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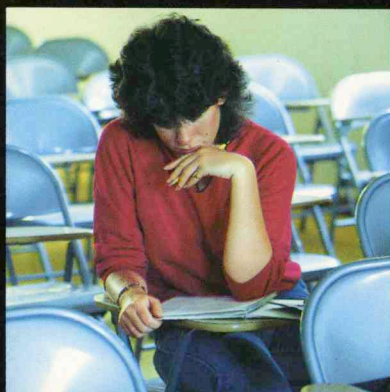


New
Hampshire
College

1983-84

Graduate
School
of Business

Bulletin



Why New Hampshire College?

Programs:

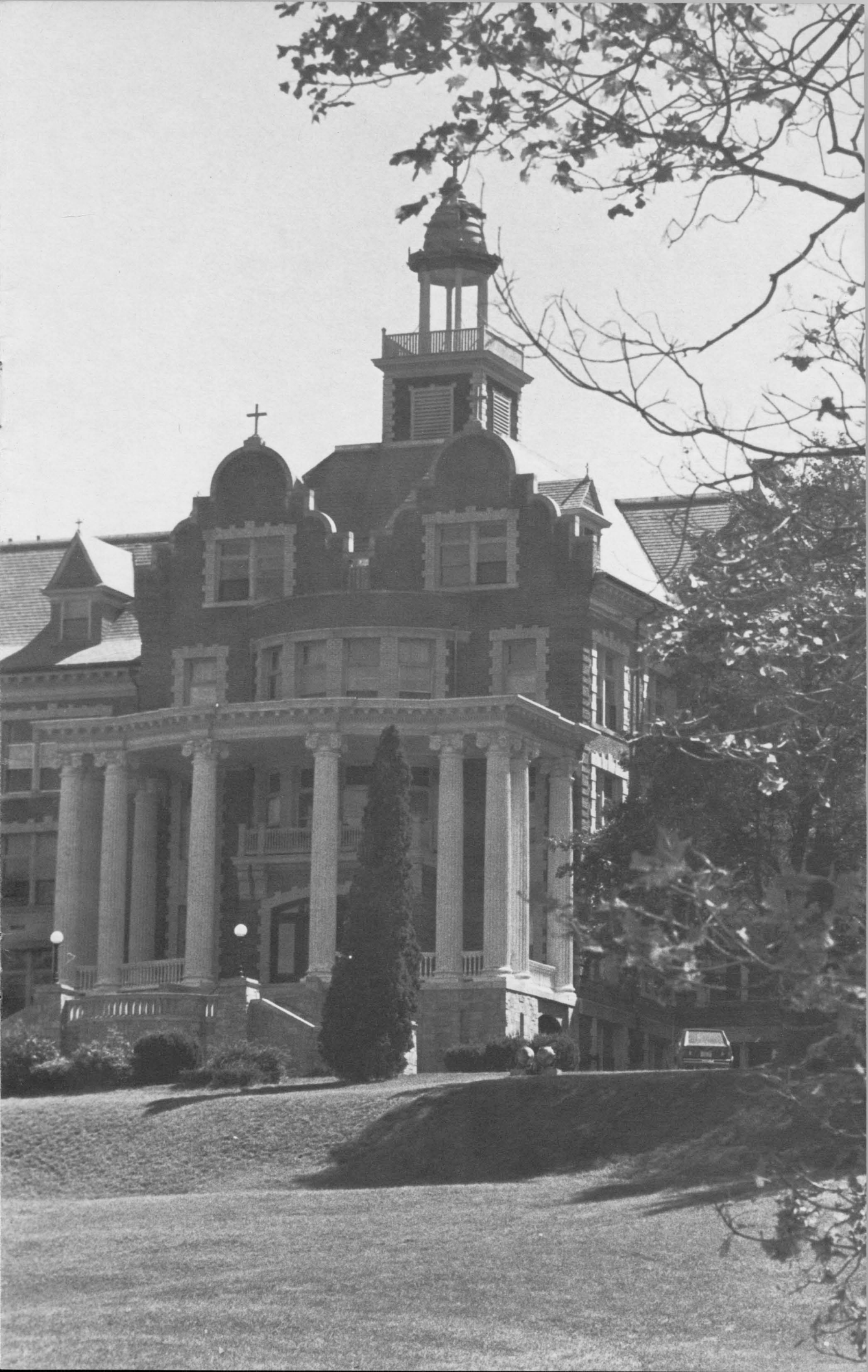
- Choice of marketable degrees
- Variety of programs
- Integrated program core
- Specialization and thesis options
- Internship opportunities
- Choice of day or evening programs
- Clear conceptual foundation of programs
- Choice of locations for evening programs
- English language assistance
- Accessibility to cultural resources of metropolitan centers
- Proximity to all-seasons recreational areas
- Placement opportunities and assistance

Resources:

- Quality instruction
- Practical state-of-the-art orientation of courses
- Excellent library, media and computation facilities
- Attractive well-equipped facilities for housing, dining, recreation and health

Plus:

- Accredited institution
- Flexible starting times for both day and evening programs
- Competitive cost





New Hampshire College

The College and the Graduate School of Business

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, and by the Association of Independent Colleges and Schools. In 1982 the college celebrated the fiftieth anniversary of its founding.

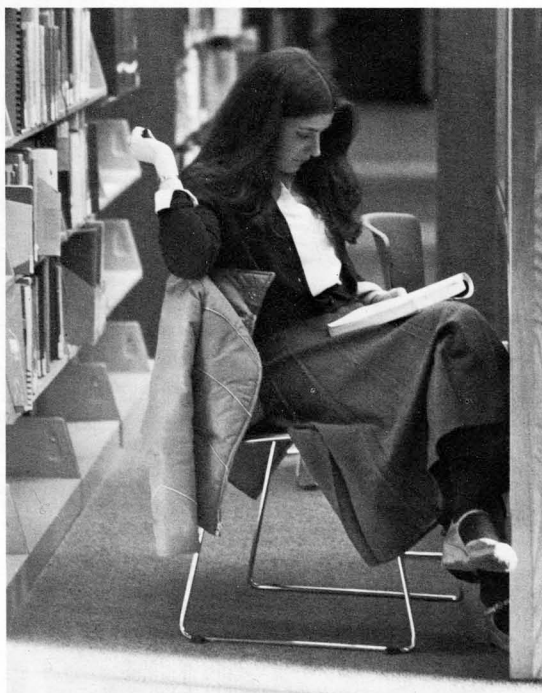
The Graduate School of Business is located at the college's north campus in Hooksett—eight miles from Manchester, a commercial and industrial center and New Hampshire's largest city, an hour's drive from Boston and within easy travel distance from the state's seacoast, lakes, and mountain recreational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

In addition to the Hooksett center, graduate programs are offered in the evening throughout the southern New Hampshire region, in Concord, Keene,

Nashua, Portsmouth, and Salem; selected graduate courses are scheduled at satellite centers in Laconia and Dover. Graduate programs are also offered in the evening in Maine at the Brunswick Naval Air Station and in Puerto Rico at the Roosevelt Roads Naval Station. In addition to the programs at the south campus, the college offers undergraduate programs at several other locations, principally in the evening.

Inaugurated in 1974, the graduate programs of the college have grown to an enrollment of over 1,200 students in the fall of 1982 — a positive measure of the need for and interest in graduate education in this region. The programs were originally conceived and implemented for the purpose of providing an opportunity for persons employed full-time to pursue and attain 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 persons wishing to continue directly from undergraduate programs into graduate study and for persons already employed who wished to complete their degree requirements in a concentrated period of enrollment. Enrollment in the day programs, which were started in March of 1982, increased rapidly to more than one hundred at the end of the 1982-83 academic year.

Graduate students are the beneficiaries of the growth of both day and evening programs in several ways. Many of their classmates, particularly in the evening courses, are actively involved in endeavors and careers that add the dimensions of practical experience to the classroom environment. The alumni of the programs, who now number over six hundred, offer students a substantial breadth of contacts in the business community, which itself provides exceptional resources for research, internship, and post-graduation employment.



Resources and Facilities

Faculty

Courses in the graduate programs are taught by full-time graduate faculty members and by faculty members drawn from the other academic divisions of the college. In addition, a number of business and professional persons, selected for their managerial and technical experience, serve as adjunct instructors, thereby reinforcing an ongoing interchange of theoretical knowledge and applied skills.

Administration

Under the guidance of the Vice-President for Academic Affairs of the college, the Dean of the Graduate School is the principal administrative officer.



An assistant dean and staff members provide administrative support, both on campus and at the off-campus centers. Center directors are responsible to the dean for administrative operations at all satellite locations.

Classrooms

The Graduate School administrative center is located on the 500 acre north campus of New Hampshire College, in rural surroundings, eight miles north of downtown Manchester, N.H. Classrooms are housed in a spacious modern building equipped and supplied with its own computation and media facilities. Both day and evening classes are offered at this location.

A scheduled shuttle service connects the north campus with the undergraduate (south) campus of the college, where public transportation to the entire Manchester area is available.

Evening program courses are also offered at satellite locations in New Hampshire and Maine, where computation facilities are also available, and in Puerto Rico.

Library

New Hampshire College is served by the Shapiro Library, one of the most extensive business libraries in northern New England. The constantly-expanding collection contains approximately 64,000 volumes, 4,000 reels of periodicals and newspapers on microfilm, and 50,000 company financial reports on microfiche. The



library receives over 750 magazines and journals, and subscribes to various business, tax, and financial services. It also serves as a depository for Federal documents, particularly those issued by the Departments of Commerce, Labor, and Health and Human Services.

Conference rooms are available for small meetings, and professional librarians provide research assistance and instruction in the use of library resources.

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

Computation

The graduate school is served by up-to-date computation resources which are continually expanding and evolving to meet the diverse educational and administrative needs of the college. The satellite centers are also served by the college's computation facilities.

At the north campus, a cluster of remote terminals in Alumni Hall connects the graduate school on-line with the computer center at the south campus where the hardware consists of an IBM 4341 computer and related equipment. The center is administered and operated by professional staff members who are assisted by graduate and undergraduate student consultants involved in a variety of research, programming, operational, and tutorial projects. Microcomputing equipment and word processing facilities in Alumni Hall are also accessible for student use in graduate work and research. For special applications, on-line connection with the Dartmouth College Time Sharing System is also routinely available.

New Hampshire College's computer center supports a variety of software appropriate to business operations, including BASIC, COBOL, FORTRAN, PASCAL, and the integrated academic operating system, MUSIC. Statistical and analytical packages such as SPSS and SAS, and simulation and modelling software, including GPSS and DYNAMO, are accessible through the college's systems, along with specialized programs in marketing, production, accounting, and other academic disciplines and functional areas of business.

Housing, Dining and Health Services

Residence Life (Housing)

Housing (both single and double rooms) is available for most unaccompanied graduate day students at the north campus in New Hampshire Hall, the graduate housing area. A room deposit of \$100, applicable to the housing bill, and a separate \$100 damage deposit are required. The damage deposit, less any charges for breakage or damage, is returnable when the student leaves the campus.

Students occupying on-campus housing are required to remain in residence a minimum of two graduate terms.

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 who reside on campus are issued chits equivalent to their approximate needs for the year; the chits may be transferred, or used to pay for meals for



guests. They may not be redeemed at year-end if unused. Students not residing on campus may purchase books of chits in denominations suitable to their needs.

Health Services

For minor health problems, full-time day graduate students are entitled to use the health center at the north campus, where a nurse is on duty each day. They may also use the services, by appointment, of the college physician, who is on duty for one and a half hours two days each week at the south campus.

Students who live in campus housing are entitled as well to use the in-patient infirmary facilities at the south campus upon referral by the college physician and payment of a fee for each day's use. Resident students must submit a health record based on a physical examination before they can be eligible to use the services of the health center.

International students are required to subscribe to the college's student health and accident insurance program. All other full-time students are urged to subscribe to this coverage as well.

Recreation

On-Campus Recreational opportunities provide students with access to the college's athletic facilities, including two gymnasias, a 25-meter swimming pool, racquetball courts, weight and exercise rooms, an outdoor ice rink, and several athletic fields at the south campus, as well as cross-country ski and hiking trails at both north and south campuses. Both individual and intramural athletic programs are available, along with a wide choice of other extra-curricular student activities. A student affairs coordinator serves as a resource for information on such activities at each campus.

The Graduate Student Association, organized in 1982, serves as a focus for social functions and other activities of special interest to graduate students, especially those enrolled in the full-time day programs.

Off-campus opportunities enable students to take advantage of the college's central location and accessibility to the New England region's wide spectrum of recreational areas, historic and cultural sites, and other points of interest.

Degrees and Programs

The Underlying Idea

At New Hampshire College, graduate programs are designed

- To promote students' understanding of
 - organizations
 - environments
 - their interaction
- To help students to model and simulate
 - organizations
 - environments
 - their interaction
- To enhance students' skills in directing and administering the affairs of organizations, based on these abilities.

Master of Business Administration

Programs:

- Administration (Basic program—12 courses)
- Administration plus Advanced Certificate (16 courses)
 - Accounting
 - Decision Support Systems
 - International Business
 - Personnel Administration/Industrial Relations

Master of Science

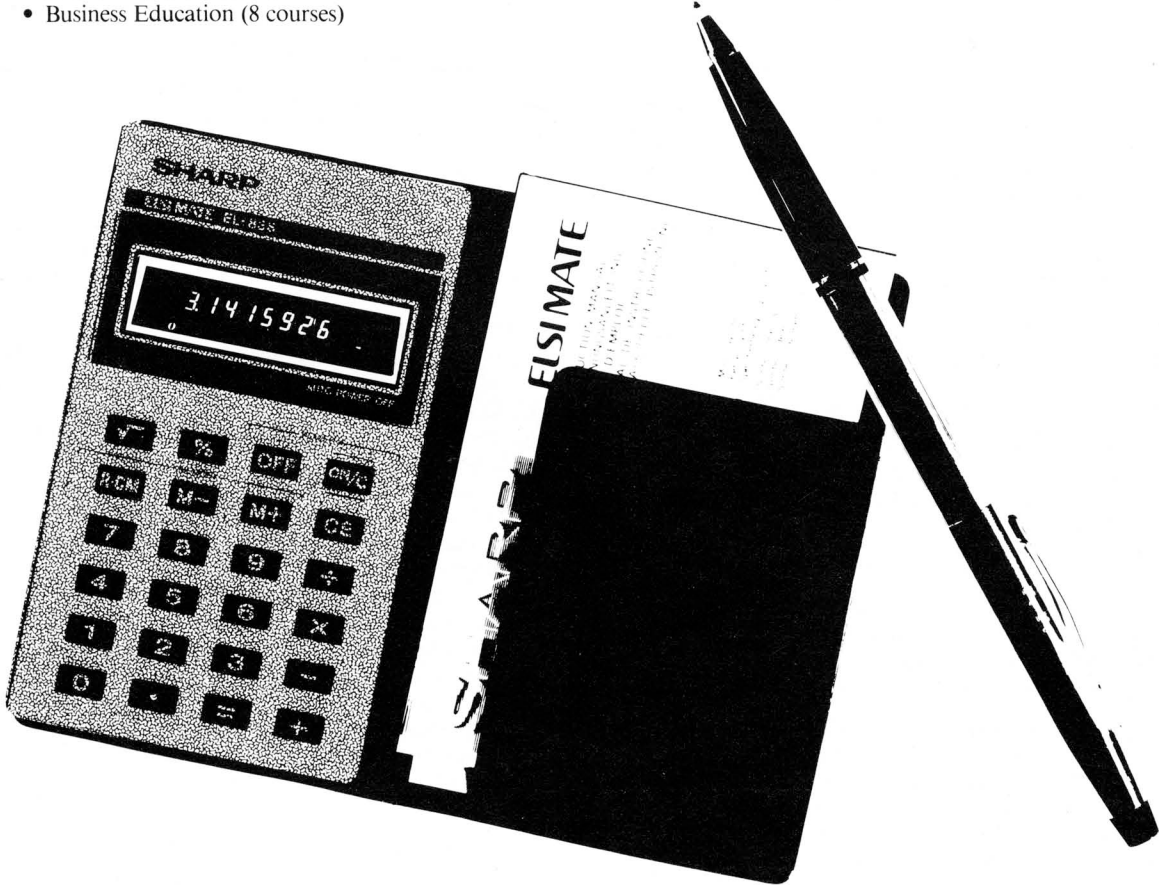
Programs:

- Accounting (16 courses)
- Business Education (8 courses)



The Advanced Certificate in Accounting, Decision Support Systems, International Business, or Personnel Administration/Industrial Relations may also be taken as an independent program of graduate study by persons who do not elect to take the MBA degree program, and who qualify on the basis of educational background and work experience.

These “stand alone” certificate programs are intended to provide business professionals with specialized knowledge and enhanced skills in selected fields of study.





Master of Business Administration Basic Program in Administration

12 courses; 36 credits

GSR200 Information Sources, Research Methods, and
Communication Techniques
GSH210 Human Behavior in Organizations
GCF300 Managerial Accounting
GCF320 Financial Management
GCO350 Quantitative Analysis for Decision Making
GCO351 Production and Operations Management
GCO352 Decision Support Systems
GXM400 Marketing Strategies
GXG410 Business, Government, and the Environment
GNP600 Policy Formulation and Administration
and

Two graduate business electives (or GNR604 — Thesis
Option)

Master of Business Administration plus Advanced Certificate

16 courses; 48 credits

The Common Core

GSR200 Information Sources, Research Methods, and
Communication Techniques
GSH210 Human Behavior in Organizations
GCF300 Managerial Accounting
GCF320 Financial Management
GCO350 Quantitative Analysis for Decision Making
GCO351 Production and Operations Management
GCO352 Decision Support Systems
GXM400 Marketing Strategies
GNP600 Policy Formulation and Administration

Additional Requirements — Advanced Certificate in Accounting*

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

One graduate business elective

*This program is not intended for students who have
earned an undergraduate degree in accounting.

Additional Requirements — Advanced Certificate in Decision Support Systems

GCO353 Computer Simulation and Modeling in
Business
GCO354 Data Communications and Networking
GCO355 Data Base Design
GCO356 Seminar in Decision Support Systems
and

Three graduate business electives

Additional Requirements — Advanced Certificate in International Business

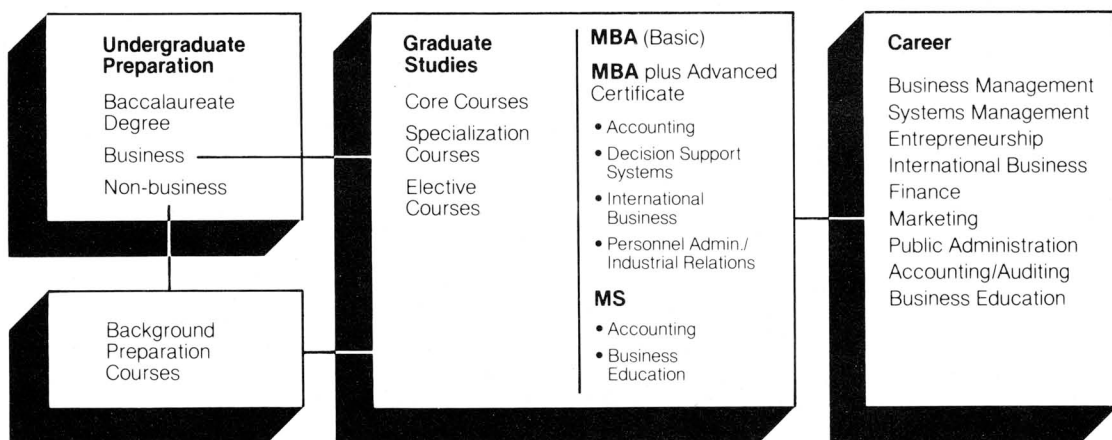
GXE422 Multinational Corporate Environment
GCF321 Multinational Corporate Finance
GXM401 Multinational Market Strategies
GNC602 Multinational Corporate Management
and

Three graduate business electives

Additional Requirements — Advanced Certificate in Personnel Administration/ Industrial Relations

GXG410 Business, Government, and the Environment
GSH211 Human Resource Management
GSH212 Labor Relations and Arbitration
GSH214 Compensation and Benefits Management
and

Three graduate business electives



Master of Science

Accounting — Preparation for CPA

16 courses: 48 credits

- GSR200 Information Sources, Research Methods, and Communication Techniques
- GSH210 Human Behavior in Organizations
- GCF300 Managerial Accounting*
- GCF302 Financial Reporting I*
- GCF303 Financial Reporting II*
- GCF306 Financial Reporting III*
- GCF304 Budgeting and Cost Accounting*
- GCF305 Auditing*
- GCF307 Seminar in Accounting Theory
- GCF320 Financial Management
- GCO350 Quantitative Analysis for Decision Making
- GCO351 Production and Operations Management
- GCO352 Decision Support Systems
- GXG411 Federal Taxation of Corporations
- GXG412 Business Law
- GPT500 Federal Taxation of Individuals

*These courses may be waived in favor of other accounting/business electives for persons who have earned an undergraduate degree with a major in accounting.

Business Education

8 courses: 30 credits

- GSR201 Information Sources, Research Methods, and Communication Techniques/Business Education*
- GSR202 Current Literature in Business Education*
- GCE360 Improvement of Instruction in Business Education*
- GCE361 Curriculum Development*
- GCE362 Administration and Supervision in Business Education*

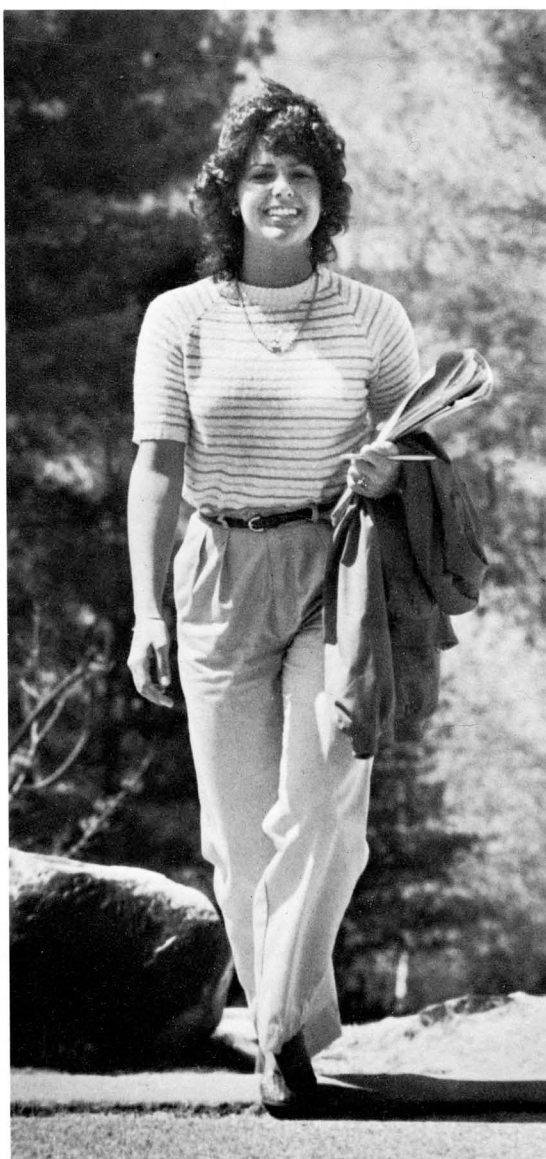
and

One graduate education elective* (or GNR604 — Thesis Option)

and

Two graduate business electives (3 credits each)

*Four credit courses



Structure of the Courses

All courses are designated first with the letter "G" (Graduate); the second and third letters refer to the functional area and specific subject of the courses.

GS — Courses dealing with personal skills and human affairs (200 series)

GSR — Research

- GSR200** Information Sources, Research Methods, and Communication Techniques
- GSR201** Information Sources, Research Methods, and Communication Techniques/Business Education (4 credits)
- GSR202** Current Literature in Business Education (4 credits)

GSH — Human Affairs

- GSH210** Human Behavior in Organizations
- GSH211** Human Resource Management
- GSH212** Labor Relations and Arbitration
- GSH213** Seminar in Interpersonal Behavior
- GSH214** Compensation and Benefits Management

GC — Courses dealing with planning, measurement, and control (300 series)

GCF — Financial

- GCF300** Managerial Accounting
- GCF302** Financial Reporting I
- GCF303** Financial Reporting II
- GCF304** Budgeting and Cost Accounting
- GCF305** Auditing
- GCF306** Financial Reporting III
- GCF307** Seminar in Accounting Theory
- GCF310** CPA Review
- GCF320** Financial Management
- GCF321** Multinational Corporate Finance

GCO — Operational

- GCO350** Quantitative Analysis for Decision Making
- GCO351** Production and Operations Management
- GCO352** Decision Support Systems
- GCO353** Computer Simulation and Modeling in Business
- GCO354** Data Communications and Networking
- GCO355** Data Base Design
- GCO356** Seminar in Decision Support Systems

GCE — Educational

- GCE360** Improvement of Instruction in Business Education (4 credits)
- GCE361** Curriculum Development (4 credits)
- GCE362** Administration and Supervision in Business Education (4 credits)
- GCE363** Microcomputers in Business Education (4 credits)

GX — Courses dealing with external relationships (400 series)

GXE — Economic

- GXE420** Business Cycles and Forecasting
- GXE421** Institutional Economics
- GXE422** Multinational Corporate Environment

GXG — Governmental

- GXG410** Business, Government and the Environment
- GXG411** Federal Taxation of Corporations
- GXG412** Business Law

GXM — Marketing

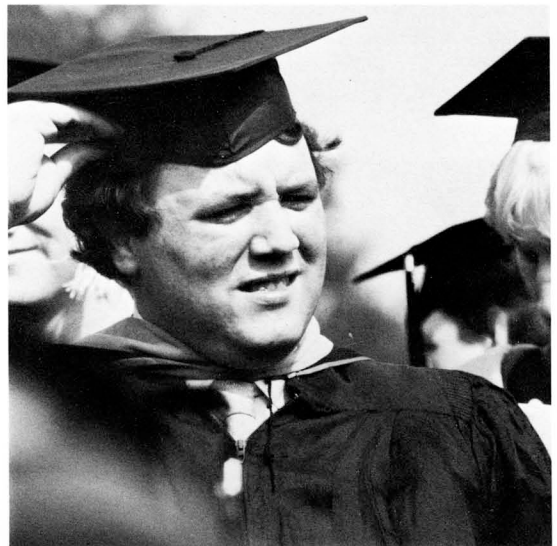
- GXM400** Marketing Strategies
- GXM401** Multinational Market Strategies
- GXM402** Marketing Strategies for Non-Profit Institutions

GP — Courses dealing with personal business affairs (500 series)

- GPT500** Federal Taxation of Individuals
- GPV501** Investment Analysis and Portfolio Management

GN — Courses dealing with the integration of other studies (600 series)

- GNP600** Policy Formulation and Administration
- GNS601** Entrepreneurship and Small Business Management
- GNC602** Multinational Corporate Management
- GNN603** Management of Non-Profit Organizations
- GNR604** Thesis Option
- GNR605** Internship Option



All courses are three credits unless otherwise specified.

Courses 1983-84

GSR200 Information Sources, Research Methods, and Communication Techniques

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

GSR201 Information Sources, Research Methods, and Communication Techniques/Business Education (4 Credits)

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

GSR202 Current Literature in Business Education (4 Credits)

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

GSH210 Human Behavior in Organizations

An examination of individuals and groups, and how they interact within larger organizations.

GSH211 Human Resource Management

Ways of managing human resources effectively through consideration of recruitment and selection, training, career development, compensation, collective bargaining, affirmative action, and other personnel issues. (Prerequisite: GSH210 Human Behavior in Organizations)

GSH212 Labor Relations and Arbitration

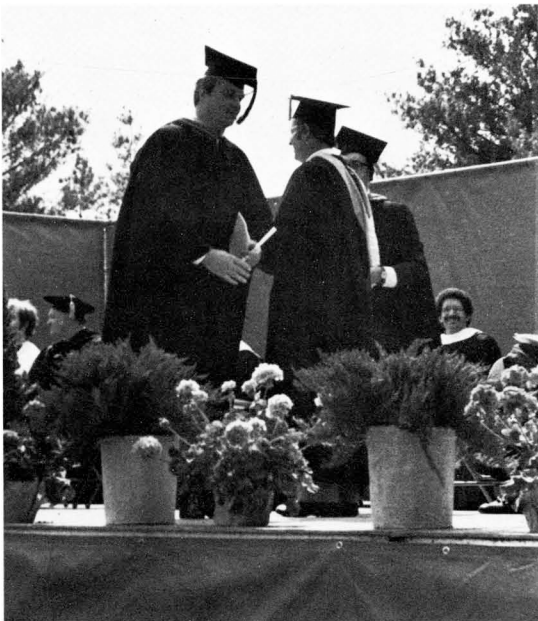
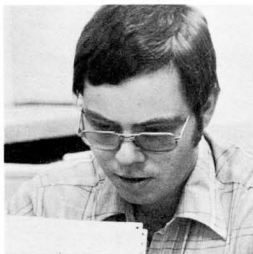
Union-management relationships, including wage determination, bargaining models and strategies, history of labor and legislation, current labor law, contracts, and arbitration. (Prerequisite: GSH210 Human Behavior in Organizations)

GSH213 Seminar in Interpersonal Behavior

A re-examination of personal assumptions, motives, and behavior through experiences in group interaction. (Prerequisite: GSH210 Human Behavior in Organizations)

GSH214 Compensation and Benefits Management

Overview of the compensation and benefits function within a human resources department as it impacts both employees and employers. Tax, legal, accounting, financial, and employee benefits functions are reviewed and examined. (Prerequisites: GSH210 Human Behavior in Organizations, and GSH211 Human Resource Management)



GCF300 Managerial Accounting

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

GCF302 Financial Reporting I

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

GCF303 Financial Reporting II

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

GCF304 Budgeting and Cost Accounting

A comprehensive study of concepts, procedures, and practices of accounting systems designed to aid in the planning and control process of a variety of profit and not-for-profit organizations. (Prerequisite: GCF300 Managerial Accounting)

GCF305 Auditing

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

GCF306 Financial Reporting III

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

GCF307 Seminar in Accounting Theory

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

GCF310 CPA Review

Intensive review of theory and practice in preparation for state examinations required for qualification as certified public accountant.

GCF320 Financial Management

A study of financial decision-making in the setting of the firm, including its relationships with financial markets and institutions. (Prerequisite: GCF300 Managerial Accounting)

GCF321 Multinational Corporate Finance

A study of problems of financing and reporting international operations with particular emphasis upon evaluation of risk, and strategies of funding in international monetary relationships. (Prerequisite: GCF320 Financial Management)

GCO350 Quantitative Analysis for Decision-Making

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

GCO351 Production and Operations Management

Study of the concepts of production and operations, and of a variety of methods and techniques used in their management. (Prerequisite: GCO350 Quantitative Analysis for Decision-Making, or by permission of the instructor)

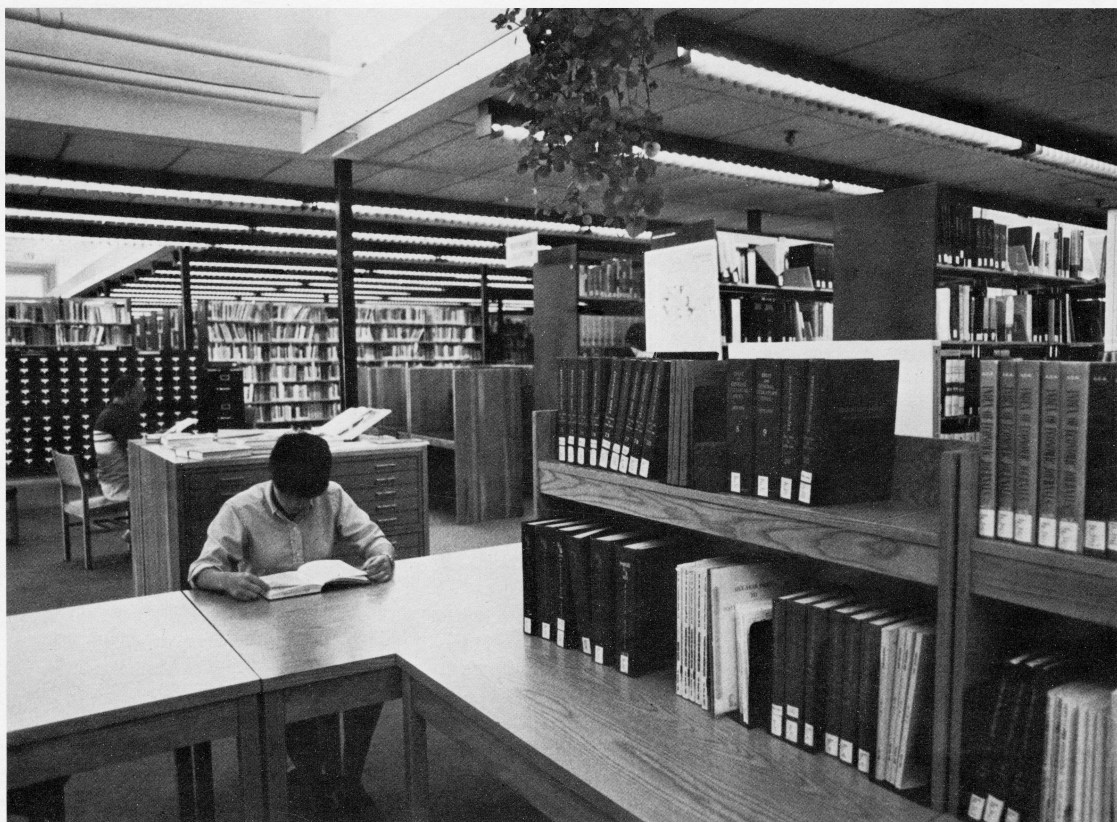
GCO352 Decision Support Systems

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

GCO353 Computer Simulation and Modeling in Business

Examination of computer simulation and modeling techniques and their applications in the business environment using DYNAMO, BASIC, FORTRAN, GPSS, and other languages. (Prerequisite: GCO352 Decision Support Systems)





GCO354 Data Communications and Networking

Examination of the elements of communications networks including common carrier offerings, terminal types, multiplexing and concentrator offerings, vendor protocols, and system design considerations. (Prerequisite: GCO352 Decision Support Systems)

GCO355 Data Base Design

Development and management of data bases through study of computer-based systems concepts and design of a decision-support project. (Prerequisite: GCO352 Decision Support Systems)

GCO356 Seminar in Decision Support Systems

Overview of current affairs and emerging developments in the realm of computer-based management systems. (Prerequisites: GCO353 Computer Simulation and Modeling in Business or GCO354 Data Communications and Networking, and GCO355 Data Base Design—may be taken concurrently)

GCE360 Improvement of Instruction in Business Education (4 Credits)

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

GCE361 Curriculum Development (4 Credits)

Design and modification of effective business education curricula.

GCE362 Administration and Supervision in Business Education (4 Credits)

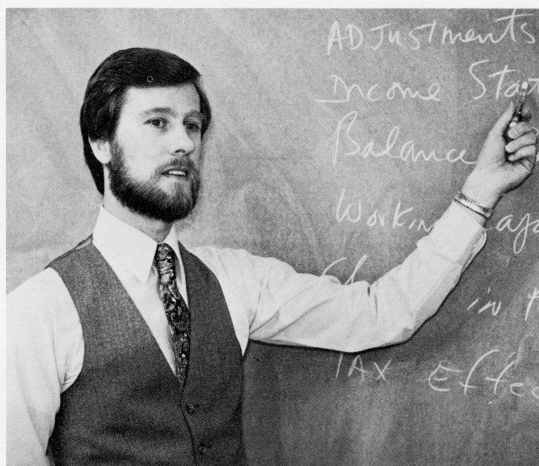
Modern administrative theories and practices related to secondary and post-secondary business education programs.

GCE363 Microcomputers in Business Education (4 Credits)

A study of the use of the microcomputer in secondary and post-secondary business education courses. The course emphasizes BASIC language. Each student is required to prepare some workable programs for business education courses, as well as evaluate existing commercial software.

GXM400 Marketing Strategies

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



GXM401 Multinational Market Strategies

A study of the particular issues involved in identifying and developing relationships with international markets. (Background preparation: three credit hours in marketing, or equivalent)

GXM402 Marketing Strategies for Non-profit Institutions

Application of marketing concepts and practices to not-for-profit organizations. Exploration of sources of financial support and strategies for their development. (Background preparation: three credit hours in marketing, or equivalent)

GXG410 Business, Government and the Environment

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

GXG411 Federal Taxation of Corporations

Theory and practice of federal income taxation of corporations, partnerships, estates and trusts. (Prerequisite: GCF300, Managerial Accounting)

GXG412 Business Law

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

GXE420 Business Cycles and Forecasting

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

GXE421 Institutional Economics

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

GXE422 Multinational Corporate Environment

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

GPT500 Federal Taxation of Individuals

The theory and practice of federal income taxation of individuals.

GPV501 Investment Analysis and Portfolio Management

A study of the techniques used to assess the value of securities, and the methods used in the management of investment portfolios, with primary focus on stocks and bonds in terms of their valuation, risk-return measurement, diversification, and other aspects of portfolio theory. (Prerequisites: GCF320 Financial Management)

GNP600 Policy Formulation and Administration

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. (May not be taken until at least ten courses have been completed in the program.)

GNS601 Entrepreneurship and Small Business Management

The study and application of entrepreneurial skills and techniques, risk-taking, and new ventures; and an analysis of small business operations, emphasizing actual case histories and practical applications.

GNC602 Multinational Corporate Management

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

GNN603 Management of Non-profit Organizations

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

GNR604 Thesis Option

Students may substitute six semester hours of thesis credit in lieu of two elective courses in the MBA and MS/Accounting programs, or one graduate education elective course in the MS/Business Education program, upon acceptance by a full-time supervising faculty member and with prior approval of the Dean of the Graduate School. A thesis must be completed within nine months of its approval.

GNR605 Internship

A limited program of internships (for academic credit in substitution for course work) is available for full-time day students, to enhance their educational experience through appropriate, supplemental, work-oriented activity in selected environments.

Internships, which are administered by the Office of the Dean and supervised by faculty members, are subject to tuition charges related to the number of hours of credit granted.

To qualify, a student must have earned a grade point average of at least 3.0 and have obtained the permission of a sponsoring full-time faculty member. Credit for the internship activity will be granted only upon receipt of an oral and a written report submitted to and accepted by the faculty sponsor. Students who do not participate in internship work are expected to complete the equivalent number of credits in elective courses.



Academic Requirements

Level of Achievement Expected

To qualify for a graduate degree a student must complete the number of hours of credit required in the program 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.

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 who need to improve their proficiency in speaking and writing in English.

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).

Other grades include:

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

*Incomplete Performance

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

**Withdrawal from Courses

Students may withdraw from courses on presentation of a written request to the instructor prior to the end of the eighth week of any term; thereafter, express permission of the course instructor is required. Non-attendance at class meetings is not construed as withdrawal. An instructor may withdraw any student from a course on the grounds of excessive (three or more) absences, and/or if, in the opinion of the instructor, the student will be unable to complete the course requirements satisfactorily.

Courses Repeated

Graduate students may be permitted to repeat courses, by petition to and with approval of the Dean. The first grade assigned, which remains on the student's record, is not used in 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.

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 program in Accounting; a maximum of eight semester hours may be transferred into the MS program in Business Education. A minimum of thirty semester hours of graduate credit must be earned at New Hampshire College to qualify for the basic Administration (MBA) degree; a minimum of forty-two semester hours of graduate credit earned at New Hampshire College is required to qualify for either the Administration (MBA) degree with an Advanced Certificate or the Master of Science degree in Accounting; a minimum of twenty-two semester hours of graduate credit earned at New Hampshire College is required to qualify for the Master of Science degree in Business Education.

Placement

Although the graduate programs have in the past served primarily persons who are already employed full-time, students and alumni of the graduate school may make use of the college's office of Career Planning and Placement which maintains information on current job opportunities in the public and private sectors, and participates in semi-annual "job fairs" attended by recruiters from a wide spectrum of industries, governmental agencies, and non-profit institutions. In addition, the Graduate School of Business operates a referral program to assist graduate students in placement.

Internships

Internships are principally educationally-oriented experiences; in most cases they do not involve monetary compensation for participating students. The graduate school maintains relations with business and industry, non-profit organizations, and governmental agencies with which internships are arranged.

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

Admission

For admission to any of the MBA programs or the MS program in Accounting, *unconditional admission* requires

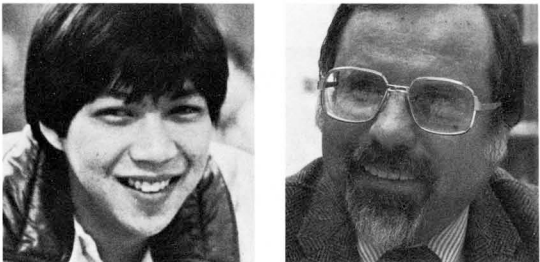
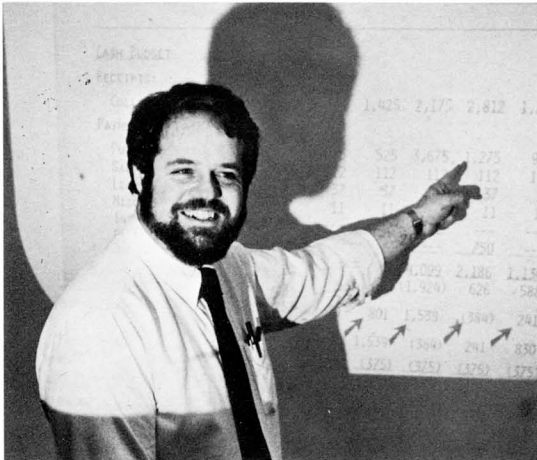
- That the student have previously completed the following courses or their equivalents:
Accounting 6 credits
Economics 6 credits
Mathematics 6 credits
Statistics 3 credits
Computer Data Processing 3 credits
Business Organization 3 credits
Marketing 3 credits
Business Law 3 credits
- That the student have earned a bachelor's degree from an accredited institution of higher learning, with an academic record of 2.5 or better, or 2.7 in the latter half of a completed academic program.

For admission to the MS program in Business Education, *unconditional admission* requires

- That the applicant hold an undergraduate degree in a business discipline or in business education, or have at least one year of business teaching experience.
- That the applicant have achieved a cumulative undergraduate grade-point average of 2.5 or better, or 2.7 in the latter half of a completed academic program.

- That the applicant present scores of either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). No minimum score is stipulated.
- In addition, the applicant must meet any specified course prerequisites for his/her chosen graduate business electives.

Limited admission is permitted when students have not met requirements for admission. Deficiencies may be satisfied by enrolling in courses offered by New Hampshire College. In some cases, employment experience may be accepted in place of academic preparation. Qualifying scores in specified tests of the College-Level Examination Program (CLEP) may also be accepted in lieu of prerequisites; further information on CLEP tests is available from the New Hampshire College registrar.

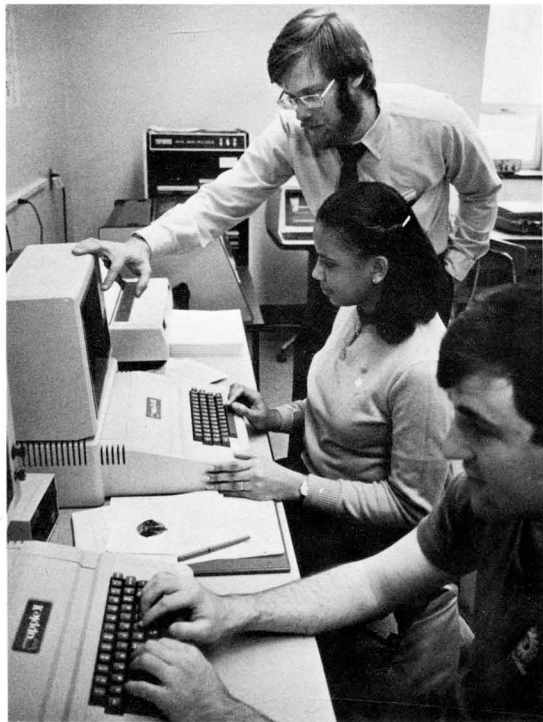


Provisional admission is permitted in cases in which the applicant's undergraduate academic grade point average is less than 2.5. This qualification is lifted if the student achieves a "B" (3.0) average in his/her first three graduate courses.

Unclassified admission is permitted when a person wishes to enroll in individual courses as a special student. A maximum of six semester hours of credit may be transferred to one of the graduate programs by an unclassified student.

GMAT (Graduate Management Admission Test)

Students admitted to graduate programs are expected to submit scores on the Graduate Management Admission Test at the time of application or within six months of their admission to the graduate school. (For further information, write: GMAT, Educational Testing Service, Box 966 R, Princeton, NJ 08540.)



Time Required for Completion of the Programs

Students who have satisfied all requirements for admission may complete the programs on these schedules:

	Day	Evening
Administration (MBA)	four terms	six terms
Administration (MBA) with Advanced Certificate	six terms	eight terms
Accounting (MS)	six terms	eight terms
Business Education (MS) . .	four to six terms	

Students who have not satisfied all prerequisites will require one or two additional terms to complete their programs.

Programs offered in the day may be completed on an eighteen-month schedule at no additional charge if at least nine courses have been completed in the first twelve months.

All degree requirements must be completed within eight years from the date of admission.

Graduation Dates

New Hampshire College awards degrees three times a year—in September, January, and May. Students must complete all degree requirements no later than the end of the last full term prior to their desired graduation date. The college holds a single annual commencement ceremony in May, in which persons who were awarded their degrees in the preceding September or January are invited to participate.

Tuition and Fees

Full-time Day Program

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

Tuition	\$7,200
Fees	\$100
Housing on Campus	\$1,800 - \$2,400 per year
On-Campus Meal Plan	\$1,800 - \$2,400 per year
Books and Supplies	\$500 - \$600 per year

The full-time tuition and fees entitle the student to complete:

- Background courses plus the 12-course MBA program in Administration
OR
- Any 16-course program

An additional charge of \$200 is assessed for each background course taken in conjunction with a 16-course program.

The tuition and fees entitle a full-time day graduate student to take up to eighteen 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 eighteen-month period.

Evening Programs

Students enrolled in the evening programs may expect to pay \$405 per course, and approximately \$40 in fees. Books and supplies are sold separately.

Billing

Deposits of \$100 applicable to tuition, and \$100 applicable to housing, are required by the college upon

notification to day students of their acceptance. Students are expected to pay all bills at the time of registration. Exceptions require the prior approval of the business office.

Withdrawal

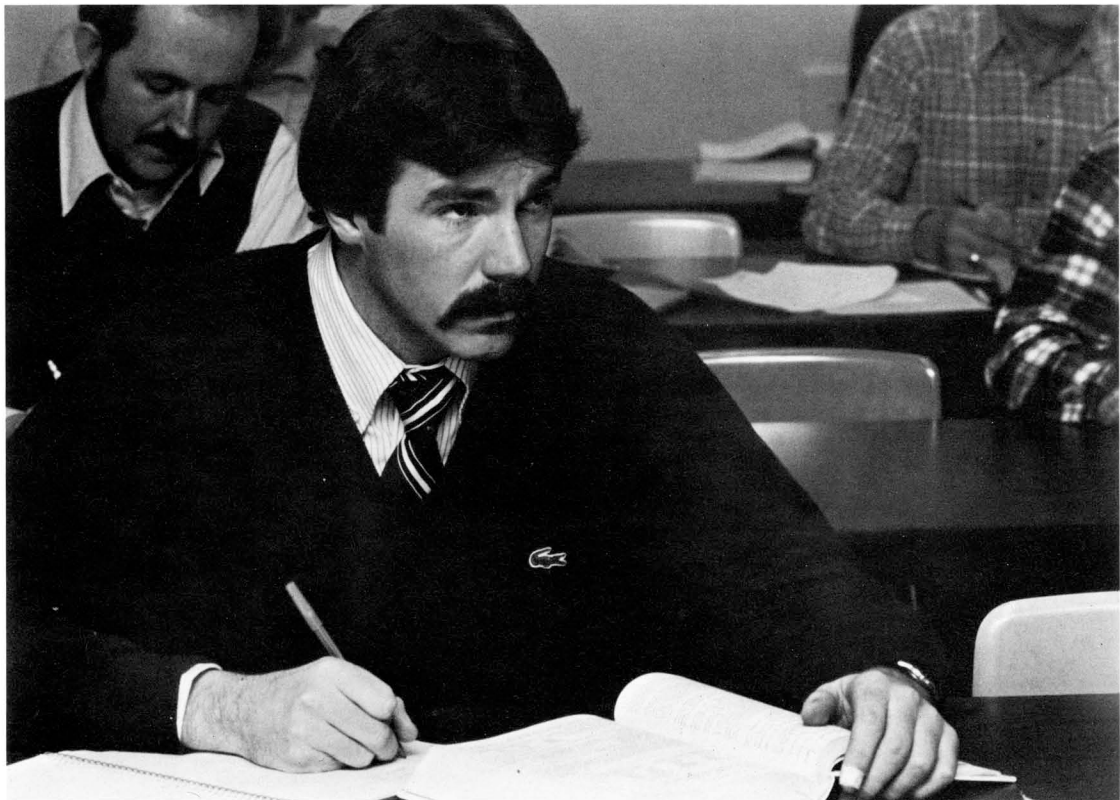
An accepted student not yet enrolled in the Graduate School may withdraw after payment of deposit(s) by written notification to the dean of the graduate school. The official date of withdrawal and the date from which refunds will be determined will be the date on which the written notice of withdrawal is received by the dean.

Enrolled day students who withdraw will be entitled to a refund of tuition on the following basis:

- If withdrawn prior to the first scheduled class meeting: 100% minus \$100 refunded
- If withdrawn within two weeks of the first class meeting: 80% refunded
- If withdrawn within four weeks of the first class meeting: 60% refunded
- If withdrawn within six weeks of the first class meeting: 40% refunded
- If withdrawn within eight weeks of the first class meeting: 20% refunded
- If withdrawn after eight weeks of the first class meeting: no refund.

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

Enrolled students in the evening program who withdraw must also do so in writing. The refund of tuition



tion will be based on the last date of attendance, according to the following schedule:

- Withdrawal before the first class: 100% refunded
- Withdrawal after the first class: 80% refunded
- Withdrawal after the second class: 50% refunded
- Withdrawal after the third class: no refund

Students receiving educational benefits through their employers, the Veterans Administration, or other sources may use a deferred payment plan for tuition costs. A carrying charge of 1½ percent per month is assessed on any unpaid balance; the student is responsible for paying any amount owed, including interest.

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.

Books are sold at north campus and through each center office. Textbooks may not be purchased on credit.

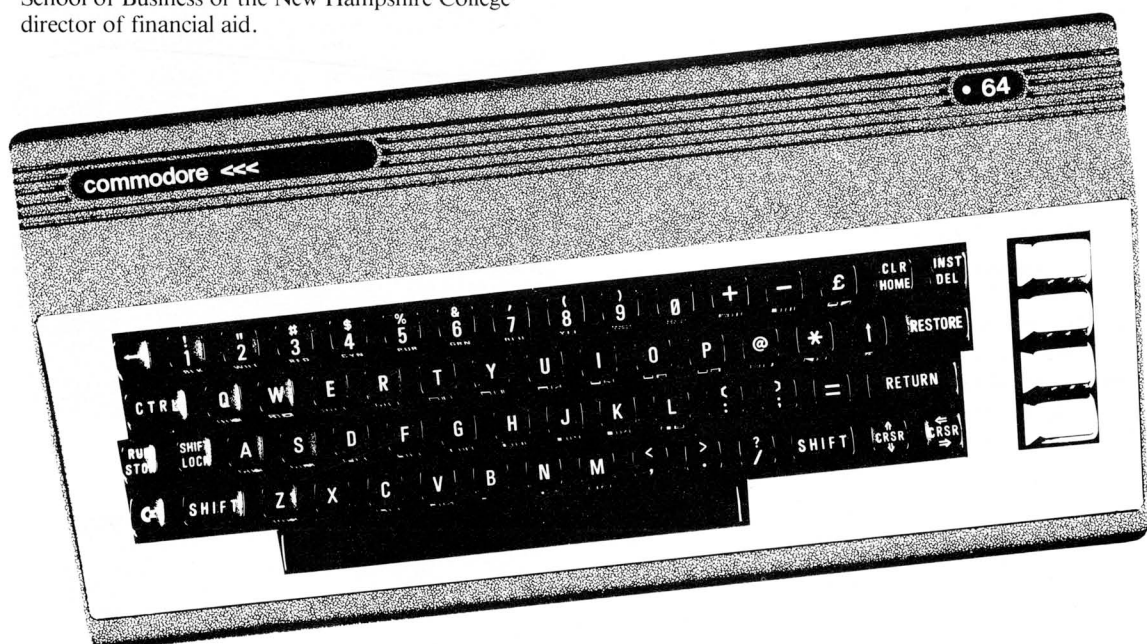
Financial Aid

Students enrolled or accepted for enrollment in either day or evening graduate programs may be considered for several forms of institutional and federal financial aid.

Scholarship and work programs are provided by the college. Title IV Federal Student Assistance programs to which graduate students have access include the National Direct Student Loan Program (NDSL), College Work-Study Program (CWS), Guaranteed Student Loan Program (GSL), and the new Auxiliary Loan Program (ALAS).

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.



Where and When

Where the Programs Are Offered

All five MBA degree programs and the MS program in accounting are offered in both the daytime and evening at the north campus in Hooksett.

The programs offered in the evening at the other locations are:

MBA—Administration:

In New Hampshire:

Concord:

Bishop Brady High School
25 Columbus Avenue
Concord, NH 03301
603-224-8430

Keene:

Keene High School
Arch Street
Keene, NH 03431
603-357-5538

Nashua:

7½ Harris Road
Nashua, NH 03060
603-888-0342/0343

Portsmouth:

10 Vaughn Street
Portsmouth, NH 03801
603-436-2831

Salem:

151 Main Street
Salem, NH 03079
603-893-3598

In Maine:

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

In Puerto Rico:

Roosevelt Roads Naval Station
c/o NHC
Box 1368
Hato Rey, PR 00919
809-754-1632

MBA—Administration with Advanced Certificate:

In Accounting:

Portsmouth, and north campus, NHC

In Decision Support Systems:

Salem and Nashua, and north campus, NHC

In International Business:

Salem, and north campus, NHC

In Personnel Administration/Industrial Relations:

Nashua, and north campus, NHC

MS—Business Education:

North campus, NHC

When the Programs Start

Students are admitted to any of the day programs, at the Hooksett campus, in September or March; admission to the evening programs at all locations is in September, December, March and June.

When Classes Meet

Both day and evening courses are scheduled in twelve-week terms. Classes routinely meet for three hours once each week. Saturday classes are offered at the north campus and at selected off-campus locations. Occasional Saturday meetings are held for special programs.

The Master of Science in Business Education is offered in two 16-week evening terms, starting in September and March, and a 5-week summer day term, starting in July.

Calendar: Academic Year 1983 - 84

Term I

September 12, 1983 - December 3, 1983

Term II*

December 5, 1983 - March 10, 1984

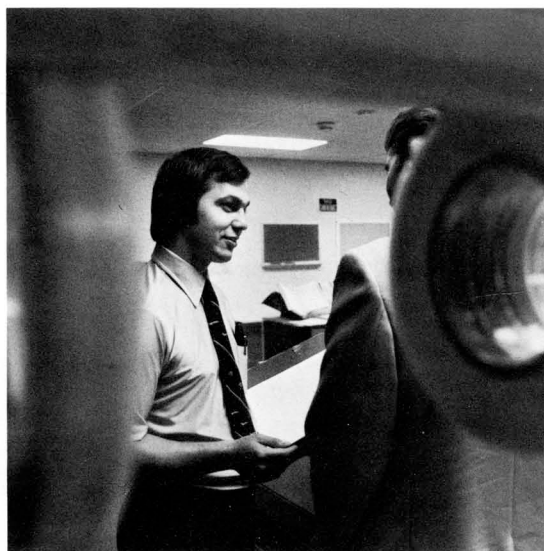
Term III

March 12, 1984 - June 2, 1984

Term IV

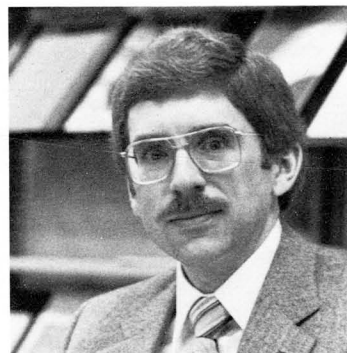
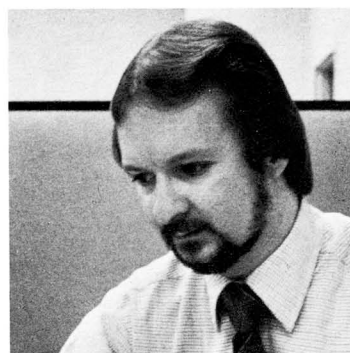
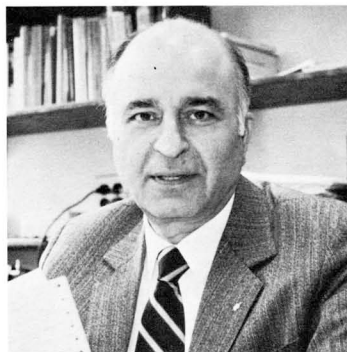
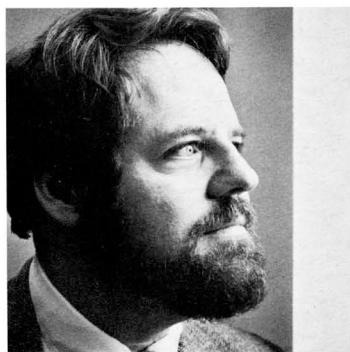
June 4, 1984 - August 24, 1984

*Holiday. December 19, 1983 to January 2, 1984; classes resume Tuesday, January 3, 1984.





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C.P.A.

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C.P.A.

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M.B.A., Columbia University
D.B.A., Harvard University

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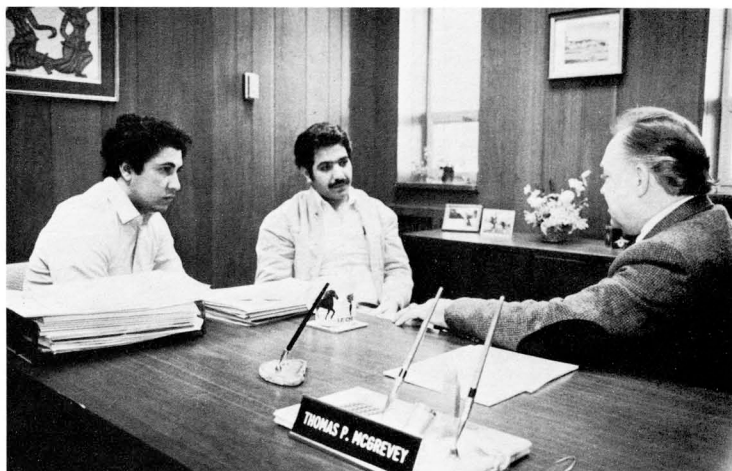
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Lecturer

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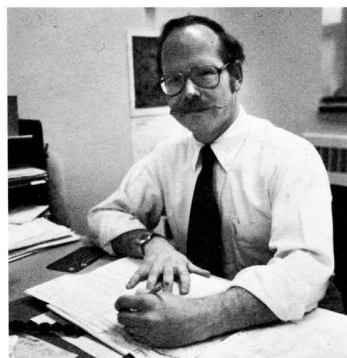
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Assistant Professor of Psychology
B.S., M.Ed., Springfield College

*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 Faculty/Administrative Staff 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.



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State _____ Zip _____

Undergraduate college _____

Year bachelor's degree awarded _____



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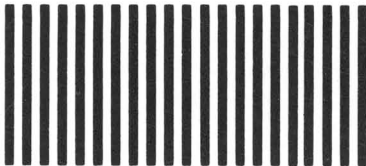
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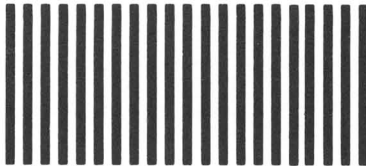
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telephone (603) 485-8415.
Inquiries and requests for
application materials may
be directed to:**

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



**Inquiries may also be
addressed to satellite
location directors at:**

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Brunswick, ME 04011
(207) 725-6486

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Concord, NH 03301
(603) 224-8430

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(Keene High School)
Keene, NH 03431
(603) 357-5538

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