies working on community development issues in the region, the country and the world.

For a bulletin, application materials, or more information, please contact:

Michael Swack

Community Economic Development Program

New Hampshire College

2500 North River Road

Manchester, NH 03104

Dual Degrees

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

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.



*Mr. John Karakostas,
Academic Coordinator*

*The Graduate Student Association
is active in promoting a strong
academic environment with
opportunities for social interaction.
Graduate students are encouraged
to participate in the activities of this
organization.*



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.

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

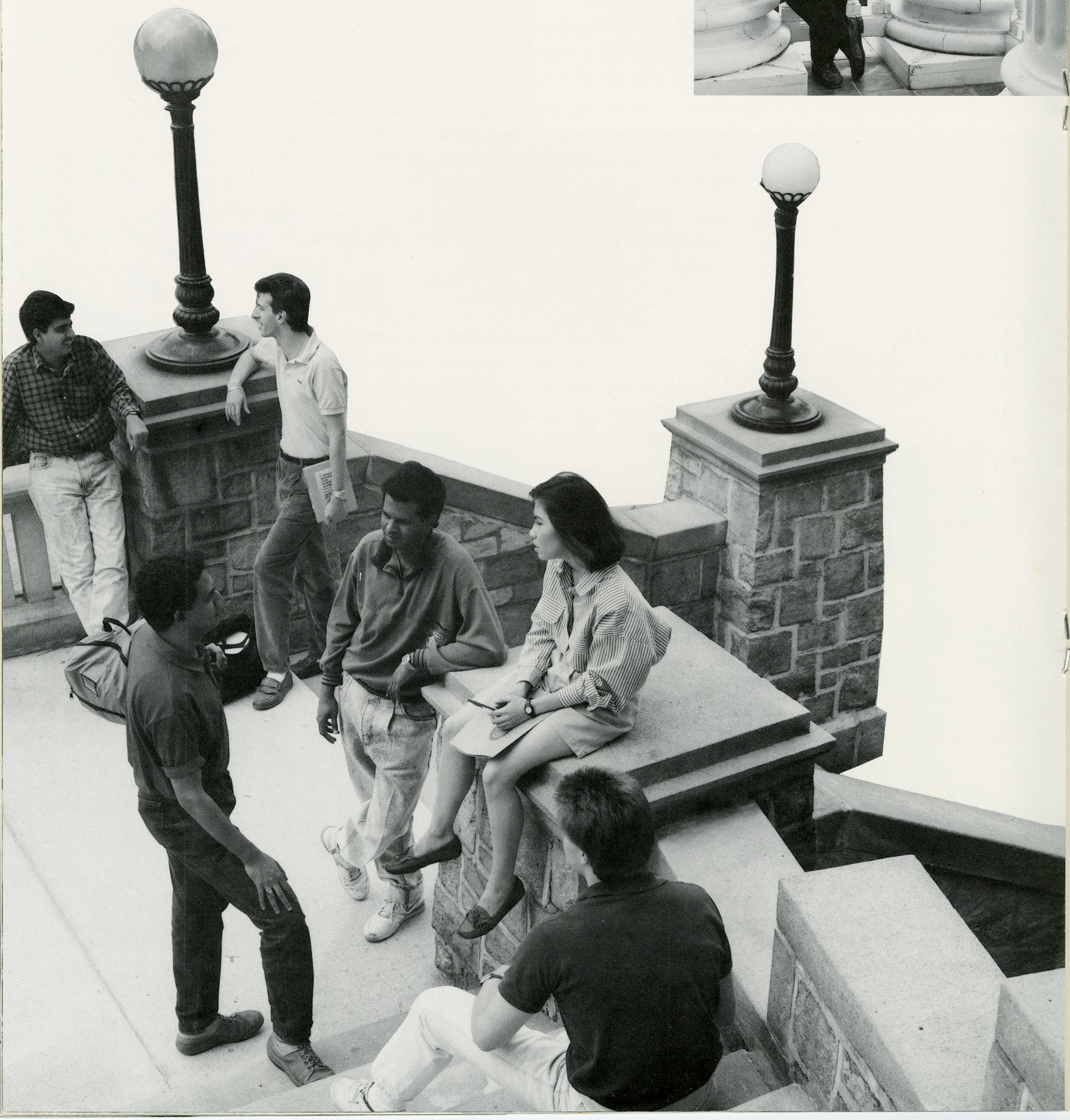
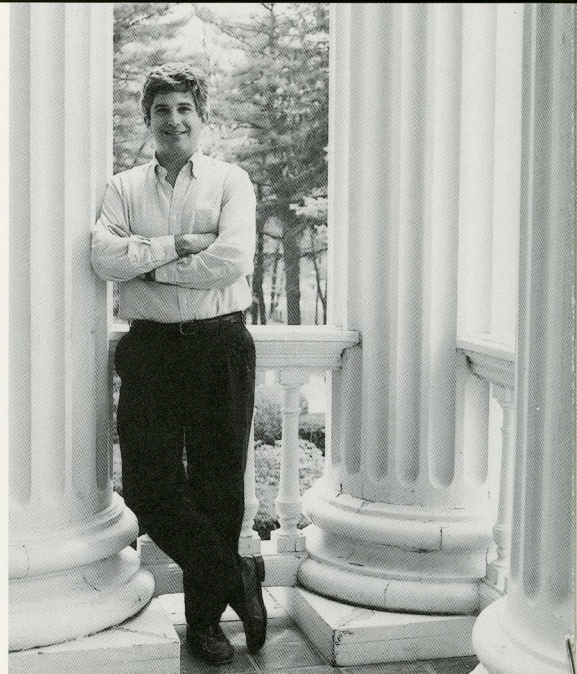
A faculty member may assign a grade of "I" when course assignments have not been completed and specific arrangements have been made ahead of time. These arrangements must include the time frame for submitting the deficient work. The time frame may not exceed the end of the following term in which the "I" grade was assigned without the written permission of the Dean. A grade of "I/F" is substituted for any "I" grade eight weeks after the start of the following term if the deficient work has not been completed satisfactorily. The "I/F" grade is calculated into the cumulative grade point average until a grade change is submitted.

Grade Change Policy

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

*Dr. Michael Swack, Professor of
Community Economic
Development*

*The Graduate School of Business
attracts students from all over the
world. The diversity of backgrounds
and practical experiences of the
student body helps to create a
vibrant classroom environment.*



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

1. **Scholastic Concern (SC)**
A student who, for the first time, earns an accumulative GPA of less than 3.0.
2. **Scholastic Warning (SW)**
A student earning an accumulative GPA of less than 3.0 for two consecutive terms.
3. **Continued Scholastic Warning (CSW)**
A student earning an accumulative GPA of less than 3.0 for three or more consecutive terms.
4. **Scholastic Warning – 2 C's (SW/2C's)**
A student earning two grades of C with an accumulative GPA of less than 3.0
5. **Academic Probation (AP)**
A student who has been placed on academic probation with specific probationary requirements.
6. **Scholastic Warning – Special (SW/SP)**
 - a) A student receiving a grade of I/F or F
 - b) A student whose program may be considered in serious academic difficulty.
7. **Academic Dismissal**
A student dismissed from the Graduate School of Business. Special letters are sent to students who are placed on Academic Probation or who are Academically Dismissed. These letters are sent by certified mail.

Academic Honesty Policy

New Hampshire College and the Graduate School of Business expects all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the College or Graduate School of Business. Students found to be involved in such activities are subject to serious disciplinary action up to and including expulsion.

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

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

Courses Repeated

Graduate students 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.

Class Attendance

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

Withdrawal from Courses

Until the fourth scheduled class meeting, a student may withdraw from a course by completing a withdrawal form at the North Campus or any Center location. The faculty member's signature is not required.

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

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

Non-attendance at class meetings is not construed as a withdrawal. An instructor may withdraw any student from a course on the grounds of excessive absence, and/or if, in the opinion of the instructor, the student will be unable to complete the course requirements satisfactorily. See page 32 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.

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.

1. The GLS fee for 1990-91 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 1990-91 is \$2,282 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 has previously completed the following courses, or their equivalents:

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

Additionally the MS in Computer Information Systems requires:

- | | |
|--|------------------------------------|
| COBOL 3 credits | Computer files 3 credits |
| Another advanced computer language 3 credits | |

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

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

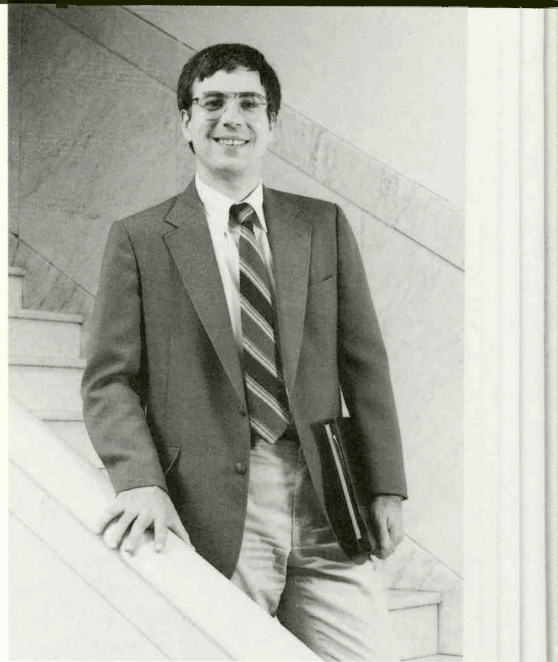
Students who have not completed 3 credits in marketing as part of their undergraduate degree may complete a reading list (available from your Center Director) prior to taking the graduate level course MKT500 Marketing Strategies.

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 MBA610 Business Law as an elective.

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

Mr. Steven Painchaud,
Assistant Dean

*Graduate students make a
considerable investment of time
and resources in their pursuit of a
Master's Degree.*



Unconditional admission to the MS Program in Business Education requires:

1. That the applicant has earned an undergraduate degree in a business discipline or in business education, or has at least one year of business teaching experience.
2. That the student has earned a bachelor's degree from an accredited institution, with an academic record of 2.5 or better, or 2.7 in the latter half of the completed academic program.
3. That the 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 Health Administration—no specified prerequisites.
 - 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.
 - For Advanced Certificate in Taxation—no specified prerequisites.
- 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.

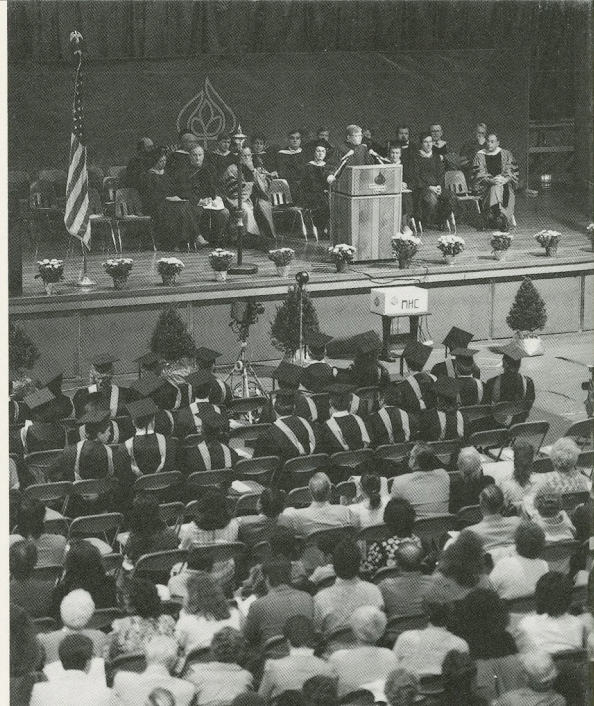
In some cases, documented employment experience may be accepted in place of academic preparation, as may qualifying scores in specified tests of the College-Level Examination Program (CLEP). Further information on CLEP tests is available from the New Hampshire College Registrar.

Application Process for International Students

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

- A completed New Hampshire College International Application Form.
- Official, notarized transcripts of post-secondary academic grades and degrees (translated into English).
- Certified certificates and diplomas.

*The Master of Business
Administration and Master of
Science degrees are awarded by the
Graduate School of Business twice
a year at formal commencement
exercises in March and September.*



- Proof of English proficiency. Students not enrolling in the Intensive English Program at New Hampshire College must submit an official TOEFL score (The NHC TOEFL Code Number is 3649.)
- Notarized document of financial support. Each student coming to the USA must satisfy College and Immigration officials that sufficient finances are available to pay for round trip passage, tuition and living expenses.
- Submission of scores from the Graduate Management Admission Test (GMAT).

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.

FINANCIAL INFORMATION

Full-Time Day Program

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

Tuition (18 mos.)	\$11,442	On Campus Meal Plan (6 mos.)	\$1,386
Fees (approx.)	\$270	Books and Supplies	\$600–700
Housing on campus (6 mos.)			
Single Room	\$2,344		
Double Room	\$1,890		

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

An additional charge is assessed for each foundation 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.*

NOTE: International applicants are required to provide documentation of their ability to meet the costs of the program. These costs are indicated on the I-20 form. The costs may appear to be somewhat higher than the total of tuition and room and board because they also include general living expenses such as medical insurance, textbooks, pocket money, etc.

Deposits

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

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

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)	<p>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 \$11,442 tuition on the following basis:</p> <ul style="list-style-type: none">• 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. <p>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.</p>								
Part-time Evening Program	<p>Students enrolled in the evening program may expect to pay:</p> <table><tr><td>Tuition</td><td>\$609 per course</td><td>Parking Fee</td><td>\$ 10 per year</td></tr><tr><td>Graduation Fee</td><td>\$ 60</td><td>Books and supplies are separate expenses.</td><td></td></tr></table> <p>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.</p>	Tuition	\$609 per course	Parking Fee	\$ 10 per year	Graduation Fee	\$ 60	Books and supplies are separate expenses.	
Tuition	\$609 per course	Parking Fee	\$ 10 per year						
Graduation Fee	\$ 60	Books and supplies are separate expenses.							
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	<p>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:</p> <ul style="list-style-type: none">• 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	<p>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.</p> <p>Scholarship and work programs are provided by the college. Title IV Federal Student Assistance</p>								

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.

Employment Of International Students

Limited on campus job opportunities are available for international students. Students with F-1 status may work on campus up to a maximum of 20 hours per week while classes are in session. International students should know that it is a violation of U.S. Immigration Law to accept employment off campus unless the employment is part of one's academic program, and only with prior approval from the New Hampshire College International Student Office. Upon completion of their program, students may apply through the International Student Office for practical training work experience.

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 veteran students are transferring directly from another school where they had been using VA benefits, they should ensure that the other school promptly notifies the VA of the veteran's effective date of termination.
4. Students must notify the Center Director of any past college credits that are transferrable to New Hampshire College. If, after two terms, the veteran does not supply the required official college transcripts of past studies, he will be certified only for cost of courses.
5. Two courses per 12 week term is a full-time academic load and qualifies the veteran student for full-time benefits.
6. New veteran students should matriculate immediately, and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.
7. Veteran students who take courses that are not applicable to or not required for the chosen degree will not be certified to the VA for those courses. To maintain a full-time status, the only time one can take a course outside of degree requirements is in the last term before graduation.
8. The VA requires strict compliance with a number of other regulations: maintenance of satisfactory academic progress, notification of any changes in status such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his/her educational program.

Prof. Philip Funk, Associate Professor of Computer Information Systems and Dr. Massood Samii, Associate Professor of Policy and International Business.

Small group discussions and team projects are examples of how learning also takes place outside of the formal classroom setting.



ACC500 Managerial Accounting (3 credits)

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

ACC510 Managerial, Budgeting and Cost Accounting I (3 credits)

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

ACC600 Managerial, Budgeting and Cost Accounting II (3 credits)

A continuation of ACC510. Prerequisite: ACC 500 Managerial Accounting and permission of the instructor or ACC510 Managerial, Budgeting and Cost Accounting I.

ACC610 Financial Reporting I (3 credits)

An examination of the theory and practices of financial accounting with emphasis on asset and liability, measurement and reporting. Prerequisite: ACC500 Managerial Accounting and permission of the instructor or ACC 510 Managerial, Budgeting and Cost Accounting I.

ACC620 Financial Reporting II (3 credits)

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

ACC630 Financial Reporting III (3 credits)

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

ACC640 Auditing (3 credits)

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

ACC700 Seminar in Accounting Theory (3 credits)

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: ACC630 Financial Reporting III.

CIS500 Computer Information Systems (3 credits)

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.

CIS510 Advanced CIS (3 credits)

This course focuses on the principles and practices underlying the analysis, design, implementation and management of computer-based information systems. Topics include: information system life-cycle, systems planning, requirements analysis, interface, data and process design, systems implementation, and software engineering. Background preparation: three credit hours in data processing, or equivalent.

CIS600 Computer Architecture and Software Systems (3 credits)

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 BASIC, and Files. Prerequisite: CIS500 Computer Information Systems or CIS510 Advanced CIS.

CIS610 Information Analysis and Systems Development (3 credits)

Focuses on the tools and techniques of systems analysis which underlie the development of information systems. Using the life cycle as a point of departure, the course will examine approaches for capturing and modeling information gathered during analysis and for managing and controlling project development. Students will get a working understanding of methods for analyzing information needs and specifying application system requirements. They will also be exposed to issues of group dynamics and individual behavior which affect the processes studied. Prerequisite: CIS500 Computer Information Systems or CIS510 Advanced CIS.

CIS620 Systems Design (3 credits)

Designed to integrate the areas of computer technology, systems analysis, and systems design 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 program design, file design, systems testing, and implementation and evaluation. Prerequisite: three credit hours in COBOL; CIS600 Computer Architecture and Software Systems (may be taken concurrently), CIS610 Information Analysis and Systems Development, and CIS650 Data Base Design.

CIS630 Computer Simulation and Modeling (3 credits)

Computer simulation and modeling techniques and methodologies with computer system and business environment applications. Theory and practice using GPSS and other computer languages. Prerequisite: CIS500 Computer Information Systems or CIS510 Advanced CIS, and MBA510 Quantitative Analysis for Decision Making, CIS650 Data Base Design, and CIS610 Information Analysis and Systems Development.

CIS640 Data Communications and Networking (3 credits)
Examination of the elements of communications networks including common carrier offerings, terminal types, multiplexing and concentrator offerings, vendor protocols, and system design considerations. Prerequisites: CIS500 Computer Information Systems or CIS510 Advanced CIS, CIS650 Data Base Design, and CIS610 Information Analysis and System Development.

CIS650 Data Base Design (3 credits)
Development and management of data based on thorough study of computer-based systems concepts and design of a decision-support project. Prerequisites: CIS500 Computer Information systems or CIS510 Advanced CIS.

CIS660 Artificial Intelligence (3 credits)
Introduction to the concepts, techniques, applications and implications of artificial intelligence. Topics include: expert systems, knowledge representation, problem-solving, game-playing, heuristic search and deduction. Fifth generation, business, industry and government applications are studies. Prerequisite: CIS500 Computer Information Systems or CIS510 Advanced CIS.

CIS670 Topics in CIS (3 credits)
An advanced topic of current interest in computer-based information systems will be covered in depth. Students will have the opportunity to complete a paper or project. Prerequisite: CIS620 System Design.

CIS680 Introduction to EDP Auditing (3 credits)
A study of the process, tools, and techniques used in auditing computer-based information systems and in evaluating their internal controls. Prerequisite: CIS500 Computer Information Systems or CIS510 Advanced CIS.

CIS690 Building Knowledge-based Expert Systems (3 credits)
Theoretical and practical aspects of building artificially intelligent expert systems are studied. Students participate in the design and implementation of small and medium size systems using expert systems shells and Prolog. A variety of commercially available expert systems shells are examined and evaluated. Prerequisite: CIS660 Artificial Intelligence.

CIS700 Projects in CIS (3 credits)
Overview of current affairs and emerging developments in the field of computer-based information systems. Comparative study of various analysis, design and development methodologies. A student paper is required. Prerequisite: CIS620 Systems Design, and CIS630 Computer Simulation and Modeling or CIS640 Data Communication and Networking.

FIN500 Financial Management (3 credits)
A study of financial decision-making in the setting of the firm, including its relationships with financial markets and institutions. Background preparation: six credit hours in economics. Prerequisite: ACC500 Managerial Accounting.

FIN600 Advanced Financial Management (3 credits)
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: FIN500 Financial Management.

FIN620 Money and Capital Markets (3 credits)
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: FIN500 Financial Management.

FIN630 Public Finance (3 credits)
A study of financial decision-making within federal, state and local government units with respect to expenditures; and taxes, fees, and money and capital markets as sources of funds to finance government operations. Prerequisite: FIN500 Financial Management.

FIN640 Investment Analysis and Portfolio Management (3 credits)
A study of the techniques used to assess the value of securities, and the methods used in the management of investment portfolios, with primary focus on stocks and bonds in terms of their valuation, risk-return measurement, diversification, and other aspects of portfolio theory. Prerequisite: FIN500 Financial Management, MBA510 Quantitative Analysis for Decision Making.

FIN650 Fiscal and Monetary Policies and Practices (3 credits)
Examines the performance of the national economy and its impact on the firm. Outlines the procedures for the measurement of macroeconomic data and presents alternative approaches for the determination of national income production and employment, investment behavior, inflation, and interest rates. Students will analyse the formulation and impact of monetary and fiscal policies and their relationship to the money and capital markets. Background preparation: six credit hours in economics.

HRM500 Human Behavior in Organizations (3 credits)
A study of individuals and groups and their interaction. An examination of theories of motivation, communication, leadership, power, and change with practical relation to contemporary issues, and of organizations for key design variables, reward systems aimed at improved performance and organizational efficiency through current employee motivational programs, participative management, and cooperative decision-making.

HRM600 Human Resource Management (3 credits)

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: HRM500 Human Behavior in Organizations.

HRM610 Labor Relations and Arbitration (3 credits)

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

HRM620 Compensation and Benefits Management (3 credits)

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: HRM500 Human Behavior in Organizations required and HRM600 Human Resource Management recommended.

HRM710 Seminar in Interpersonal Behavior (3 credits)

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: HRM500 Human Behavior in Organizations.

INT600 Multinational Corporate Management (3 credits)

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

INT610 Multinational Corporate Environment (3 credits)

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

INT620 Multinational Corporate Finance (3 credits)

A study of problems of financing and reporting international operations with particular emphasis upon evaluation of risk, and strategies of funding in international monetary relationships. Prerequisite: FIN500 Financial Management.

INT640 Multinational Market Strategies (3 credits)

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

INT700 Multinational Business Strategy (3 credits)

This is a capstone course for the International Business Certificate. The course integrates various aspects of International Business and focuses on formulation of International Business Strategy. Emphasis is on case studies that cut across various functional disciplines. Prerequisite: INT610 Multinational Corporate Environment.

MBA500 Information Sources, Research Methods, and Communication Techniques (3 credits)

Development of awareness 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.

MBA510 Quantitative Analysis for Decision-Making (3 credits)

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

MBA600 Production and Operations Management (3 credits)

Study of the concepts of production and operations, and of a variety of methods and techniques used in their management. Background preparation: six credit hours in economics. Prerequisite: MBA510 Quantitative Analysis for Decision-Making, or by permission of the instructor.

MBA610 Business Law (3 credits)

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

MBA630 Entrepreneurship and Small Business Management (3 credits)

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.

MBA640 Productivity Management (3 credits)

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

MBA650 Consulting (3 credits)

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

MBA660 Management of Not-for-Profit Organizations (3 credits)

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

MBA670 Business, Government and the Environment (3 credits)

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

MBA700 Policy Formulation and Administration (3 credits)

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. Prerequisite: Successful completion of at least ten graduate courses [eight if a full time day student] prior to the term that Policy is taken is required. In addition, all background prerequisites must be satisfied as well as the following courses: MBA500, HRM500, ACC500, FIN500, MBA510 and CIS500.

MBA710 Internship (3 credits)

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 are administered by the Career Development Center and are supervised by faculty members. Prerequisite: minimum grade point average of 3.0; successful completion of at least eighteen graduate credits; and permission of a sponsoring full-time faculty member.

MBA720 Industry Field Experience (3 credits)

The first work setting for students enrolled in the Cooperative Education MBA program. The placement is for a three month period (minimum of ten weeks at thirty hours per week) with any industry in any business subject area. The purpose of this placement is to familiarize students with the responsibilities, work load and duties of middle management. Prerequisite: minimum grade point average of at least 3.0; successful completion of at least nine graduate credits, including HRM500 Human Behavior in Organizations; and at least two terms completed.

MBA730 Professional Placement (3 credits)

The second work setting for students enrolled in the Cooperative Education MBA program. The placement is for a three month period (minimum of ten weeks at thirty hours per week) within an industry and business subject area directly related to a core course area. The purpose is to provide experience in a middle management position related to the student's MBA program under the direction of an Area Coordinator. Prerequisite: minimum grade point average of at least 3.0; successful completion of at least twenty-seven credits, including MBA670 Business, Government and the Environment; at least four terms completed; and successful completion of MBA720 Industry Field Experience with a grade of at least B.

MBA740 Thesis Option (3 credits)

Students may substitute six credit hours of thesis credit in lieu of two elective courses in the MBA and MS/Accounting programs, or four credit hours in lieu of 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.

MBA750 Independent Study (3 credits)

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.

MBE500 Information Sources, Research Methods, and Communication Techniques/Business Education (1 credit)

Development of awareness and evaluation of available sources of information applicable to business education. Prerequisite: MBA500 Information Sources, Research Methods, and Communication Techniques—may be taken concurrently.

MBE600 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.

MBE610 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.

MBE620 Curriculum Development (4 credits)

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

MBE630 Administration and Supervision in Business Education (4 credits)

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

MBE640 Microcomputers in Business Education (4 credits)

A study of the use of the microcomputer in secondary and post-secondary business education courses. 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.

MBE650 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 by helping to administer the NH State DECA Career Development Conference.

MBE700 Student Teaching (8 credits)

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. Students must be recommended by a screening committee prior to enrolling in the course.

MKT500 Marketing Strategies (3 credits)

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

MKT610 Advertising Management (3 credits)

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

MKT620 Consumer Behavior (3 credits)

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

MKT630 Market Research (3 credits)

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

MKT640 Industrial Marketing (3 credits)

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

MKT650 Retailing (3 credits)

Addresses the fundamentals of merchandising and promotion from both the perspective of the proprietorship and a chain-store manager. Incorporates the topics of franchising, tele-marketing and research into the course. Prerequisite: MKT500 Marketing Strategies.

MKT660 Marketing Strategies for Not-for-Profit Organizations (3 credits)

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

MKT670 Product Management (3 credits)

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

TAX650 Federal Taxation of Individuals (3 credits)

The theory and practice of federal income taxation of individuals.

TAX655 Federal Taxation of Corporations Partnerships, Estates and Trusts (3 credits)

Theory and practice of federal income taxation of corporations, partnerships, estates and trusts. Prerequisite: TAX650 Federal Taxation of Individuals.

TAX660 Tax Factors in Business Decisions (3 credits)

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

TAX665 Estate and Gift Taxation (3 credits)

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

TAX670 Tax Research Methodology/Practice & Procedures (3 credits)

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

TAX700 Special Topics in Taxation (3 credits)

An in-depth study of special topics in federal taxation. Major current problem areas of taxation will be explored. Prerequisite: TAX650 Federal Taxation of Individuals, TAX655 Federal Taxation of Corporations, Partnerships, Estates and Trusts, and TAX670 Tax Research Methodology/Practice & Procedures.

BUSINESS FOUNDATION COURSES

Business Foundation courses are designed for students who have not satisfied prerequisite requirements through their undergraduate studies. Letter grades are assigned, but no credit is awarded for completing Business Foundation courses.

GSB400 Accounting

Introduction to accounting designed to provide students with a basic understanding of accounting principles. This is a twelve week course.

GSB410 Microeconomics

Introduction to microeconomics designed to provide students with a basic understanding of microeconomic theory. This is a six week course.

GSB415 Macroeconomics

Introduction to macroeconomics designed to provide students with a basic understanding of microeconomic theory. This is a six week course.

GSB420 Mathematics

Introduction to mathematics designed to provide students with basic understanding of mathematical concepts. This is a twelve week course.

GSB425 Statistics

Introduction to statistics designed to provide students with basic understanding of the statistical tools available for use. This is a six week course.

GSB430 Marketing

Introduction to basic marketing principles. This is a six week course.

GSB440 Business Law

Introduction to Business Law designed to provide students with basic understanding of legal issues in business. This is a six week course.

GSB450 Data Processing

Designed to teach students introduction to computers and data processing. This is a six week course.

GSB455 COBOL/FILES

Designed to teach students basic COBOL programming and file management. This is a twelve week course.

GSB460 Advanced BASIC

Designed to provide students with more experience in programming in BASIC language. This is a six week course.

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Miller C. Lovett
Lecturer
B.S., S.T.B., Ph.D. Boston University

Frederick Masciangelo CDR, U.S.N.
N.A.S. Brunswick, Maine
Officer in Charge, Family Service Center
B.S. St. Joseph's University
M.B.A. New Hampshire College

Thomas P. McGrevey, Sr.
President, TPM Enterprises
Manchester, NH
B.S. United States Military Academy
M.B.A. New Hampshire College

Keith D. Moon
Assistant Professor
Daniel Webster College
B.B.A. Niagara University
J.D. Franklin Pierce Law Center

Douglas E. Morris
Associate Professor
University of New Hampshire
B.S., M.S., Ph.D. Oklahoma State University

Robert W. O'Brien
International Field Operations Manager
Digital Equipment Corporation
B.A. University of Massachusetts
M.B.A. Western New England College

John Parker
Treasurer, Maine Surgical Supply, Inc.
A.B. Dartmouth College
M.B.A. Columbia University

Bernard J. Perry, Jr.
Production Control Manager
KRL Electronics
B.S. Boston College
M.B.A. New Hampshire College

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

Robert Powers
Personnel Manager
Dingley Press
B.S. Hartwick College
M.A. Colgate University

Burton C. Reynolds
Digital Equipment Corporation
B.S. University of Vermont
M.B.A. Golden Gate University

Allen B. Richards
President, ABR Business Services
B.S. Northwestern University
Ph.D. Iowa State University

Jeanette A. Ritzenthaler*
Professor of English
B.A. Mary Manse College
M.A. New York University
Ed.D. Rutgers University

Patrick Schena
Financial Analyst
Wang Development and Investment Corp.
B.A. Boston College
M.A. Boston College
M.A.L.D. Fletcher School of Law & Diplomacy

Younsung Seok
Staff Accountant, Howe, Riley and Howe, CPAs
B.S., Korea University
M.S., New Hampshire College

Shaun Shannon
Quality Manager
Tool and Die Co.
B.A., M.B.A. Inter American University

John N. Slipkowsky, CPA
Associate Professor, Merrimack College
B.S., Suffolk University
M.B.A. Boston College

Howard P. Snyder
Senior Product Manager
Digital Equipment Corporation
B.E.E., M.B.A. City College of New York

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NH Department of Postsecondary
Vocational Technical Education
B.A., University of Bridgeport
M.S., New Hampshire College

Karen Curry Stone*
Associate Professor of Marketing
B.A. Wake Forest University
M.A. University of Kentucky

James Stopa
Curriculum Supervisor
State of New Hampshire, Dept. of Education
B.A. Michigan State University
M.Ed. Michigan State University

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

Gordon W. Tuttle
Economic Analyst, Public Service Co. of N.H.
B.S., University of New Hampshire
M.B.A. New Hampshire College

Eric VonMagnus
Consultant
B.S. Wittenberg University
M.A. University of Chicago
M.A. Case-Western Reserve University
Ph.D. Syracuse University

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

William Webb
Dean of Community Education
NH Vocational Technical Institute
B.A. State University of New York
M.P.A. Golden Gate University
M.Ed. University of New Hampshire
M.B.A. New Hampshire College

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

Derek J. White
Manager, Intelligent Technology,
Digital Equipment Corporation
B.S., Portsmouth Polytechnic, U.K.
M.S., London University, U.K.

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

Robert Wutzdorf
Sr. Productions Planner, Bath Iron Works
B.S. Wagner College
M.B.A. New Hampshire College

Louis J. Zivic
Assistant Professor, Fitchburg State College
B.A., Michigan State University
M.S., Cornell University
Ed.D. Vanderbilt University

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

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

Laconia, New Hampshire:

MBA program in Administration
Memorial Middle School
McGrath Street
Laconia, NH 03246
603-524-3527

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
19-21 Keewaydin Drive
Salem, NH 03079
603-893-9600

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

Graduate 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 during the regular twelve week term. Courses are also offered during a four week summer term starting in July. In addition, selective MS courses are also offered at the Brunswick and Portsmouth Center.

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

CALENDAR

Academic Year 1990-91

Term I Sept. 10-Dec. 1

Term II* Dec. 3-Mar. 9

Term III Mar. 18-June 8

Term IV June 10-Aug. 24

*Holiday—December 14 to January 1. Classes resume January 2.

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 Concord, Laconia, Nashua, Portsmouth, and Salem, New Hampshire, and Brunswick, ME.

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)

Inquiries may also be directed to satellite location directors at:

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

Concord Center
130 Pembroke Road
Concord, NH 03301
603/225-8230

Laconia Center
Memorial Middle School
McGrath Street
Laconia, NH 03246
603/524-3527

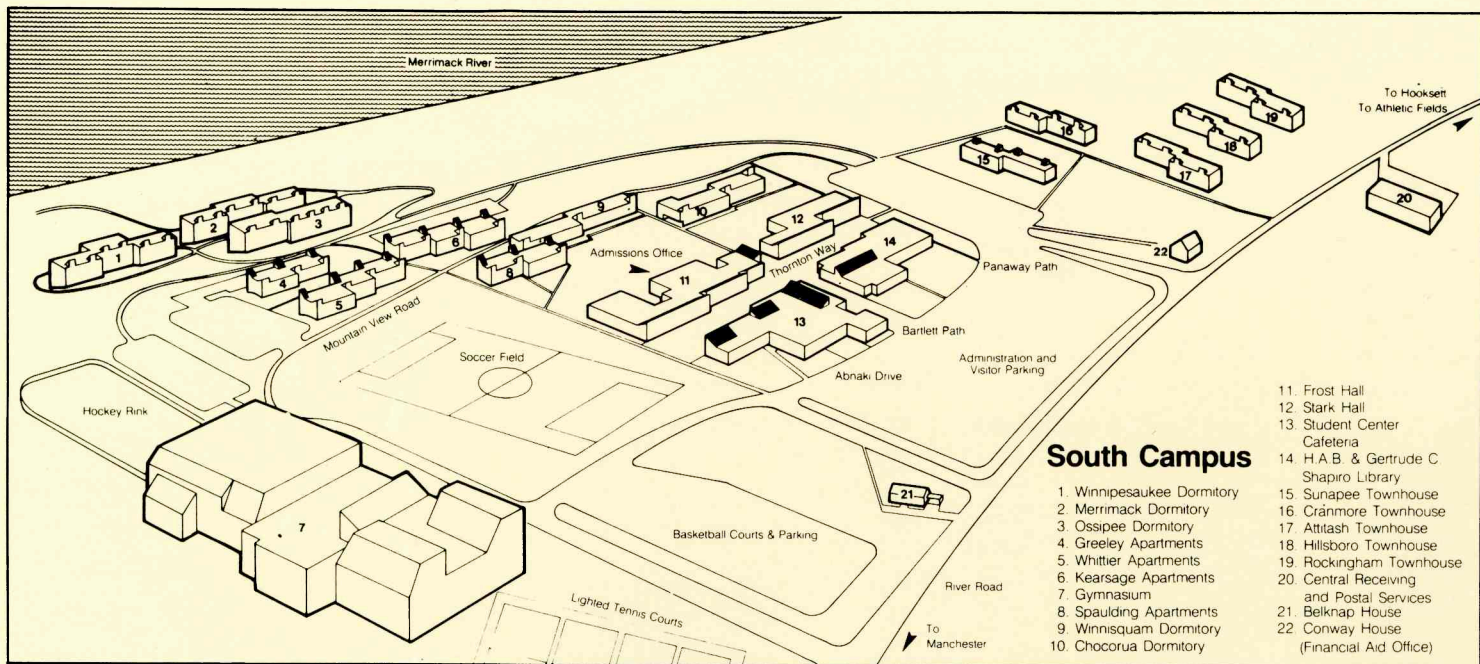
Nashua Center
546 Amherst Street
Nashua, NH 03063
603/881-8393

Portsmouth Center
Portsmouth Business Center
P.O. Box 5240
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

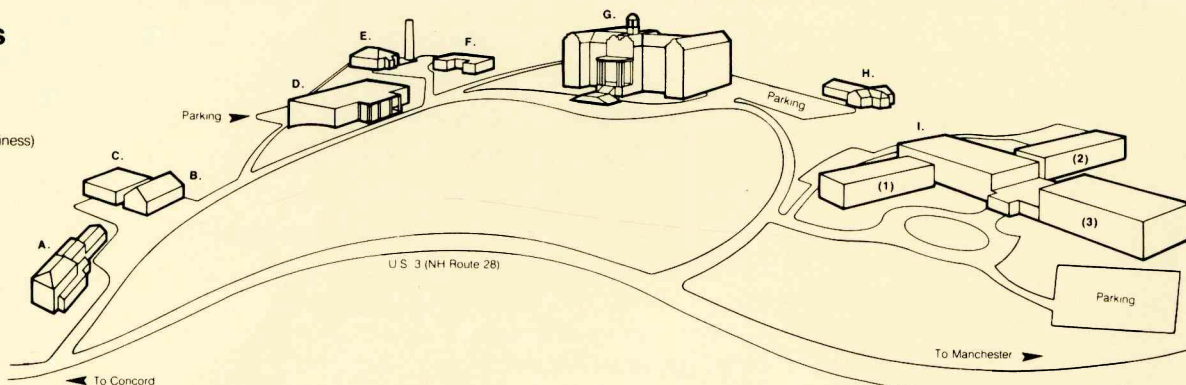
Salem Center
19-21 Keewaydin Drive
Salem, NH 03079
603/893-9600

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.



North Campus

- A. Carroll House
- B. Sullivan House
- C. Cheshire Hall
- D. Alumni Hall (Graduate School of Business)
- E. Franconia House
- F. Pembroke House
- G. New Hampshire Hall
- H. Strafford House
- I.(1) Crawford Hall
- I.(2) Hooksett Wing
- I.(3) Exeter Wing
- I.(4) Manchester Wing



NO APPLICATION FEE

☐ Full-time day

☐ Evening

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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 Area Code Number Birth Date 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: *All applicants must submit an official undergraduate transcript indicating the degree earned and the date it was awarded. Other college transcripts should be provided for all courses to be considered in the acceptance process.

**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?

What location do you wish as your Center of record?

Brunswick ☐

Concord ☐

Laconia ☐

Nashua ☐

Portsmouth ☐

Salem ☐

Roosevelt Roads ☐

North Campus ☐

DEGREE SELECTION:

- ☐ Master of Business Administration Degree
- ☐ Master of Business Administration with an advanced certificate in:
 - ☐ Accounting
 - ☐ Computer Information Systems
 - ☐ Finance
 - ☐ Health Administration
 - ☐ International Business
 - ☐ Marketing
 - ☐ Personnel Administration/Industrial Relations
 - ☐ Taxation
- ☐ 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, \$250 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
Nashua Center
546 Amherst Street
Nashua, NH 03063
603/881-8393

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

New Hampshire College
Concord Center
130 Pembroke Road
Concord, NH 03301
603/225-8230

New Hampshire College
Portsmouth Center
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P.O. Box 5240
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P.O. Box 3602
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New Hampshire College
Laconia Center
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Salem Center
19-21 Keewaydin Drive
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Dean

Graduate School of Business

New Hampshire College

2500 River Road

Manchester, NH 03104-1394 (USA)

FAX: (603) 645-9603

FAX: (603) 644-3150

Inquiries may also be directed to satellite location directors at:

Brunswick Center

Box 4, Naval Air Station

Brunswick, ME 04011

207/725-6486

Concord Center

130 Pembroke Road

Concord, NH 03301

603/225-8230

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546 Amherst Street

Nashua, NH 03063

603/881-8393

Portsmouth Center

Portsmouth Business Center

P.O. Box 5240

Greenleaf Avenue

Portsmouth, NH 03801

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Puerto Rico Center

United States Naval Station/

Roosevelt Roads

P.O. Box 3602

FPO Miami, FL 34051

809/865-8598

Salem Center

19-21 Keewaydin Drive

Salem, NH 03079

603/893-9600

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NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

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PERMIT NO. 6638

MANCHESTER, NH

POSTAGE WILL BE PAID BY ADDRESSEE

New Hampshire College
Graduate School of Business
2500 North River Road
Manchester, NH 03104-1394



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UNITED STATES

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Graduate School of Business
2500 North River Road
Manchester, NH 03104-1394



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New Hampshire College
Graduate School of Business
2500 North River Road
Manchester, NH 03104-1394



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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Undergraduate college

Year bachelor's degree awarded



**Graduate
School
of Business**

2500 North River Road
Manchester, NH 03104-1394
603/668-2211 or 603/644-3102