

**new
hampshire
college**

THE COLLEGE OF BUSINESS

PROGRAMS OF STUDY

WE MEAN BUSINESS — WE'RE ALL BUSINESS

*** MASTER OF BUSINESS ADMINISTRATION**

*** BACHELOR OF SCIENCE**

*** ASSOCIATE IN SCIENCE DEGREE**

for additional information

Write:

**Director of Admissions
New Hampshire College
2500 River Rd.
Manchester, N.H. 03104**

Call Collect:

603/688-2211

PROGRAM FEATURES

- * CAREER ORIENTED - "EARN A LIVING" - PROGRAMS OF STUDY
- * NO RISK - NO FEE - APPLICATION FOR ADMISSION
- * EARLY FINANCIAL AID OPTION AVAILABLE
- * CO-EDUCATIONAL & FULLY ACCREDITED
- * UNIQUE HOUSING - MODULAR DORMS & FURNISHED APARTMENTS
- * FLEXIBLE ACADEMIC PROGRAMMING - RELEVANT INSTRUCTION
- * DOMESTIC & INTERNATIONAL INTERNSHIPS
- * TOP PLACEMENT - GOOD SALARIES - EXCELLENT OPPORTUNITIES

THE MASTER OF BUSINESS ADMINISTRATION DEGREE

Objectives

New Hampshire College's master of business administration program prepares individuals, already holding a baccalaureate degree in business, with advanced academic work in the field of business. The program is designed to sharpen the student's general concepts of business administration and allows for specialization in six areas of concentration:

- * ACCOUNTING
- * BUSINESS MANAGEMENT
- * MANAGEMENT INFORMATION SYSTEMS
- * BUSINESS EDUCATION
- * NON PROFIT INSTITUTIONAL MANAGEMENT
- * SCHOOL BUSINESS MANAGEMENT

Admission to the Program

Students will be admitted to the MBA program by the Committee on Graduate Studies of New Hampshire College. Admission requirements include:

1. Possession of a baccalaureate or higher degree from an accredited institution. Specific business background course preparation or the equivalent is required.
2. Admission in good standing is based upon an overall undergraduate grade point average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work, and an acceptable score on the Admission Test for Graduate Study in Business.
3. Requirements for admission on limited status are the same as those for good standing admission except that persons may be admitted on provisional status who have undergraduate grade point averages below 2.49 (4.0 basis) for all undergraduate work completed plus an acceptable score on the Admission Test for Graduate Study in Business. This provisional status may be removed and the student admitted in good standing to the program if he achieves an overall B (3.0) average in the first nine credits of the MBA program.
4. Unclassified Students—Students who have not been accepted into the MBA program may enroll in a course as an unclassified student. A student must be accepted into the MBA program in order to use this credit as part of his or her degree requirement. A maximum of six credits earned as an unclassified student may be used toward the MBA degree.

Residency Requirement

A minimum of 27 semester hours of graduate credit must be earned in residence at New Hampshire College.

Transfer Credits

Students who have completed graduate work at other institutions may transfer the credits to New Hampshire College to apply toward the completion of the MBA program subject to the following provisions:

1. The credits must be from an accredited institution and be of graduate level. The student must have earned a grade of B or better in each course to be transferred.
2. The credits must be applicable to the MBA program at New Hampshire College.

3. A maximum of six semester hours of credit may be accepted.
4. The credits must have been earned within a five-year period prior to the student's admission.
5. No credit for correspondence courses will be accepted.

Degree Requirements

General requirements for the completion of the MBA include a minimum of 33 graduate credits with a thesis option. Specific requirements are as follows:

REQUIRED GRADUATE COURSES

<i>MBA Core (required of all)</i>		<i>credits</i>
GR200	Managerial and Financial Accounting	3
GR202	Research Methods	3
GR220	Organizational Behavior & Development	3
GR221	Quantitative Analysis in Business	3
GR228	Business Policy-Making	3
GR240	Management Information & Control	3
		<u>18</u>

Electives

	<i>credits</i>
Fifteen graduate hours from one of the following areas: accounting, management, non-profit institutions, business education, and management informations systems	15

Background Preparation

It is assumed that individuals will have the following course preparation or equivalent either at the graduate or undergraduate level or will complete it *in addition* to the 30 credits required above for the MBA degree:

	<i>credits</i>
Accounting	6
Economics	6
Business Law	3
Computer Based Information Processing	3
Mathematics	6
Business Organization	3
Marketing	3
Finance	3
Statistics	3

Graduation Requirements

1. Completion of all required MBA courses (minimum of 33 semester hours). Undergraduate courses taken to make up deficiencies may not be counted toward the number of graduate credits required for the degree.
2. Minimum overall grade point average of 3.0 (4.0 basis) with no more than two C grades.
3. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Committee on Graduate Studies and will have to be based on good cause.

For further information write:

Director of Graduate Studies
New Hampshire College
2500 North River Road
Manchester, N.H. 03104

The Bachelor of Science Degree Objectives & Philosophy

New Hampshire College serves the community by educating professional men and women to be able to do more than merely fill a function. By combining professional preparation in business, education and related areas with a background in the liberal arts we hope to instill in our graduates those moral and social attitudes necessary for meaningful service to the community. The Bachelor of Science degree should signify a commitment to making a maximum contribution to solving the increasingly complex economic and social problems of our technological era. In this regard, New Hampshire College has the following specific objectives:

- To blend courses in the humanities and social sciences with specialization in business and business-related areas, giving the student an awareness of the greater social, economic and political forces at work in our world;
- To maintain those compensatory and counseling services necessary for the student accepted by New Hampshire College to complete a successful college career;
- To encourage innovative teaching and responsive relationships among students and staff;
- To provide an open communal atmosphere which allows as much student participation in decision-making as practicable;
- To allow student autonomy in determining the government and activities of the student body.

In this way, New Hampshire College seeks to graduate professional people serving a complex, pluralistic world in a humanistic fashion.

Department of Accounting

Accounting is the fastest growing and second largest profession for men in the United States. In recent years many women also have taken advantage of the opportunities offered in accounting. Professional accountants are growing, not only in number, but also in influence. The professional accountant's responsibilities, duties, and prestige have grown tremendously during the past 50 years. Demand has never been so critical for qualified people at high levels of responsibility in accounting and rapid advancement in the field is limited only by individual ability.

Successful professional accountants have great personal satisfaction because their work is demanding and challenging. The earnings of successful accountants compare most favorably with those of practitioners in the other leading professions. Partners of large national certified public accounting firms have approximately the same income as presidents of large corporations.

The accounting profession offers a great variety of choices in employment. In addition to a wide range of alternatives within an individual firm, one may associate himself with a large, medium, or small organization, or operate his own. The accountant may go into industry or government, and still maintain professional status.

New Hampshire College's accounting program will prepare the qualified student for entrance into this most challenging and rewarding profession. During this four year program an internship experience is available on an optional basis. The primary objective of the accounting internship program is to improve the student's depth of understanding of the nature of American business and the role of its accounting function. Further objectives are to contribute to the development of maturity and confidence in accounting students, and to assist them in determining in which areas of accounting they should seek their careers.

Students are eligible for internship during the summer between their junior and senior years and also for a three-month period during their senior year. Interns will earn approximately \$3600.00 if they choose to participate in both summer and winter programs. Every effort is made to place the intern with a firm and at a location of his choice. New Hampshire College is presently investigating the possibility of extending the internship period to include three months during the summer of a student's sophomore years. This would broaden the student's exposure to the business community as well as increase his earning potential.

Accounting Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MIS 20 (Int DP)	3	Math 6 or 11	2-3
Eng 51/52 (Intro)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	MA 10 (Prin Mgt)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
	<hr/> 13-14		<hr/> 13-14
SECOND YEAR			
Acc 3 (Inter 1)	3	Acc 4 (Inter 2)	3
Eng 55/56 (Intro 3)	2	Acc 7 (Cost 1)	4
Math 7 (if needed)	2	Eng 20 (Writ Com)	3
MA 13 (Mkt)	3	Econ 11	3
Econ 10	3	Elective*	3
MIS 21 (Int Sys & Pro)	3		
Elective*	3		
	<hr/> 17-19		<hr/> 16
THIRD YEAR			
Acc 5 (Adv 1)	3	Acc 6 (Adv 2)	3
Acc 9 (Taxes)	3	Acc 21 (Instit)	2
MA 27 (Prod Mgt)	3	Acc 22 (Fin Stat Anal)	2
Math 18 (Stat)	3	MA 16 (Money & Bank)	3
MIS 22 or 24 or 26	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 18		<hr/> 16
FOURTH YEAR			
Acc 11 (Audit 1)	4	Acc 30 (Internship) or Free Elective	3
MA 15 (Corp Fin)	3	MA 7 (Bus Law 2)	3
MA 6 (Bus Law 1)	3	Elective*	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 16	Elective*	3
			<hr/> 18

*Liberal Arts Elective

Department of Management

Arts/Economic Sciences

General Management

The demand for trained managers will increase threefold during the coming decade. Eight out of ten jobs will develop not only in business and industry, but also in governmental agencies. The Department of Management Arts/Economic Sciences is concentrating upon developing "decision-makers". Classes will be centered around utilization of management tools for implementing decisions. The general management curriculum provides an interrelationship of disciplines for the student's choice. In addition, a senior internship program is made available to most students.

General Management Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/> 13-14		<hr/> 13-14
SECOND YEAR			
Acc 14 (Mgt Control)	3	MIS 21 (Intro Sys)	3
Eng 55/56 (Intro 3)	2	MA 11 (Personnel)	3
Math 7 (if needed)	1	MA 13 (Intro Mkt)	3
Econ 10 (Int 1)	3	Econ 11 (Int 2)	3
MA 6 (Bus Law 1)	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 14-16		<hr/> 18
THIRD YEAR			
Eng 20 (Rep Writ)	3	MA 22 (Mgt Econ)	3
MA 26 (Soc Envir)	3	Math 18 (Stat)	3
MA 42 (Org Beh)	3	Elective*	3
Elective**	3	Elective*	3
Elective**	3	Elective**	3
Elective*	3	Elective***	3
	<hr/> 18		<hr/> 18
FOURTH YEAR			
MA 50 (Internship)	12	MA 15 (Corp Fin)	3
MA 51 (Readings)	3	MA 20 (Mgt (Mgt Dec)	3
	<hr/> 15	Elective*	3
		Elective*	3
OR		Elective**	3
Elective*	3	Elective**	3
Elective*	3		
Elective**	3		
Elective**	3		
Elective**	3		
	<hr/> 15		<hr/> 18

*Liberal Arts Elective

**Business Elective

***Free Elective

Economics/Finance

The Department of Management Arts/Economic Sciences offers an entire discipline in Economics/Finance management. Stockbrokers, security analysts, economists, insurance and bank financial managers are some of the fields for future employment.

The program not only introduces the student to economics and financial management, but also provides an interrelationship of accounting, computers (MIS), and liberal arts. The curriculum features an internship for an entire semester. Students approved by the department will have an opportunity to experience "the world of work" on a practical basis. The college cannot guarantee internship for all students.

Economics/Finance Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/> 13-14		<hr/> 13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	MA 6 (Bus Law 1)	3
MA 13 (Mkt)	3	Eng 20 (Rep Writ)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 14-16		<hr/> 18
THIRD YEAR			
Elective*	3	MA 15 (Corp Fin)	3
Math 18 (Stat)	3	MA 16 (Mon p Bank)	3
Econ 20 (Comp Econ Sys)	3	Econ 17 (Psy-Econ)	3
Econ 14 (Labor Prob)	3	MA 44 (Pub Fin)	3
MA 42 (Org Beh)	3	Elective**	3
Geo 25 (Econ Geog)	3	Elective*	3
	<hr/> 18		<hr/> 18
FOURTH YEAR			
MA 50 (Internship)	12	MA 20 (Mgt Dec)	3
MA 51 (Readings)	3	MA 22 (Mgt Econ)	3
	<hr/> 15	MA 26 (Soc Env Bus)	3
OR		Econ 24 (Sec Anal)	3
Elective**	3	Elective**	3
Elective**	3	Elective*	3
Elective**	3		
Elective*	3		
Elective*	3		
	<hr/> 15		<hr/> 18

*Liberal Arts Elective

**Business Elective

Marketing

Exploring an exciting dynamic field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience. The program is designed to expose the marketing student to the utilization of computers (MIS), accounting, and management principles for “marketing decision-makers”.

During the senior year, students have the opportunity to apply for the internship program. In addition, international summer internships are open to superior students. Such international internships have already been arranged for Paris, France and Copenhagen, Denmark. The two-year fashion merchandising program can be totally counted in meeting the requirements of the four-year marketing major.

Marketing Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	13-14		13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MA 6 (Bus Law 1)	3
Math 7 (if needed)	2	Geo 27 (Mkt Geo)	3
Econ 10 (Int 1)	3	Econ 11 (Int 2)	3
MA 13 (Mkt)	3	MIS 21 (Intro Sys)	3
Elective*	3	Elective*	3
Elective	3	Elective*	3
	14-16		18
THIRD YEAR			
MA 3 (Sales)	3	MA 2 (Prin)	3
MA 14 (Cons Beh)	3	MA 11 (Pers)	3
Eng 20 (Rep Writ)	3	MA 15 (Corp Fin)	3
Math 18 (Stat)	3	MA 37 (Mkt Res)	3
Elective*	3	Elective*	3
Elective***	3	Elective***	3
	18		18
FOURTH YEAR			
MA 50 (Internship)	12	MA 22 (Mgt Econ)	3
MA 51 (Readings)	3	MA 26 (Soc Env Bus)	3
	15	MA 29 (Prin Adv)	3
		MA 20 (Mgt Dec)	3
		MA 42 (Org Beh)	3
OR			
MA 21 (Cent Mgt & Pol Mkt)	3	Elective*	3
Elective***	3		
Elective***	3		
Elective***	3		
Elective***	3		
	15		18

*Liberal Arts Elective

***Free Elective

Hotel/Resort/Tourism Administration

Hotel/Resort/Tourism Administration is one of the fastest growing industries in the United States. New Hampshire College, which is now offering a major in this field, is located near the heart of the resort/hotel industry of New Hampshire. The academic programs allow a student to interrelate practical work with theoretical managerial knowledge by incorporating a senior internship. The student, if approved by the department, will have the opportunity to work for an entire semester.

Hotel/Resort/Tourism Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Int DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	<hr/>		<hr/>
	13-14		13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MA 6 (Bus Law 1)	3
Math 7 (if needed)	2	MA 13 (Int Mkt)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
Acc 14 (Mgt 1)	3	HR 11 (Man & Leisure)	3
MA 11 (Pers)	3	MIS 21 (Int Sys)	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	14-16		18
THIRD YEAR			
HR 13 (Food-Bev Cont)	3	MA 50 (Internship)	13
MA 21 (Cent Man & Pol Mkt)	3	MA 51 (Readings)	2
MA 42 or HR Elec	3		<hr/>
Elective*	3		15
Elective*	3	OR	
Elective*	3	Elective**	3
		Elective**	3
		Elective**	3
		Elective*	3
		Elective*	3
	<hr/>		<hr/>
	18		15
FOURTH YEAR			
MA 26 (Soc Env Bus)	3	MA 12 (Risk & Ins)	3
HR 14 (Prom Act)	3	MA 15 (Corp Fin)	3
HR 15 (Hot Off Mgt)	3	MA 29 (Prin Adv)	3
Elective*	3	HR 18 (HRT Seminar)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/>		<hr/>
	18		18

**Liberal Arts Elective*

***Business Elective*

Retailing Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective*	3
	13-14		13-14
SECOND YEAR			
Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	MA 6 (Law 1)	3
MA 13 (Intro Mkt)	3	MA 2 (Prin)	3
Econ 10 (Intro 1)	3	Psych 8 (Intro)	3
Elective*	3	Econ 11 (Intro 2)	3
Elective*	3	Elective*	3
	14-16		18
THIRD YEAR			
Eng 12 (Pub Spk)	3	MA 11 (Pers)	3
Eng 20 (Rep Writ)	3	MA 29 (Prin Adv)	3
Math 18(Stat)	3	Geo 27 (Mkt)	3
MA 14 (Cons Beh)	3	Elective*	3
FM 1 (Fash Merch)	3	Elective*	3
Elective**	3	Elective***	3
	18		18
FOURTH YEAR			
MA 50 (Internship)	12	FM 3 (Ret Sales Prom)	3
MA 51 (Readings)	3	FM 4 (Fab Des Anal)	3
	15	MA 26 (Soc Envir)	3
		MA 37 (Mkt Res)	3
		MA 42 (Org Beh)	3
		Elective*	3
	15		18

**Liberal Arts Elective*

***Business Elective*

****Free Elective*

Department of Management Information Systems

With the advent of the technological revolution has come the phenomenon of the "information explosion". Business leaders have been hard pressed to cope with this rapidly expanding supply of data. Management's realization that effective and efficient information is the key to decision-making in organizations has led to the development of Management Information Systems. Management Information Systems are the vehicles used by successful managers in their prime task: that of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and can best be accomplished by using integrated, contemporary, highly automated information processing systems and concepts.

Management Information Systems students learn these systems and concepts through a balanced academic program which combines lecture material, practical exercises, and "real-world" problem situations which are relevant to contemporary society, its culture and its environment. It is the objective of the Management Information Systems curriculum to provide students with the tools and techniques

for the design, development, integration, and management of the information systems which will tie together the major functional areas of a dynamic organization (research and development, finance, production, marketing, personnel) so that the organizational goals can be adequately met.

Management Information Systems Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Elective	3	MA 25 (Hum Rel)	3
	13-14		13-14
SECOND YEAR			
Acc 3 (Inter)	3	Acc 7 (Cost)	4
Eng 55/56 (Intro 3)	2	MIS 24 (FORTRAN IV)	3
Math 7 (if needed)	2	Elective* or Math 12	
Econ 10 (Int 1)	3	(if not taken in fall)	3
MIS 21 (Intro Sys)	3	Econ 11 (Int 2)	3
Math 12 or Elective*		Eng 12 (Pub Spk)	3
(if Math 7 needed)	3	Eng 20 (Rep Writ)	3
	14-16		19
THIRD YEAR			
MIS 22 (COBOL)	3	MIS 26 (RPG2 Prog)	3
MIS 23 (Sys Tools 1)	3	MIS 27 (Quan Anal)	3
MA 13 (Mkt)	3	MA 6 (Bus Law 1)	3
MA 27 (Prod Mgt)	3	Math 18 (Stat)	3
Elective*	3	Elective*	3
Elective*	3		
	18		15
FOURTH YEAR			
Acc 21 (Instit)	2	MIS 29 (Sys Seminar)	3
Acc 22 (Fin Stat An)	2	Elective***	3
MIS 25 (Sys Practicum)	3	Elective***	3
MIS 28 (File Concepts)	3	Elective***	3
Elective*	3	Elective***	3
Elective*	3	Elective***	3
	16		18

**Liberal Arts Elective*

****Free Elective*

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Management Information Systems program. In this era the trend in industry has created a need for graduates with the thought processes and skills provided in both areas of expertise. The rapid growth of management services is prevalent in accounting firms, consulting firms and industry, offering the graduate many opportunities for potential growth and rapid advancement.

Management Advisory Service students will be taught the skill areas required for the design and maintenance of financial accounting systems and general

information systems. The student will receive a broad liberal arts background as well as a background in accounting, computer programming, general systems theory and management. Students will be offered the opportunity to apply their classroom experiences to real-world situations through a combination of exercises and actual work experience.

This demanding, yet satisfying program will allow the graduate to enter fields of accounting, management information systems, computer related fields, management positions or a combination of these.

Management Advisory Services Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Elective*	3	MA 25 (Hum Rel)	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	MIS 21 (Intro Sys)	3
Math 7 (if needed)	2	Acc 7 (Cost)	4
Acc 3 (Inter)	3	Acc 4 (Inter 2)	3
MIS 24 (FORTRAN IV)	3	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	Eng 20 (Rep Writ)	3
Math 12 or Elective*	3	Math 12 or Elective*	3
	<hr/> 14-16		<hr/> 19

THIRD YEAR

Acc 5 (Adv 1)	3	Acc 6 (Adv 2)	3
MIS 23 (Sys Tools 1)	3	MIS 22 (COBOL)	3
MA 13 (Int Mkt)	3	Math 18 (Stat)	3
MA 15 (Corp Fin)	3	MA 16 (Mon p Bank)	3
MA 27 (Prod Mgt)	3	Eng 12 (Pub Spk)	3
Phil 14 (Logic)	3	Elective*	3
	<hr/> 18		<hr/> 18

FOURTH YEAR

Acc 11 (Audit Prin)	4	Acc 21 (Instit)	2
MIS 25 (Sys Tools 2)	3	Acc 22 (Fin Stat An)	2
MA 6 (Bus Law 1)	3	MA 7 (Bus Law 2)	3
Elective*	3	Elective*	3
Elective*	3	Elective*	3
	<hr/> 16		<hr/> 16

*Liberal Arts Elective

Department of Business Education/Office Administration

Business Education

The Department of Business Teacher Education is dedicated to educating men and women who intend to enter the field of business education. The program of study is designed to prepare the prospective teacher to meet the needs and objectives of sound and relevant business education on the secondary school level. It is the purpose of the Department to offer the kind of professional undergraduate education that will prepare New Hampshire College students to become effective, qualified teachers.

The underlying philosophy of the Department is that men and women who elect to major in business education should be exposed to a balanced program of study which includes courses in liberal arts, vocational basic business, economics, and professional education to prepare them as specialists in particular areas and generalists in the areas of basic business and economics. It is also the goal of the college to instill in its students a desire to work toward the improvement of secondary business education by their contributions to the teaching profession and American society as a whole.

Admission to the Business Education Program

Prior to being formally admitted to the business education program at New Hampshire College, each student must be interviewed by the Committee on Teacher Education and meet the following requirements:

1. Have accumulated a minimum of 63 semester hours of credit.
2. Have an accumulated grade point average of at least 2.5.
3. Demonstrate the personal and social fitness necessary for success as a teacher.
4. Have the physical and mental capabilities for success in the teaching profession.
5. Display competency in oral and written communications.

Requirements for Major in Business Education

In addition to those courses specified in the business education curriculum, each student majoring in business education must prepare to teach in at least four of the following areas:

1. TYPING (two of the following are required)

- Typing 1
- Typing 2
- Typing 3

2. SHORTHAND and TRANSCRIPTION (two of the following are required)

- Shorthand 1
- Shorthand 2
- Shorthand 3

3. BOOKKEEPING and ACCOUNTING (two of the following are required)

- Intermediate Accounting 1
- Intermediate Accounting 2
- 1 Cost or Tax Accounting

4. GENERAL BUSINESS/CONSUMER EDUCATION (three of the following or other comparable courses accepted by the department chairman are required)

Risk and Insurance
Money and Banking
Introduction to Marketing

5. MANAGEMENT INFORMATION SYSTEMS (two of the following are required)

Introduction to Systems
COBOL Programming
FORTRAN Programming

6. MARKETING and DISTRIBUTION

Introduction to Marketing
Principles of Retailing
Coordination of Cooperative Programs
Methods of Distributive Education

TEACHER EDUCATION CURRICULUM

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	Eng 12 (Pub Spk)	3
Math 7 (if needed)	2	MA 6 (Bus Law 1)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
Ed 10 (His & Phil)	3	Elective**	3
Typing	3	Typing	3
Psy 8 (Intro 1)	3	Ed 11 (Hum Gro & Dev)	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR

Ed 5 (Ev Meas Test)	3	Ed 12 (Meth Teach Type)	2
SS 12/21 (Off Adm)	3	Ed 13 (Meth Bkkg)	2
Elective**	3	Ed 16 (Meth Shthd)	2
Elective**	3	Ed 20 (Intern)	3
Elective*	3	Ed 14 (Ed Psy)	3
Elective*	3	Elective**	3
	<hr/> 18	Elective**	3
			<hr/> 18

FOURTH YEAR

Ed 30 (Stud Teach)	15	Elective*	3
		Elective*	3
		Elective*	3

Elective**	3
Elective***	3
Elective***	3

15

18

**Liberal Arts Elective*

***Area Elective*

****Free Elective*

Office Administration

The Office Administration program is designed to equip individuals for responsible, specialized office administration positions which demand highly skilled training. Surveys prove that college educated men and women are able to move from office administration positions to executive positions for which they have the desire to compete.

Office Administration Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Elective*	3	MA 25 (Hum Rel Adm)	3
	<hr/> 13-14		<hr/> 13-14

SECOND YEAR

Eng 55/56 (Intro 3)	2	Math 18 (Stat)	3
Math 7 (if needed)	2	Econ 11 (Intro 2)	3
Econ 10 (Intro 1)	3	SS 10 (Type 2)	3
S8 (Type 1)	3	SS2 (Shthd 2)	3
SS 1 (Shthd 1)	3	MA 6 (Bus Law 1)	3
Elective*	3	Elective	3
	<hr/> 14-16		<hr/> 18

THIRD YEAR

MA 13 (Mkt)	3	Elective*	3
Eng 20 (Writ Com)	3	Elective*	3
SS 3 (Adv Shthd)	3	SS 4 (Spec Shthd)	3
SS 11 (Type (Type 3)	3	SS 13 (Type 4)	3
Elective*	3	Elective***	3
Elective***	3	Elective***	3
	<hr/> 18		<hr/> 18

FOURTH YEAR

SS 12/21 (Off Adm)	3	Shorthand Elective	3
Elective*	3	Elective*	3
Elective*	3	Elective***	3
Elective***	3	SS 14 (Ex Off Adm)	3

Elective***	3	Elective***	3
Elective***	3	OR	
		†SS 30 (Intern)	6
<hr/>		<hr/>	
18		15	

**Liberal Arts Elective*

****Free Elective*

†*In place of SS 14 and one free elective*

Techna-Business Curriculum

New Hampshire College has established the Techna-Business curriculum to provide junior college and vocational-technical institute graduates who hold an associate degree in health, skilled, or industrial vocational occupations an opportunity to complete the requirements for a baccalaureate degree in business. Opportunities in a variety of career business programs are available including preparation for small business management and careers in non-profit agencies.

The objective of this program is to provide individuals who have earned an associate degree in a specialized skill *other than business* (e.g. small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing his technical skills.

Due to the fact that this program is interdisciplinary, it is under the direction of the Office of the Academic Dean rather than a specific department.

Course Requirements—Business Courses

The following business core will be required of all students enrolling in this major:

	<i>credits</i>
Accounting 1	3
Accounting 2	3
Business Law 1	3
Principles of Management	3
MIS 20	3
<hr/>	
15	

Based on the student's background and career plans, an individual may select courses, with the assistance of his advisor, in one of the following concentrations:

<i>Small Business Management</i>	<i>Public Service Management</i>
Small Business Management	Accounting for Management
Accounting for Management	Human Relations in Administration
Sales	Personnel Management
Principles of Retailing	Public Finance
Personnel Management	Organizational Behavior
Human Relations in Administration	Government Accounting
Risk and Insurance	Social Environment of Business
Cost Accounting	Cost Accounting
Federal Taxes	Federal Taxes
Principles of Advertising	Introduction to Systems

Course Requirements—Liberal Arts Courses

It is assumed that all individuals transferring in with an associate degree will have a minimum of 12 semester credits in liberal arts. Each student will be required to complete at least 51 credits in liberal arts according to the current college policy, including at least six credits in each of the following: English, mathematics and economics.

THE ASSOCIATE IN SCIENCE DEGREE

Objective

New Hampshire College's two year programs are designed to develop marketable skills for early entry into career fields. All majors transfer readily to four year baccalaureate programs offered by the college.

General Management Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2 (Prin)	3
MA 10 (Prin Mgt)	3	MIS 20 (Intro DP)	3
MA 25 (Hum Rel)	3	Elective**	3
	<hr/> 13-14		<hr/> 16-17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Eng 20 (Rep Writ)	3
Math 7 (if needed)	2	MA 26 (Soc Env Bus)	3
Econ 10 (Intro 1)	3	Econ 11 (Intro 2)	3
MA 11 (Pers)	3	Elective*	3
MA 13 (Intro Mkt)	3	Elective*	3
Elective*	3	Elective***	3
	<hr/> 14-16		<hr/> 18

*Liberal Arts Elective

**Business Elective

***Free Elective

Accounting Curriculum

FIRST YEAR			
<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
Acc 1 (Elem)	3	Acc 2(Prin)	3
MIS (Int to DP)	3	MA 10 (Prin of Mgt)	3
Elective	3	MIS 21 (Int Sys Pro)	3
		*Elective	3
	<hr/> 13-14		<hr/> 16-17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	Acc 4 (Inter 2)	3
Math 7 (if needed)	2	Acc 7 (Cost 1)	4
Acc 3 (Inter 1)	3	Acc 25 (Audit AS)	3
Acc 9 (Taxes)	3	MA 7 (Bus Law 2)	3
MA 6 (Bus Law 1)	3	Econ 11	3
Econ 10	3		
Elective*	3		
	<hr/> 17-19		<hr/> 16

*Liberal Arts Elective

Electronic Data Processing

Electronic Data Processing is considered the most exciting and dynamic field in the world of business today. New Hampshire College has developed a curriculum that will fulfill industry's requirements for programmers, data analysts, and procedure specialists.

Electronic Data Processing Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Acc 1 (Elem)	3	Acc 2 (Prin)	3
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
Math 5 or 10	2-3	Math 6 or 11	2-3
MIS 20 (Intro DP)	3	MIS 21 (Int Sys & Pro)	3
MA 10 (Prin Mgt)	3	MIS 22 (COBOL Pro)	3
		Elective*	3
	<hr/> 13-14		<hr/> 16-17

SECOND YEAR

Eng 55/56 (Intro 3)	2	Acc 7 (Cost)	4
Math 7 (if needed)	2	MIS 26 (RPG 11 Pro)	3
MA 6.(Bus Law 1)	3	Eng 20 (Writ Com)	3
MA 13 (Mkt)	3	MIS 28 (File Con)	3
MA 27 (Prod Mgt)	3	Elective***	3
MIS 24 (FORTRAN Pro)	3	Elective*	3
Eng 12 (Pub Spk)	3		
	<hr/> 17-19		<hr/> 19

*Liberal Arts Elective

***Free Elective

Fashion Merchandising

One of the most dynamic areas in business today is the field of fashion merchandising. The art of selecting, pricing, promoting, and selling fashion is "big business", and for the executive involved in these functions the opportunities are unlimited. In every major city in the world, there is a variety of jobs that require fashion training, and New Hampshire College prepares students for these challenging careers with its fashion merchandising curriculum. Our program is geared to the needs of various phases of the fashion field, and our objective is to help students enter the field in organizations where they may progress well.

Retailing, with its constant need for capable trainees for executive positions will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved. Students will participate in an internship program during their second year, adding practical experience to theory, thus making the fashion merchandising graduate a complete candidate for success.

Fashion Merchandising Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MA 10 (Prin Mgt)	3	MA 2 (Prin Ret)	3
Math 8 or 10 (Bus Math)	3	MA 13 (Intro Mkt)	3
MA 25 (Hum Rel Adm)	3	Psy 8 (Intro Psy)	3
Elective*	3	MIS 20 (Intro DP)	3
	<hr/> 14		<hr/> 14

SECOND YEAR

Eng 55/56 (Intro 3)	2	Eng 20 (Writ Com)	3
Econ 10 (Intro Econ)	3	Eng 12 (Pub Spk)	3

FM 1 (Fash Mch)	3	FM 3 (Retail Sales)	3
FM 2 (Field Work)	3	FM 4 (Fab Des p Anal)	3
MA 11 (Pers Mgt)	3	Elective	3
Elective*	3	Elective***	3
	<hr/> 17		<hr/> 18

*Liberal Arts Elective

***Free Elective

Secretarial Science

Executive

The Executive Secretarial program is designed to prepare students for respected and responsible secretarial positions in many different fields including industry, finance, and government. In addition to teaching them superior secretarial skills, the program educates them to the greater responsibilities of decision-making, handling confidential data, and supervising personnel.

Executive Secretarial Curriculum

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Shthd 1) <i>OR</i>		Math 8 (Bus) <i>OR</i>	
Elective*	3	Math 10 (Modern)	3
SS 8 (Type 1) <i>OR</i>		SS 2 (Shthd 2)	3
Elective*	3	SS 10 (Type 2)	3
Acc 1 (Elem)	3	Elective*	3
	<hr/> 14		<hr/> 17

SECOND YEAR

Eng 55/56 (Intro 3)	2	SS 4 (Spec Shthd)†	3
SS 3 (Adv Shthd)	3	SS 13 (Type 4)†	3
SS 11 (Type 3)	3	Elective**	3
MA 6 (Bus Law 1)	3	SS 14 (Ex Off Adm)	3
SS 12/21 (Off Adm)	3	Elective*	3
Elective*	3	<i>OR</i>	
*Liberal Arts Elective		SS 30 (Intern)††	6
**Business Elective	<hr/> 17		<hr/> 15

†May be waived if career goals indicate other needs—department chairman approval required

††In place of SS 14 and one Liberal Arts elective

Legal

The Legal Secretarial program prepares students for careers as secretaries in law firms, governmental agencies, investment companies, real estate offices, and legal departments of business corporations. The program concentrates on building secretarial skills with special emphasis on legal shorthand, business law, and legal office administration. A general background in business subjects and the liberal arts is included to develop the student's independent thinking.

Legal Secretarial

FIRST YEAR

<i>first semester</i>	<i>credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2

MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Short 1) <i>OR</i>			
*Elective	3	SS 2 (Short 2)	3
SS 8 (Type 1) <i>OR</i>			
*Elective	3	SS 10 (Type 2)	3
Acc 1 (Elem)	3	Math 8 (Bus) <i>OR</i>	
		Math 10 (Modern)	3
		*Elective	3
	<hr/> 14		<hr/> 17
SECOND YEAR			
Eng 55/56 (Intro 3)	2	†SS 4 (Spec SHort)	3
SS 3 (Adv Short)	3	†SS13 (Type 4)	3
SS 11 (Type 3)	3	*Elective	3
MA 6 (Bus Law 1)	3	*Elective	3
SS 12/21 (Off Adm)	3	SS 14 (Ex Off Adm)	3
SS 6 (Legal Short)	3	††SS 30 (Intern)	6
	<hr/> 17		<hr/> 15

**Liberal Arts Elective*

***Business Elective*

†*May be waived if career goals indicate other needs—Department Chairman approval required.*

††*In place of SS 14 and one Liberal Arts elective.*

Medical

For students who want secretarial careers within the medical profession, this program prepares them for positions in the offices of physicians or dentists, in hospitals, clinics, medical laboratories, research centers, corporate medical departments, and governmental medical and mental health agencies. Emphasis is placed on the whole range of medical office administration, procedures and shorthand, plus the development of outstanding secretarial skills.

Medical Secretarial Assistant Curriculum

FIRST YEAR

<i>first semester</i>	<i>-credits</i>	<i>second semester</i>	<i>credits</i>
Eng 51/52 (Intro 1)	2	Eng 53/54 (Intro 2)	2
MIS 20 (Intro DP)	3	MA 10 (Prin Mgt)	3
SS 1 (Shthd 1) <i>OR</i>		SS 2 (Shthd 2)	3
Elective*	3	SS 10 (Type 2)	3
SS 8 (Type 1) <i>OR</i>		Math 8 (Bus) <i>OR</i>	
Elective*	3	Math 10 (Mod)	3
Acc 1 (Elem)	3	Sci 17 (Int Ana Phy)	3
	<hr/> 14		<hr/> 17

SECOND YEAR

Eng 55/56 (Intro 3)	2	SS 4 (Spec Shthd)†	3
SS 3 (Adv Shthd)	3	SS 12 (Type 4)†	3
SS 11 (Type 3)	3	SS 7 (Med Shthd)	3
SS 18 (Lab Proc)	3	SS 14 (Ex Off Adm)	3
SS 17 (Med Term)	3	Elective*	3
SS 12/21 (Off Adm)	3	<i>OR</i>	
		SS 30 (Intern)††	6
	<hr/> 17		<hr/> 15

**Liberal Arts Elective*

†*May be waived if career goals indicate other needs—department chairman approval required*

††*In place of SS 14 and one Liberal Arts elective*

General Studies

This two-year program is available to all students but primarily for those who find the specialized curricula of the college are not what they wish to pursue. General Studies offers an alternative to students who wish to retain their business and accounting credits, achieve an associate degree, and eventually possibly transfer to a liberal arts college.

General Studies Curriculum

FIRST YEAR

first semester

English (freshman)
Math 10
Psychology (intro)
History
Elective

second semester

English (freshman)
Math 11 or 5, 6, 7
Sociology (intro)
History
Biology or Physical Science

Specialized Area Electives (21 Credit Hours)—Humanities

Eng/Phil/Fine Arts

Fine Arts (Music/Art)
Communications 10
English 12—Public Speaking
English 13—American Literature
English 14—American Literature
English 15—Survey of the Theatre
English 16—Contemporary Drama
English 19—Shakespeare
English 23—English Literature
English 24—English Literature
English 34—Modern American Authors
English 36—Thoreau and His Contemporaries
Philosophy

Sociology/Psychology

Math 18—Statistics (required course)
Sociology 11—Introduction to Cultural Anthropology
Sociology 17—Family Sociology
Sociology 21—Population and Environment
Sociology 22—Minority Groups
Psychology 11—Human Growth and Development
Psychology 12—Psychology of Individual Adjustment
Psychology 25—Abnormal Psychology
Psychology 16—Psychology of Personality
Psychology 17—Reading and Research in Psychology

American Studies

Government 9—Introduction to Politics
Government 10—American Government
Government 16—Constitutional Freedoms
History 13/14—American History
History 20—Modern Europe
History 23—Far East
English 13/14—American Literature
English 34—Modern American Authors
English 36—Thoreau and His Contemporaries
Free Electives (12 credit hours)

DESCRIPTION OF COURSES

Accounting

Acct. 1 Elementary Accounting *3 credits*
A presentation of the basic accounting techniques, records and financial statements.

Acct. 2 Principles of Accounting *3 credits*
Introduces students to the accounting problems of partnerships and corporations; cost accounting, budgeting and special purpose statements.
Prerequisite: Acct. 1

Acct. 3 and 4 Intermediate Accounting (2 semesters) *3 credits each semester*
Intensive review and analysis of assets, liabilities and stockholders' equity and the effect that they have on financial statements.
Prerequisite: Accounting 1 and 2.

Acct. 5 and 6 Advanced Accounting (2 semesters) *3 credits each semester*
Examines accounting principles and procedures applicable to partnerships and multi-unit businesses, including parent-subsidiary consolidations. Particular emphasis is placed on problem solving.
Prerequisite: Acct. 4

Acct. 7 and 8 Cost Accounting (2 semesters) *3 credits each semester*
Examines the behavior of costs. Emphasis is placed on: (1) analysis of a wide range of alternative decisions; (2) budgeting; and (3) historical cost reporting systems that aid in management control of goods and service operations.
Prerequisites: Acct. 1 and 2

Acct. 9 Federal Taxes—Concepts and Implications *3 credits*
The course provides the student with a basic understanding of the structure of federal tax laws and their administration. The techniques of tax research are developed.
Prerequisites: Acct. 1 and 2

Acct. 11 Auditing Principles *3 credits*
Intensive study of internal controls, evidence, auditing standards and procedures and basic audit systems of internal auditors and independent public accountants.
Prerequisite: Acct. 4

Acct. 12 Advanced Auditing *3 credits*
An analysis of auditing procedures that applies to the audit of EDP systems, the use of statistical sampling techniques, and the review of APB opinions.
Prerequisite: Acct. 11

Acct. 14 Accounting for Management *3 credits*
Recording, analysis, and reporting of accounting data are approached from the managerial viewpoint with emphasis placed on planning and control.
Prerequisites: Acct. 1 and 2

Acct. 20 Management Services *3 credits*
This one-semester course attempts to expose the advanced accounting student to the relatively new field of management services or management consulting by accountants.
Prerequisite: Acct. 8

Acct. 25 Auditing**3 credits**

This one-semester course in auditing is designed for the associate degree candidate. Coverage is limited to the basic auditing objectives, standards and procedures.

Prerequisite: Acct. 1 and 2

Acct. 30 Internship**3 credits**

During the internship program, a student has the opportunity to work in public or private accounting which assists greatly in his career development.

Business Education**Ed. 5 Evaluation, Measurement and Testing****3 credits**

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts will be discussed. The use of standardized and teacher-made tests will also be examined.

Prerequisite: Junior standing

Ed. 10 Introduction to Education**3 credits**

This course gives the student an overview of American education through analysis of its historical and philosophical roots. Contemporary issues in American education will be emphasized.

Ed. 12 Methods of Teaching Typing**2 credits**

A study of the methods of instruction, skill building techniques, selection and preparation of instructional materials, standard of achievement, and evaluation and measurement of pupil progress in the skill oriented courses.

Prerequisite: SS 10

Ed. 13 Methods of Teaching Bookkeeping, Basic Business and Data Processing**2 credits**

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the areas of bookkeeping/accounting, data processing, and the basic business courses.

Prerequisite: Junior standing

Ed. 14 Educational Psychology**3 credits**

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement in relation to the learning process. Consideration of the concepts of psychological principles of testing learning technology are also emphasized.

Prerequisite: Psych. 9

Ed. 15 Coordination of Cooperative Programs**3 credits**

A study of the philosophy and objectives of cooperative vocational education, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on part-time jobs, evaluating work stations, advisory committees, and the public relations aspects of cooperative education.

Prerequisite: Junior standing

Ed. 16 Methods of Teaching Shorthand and Transcription**2 credits**

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and techniques of evaluation and measurement of pupil progress in shorthand and transcription.

Prerequisite: SS 2

Ed. 17 Methods of Distributive Education**2 credits**

A study of the methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of distributive education.

Ed. 20 Internship**3 credits**

Provides future teachers with varied educational and business experience appropriate to the major teaching area. Typical experience includes working as teaching assistants, secretaries,

bookkeepers, sales personnel, etc. Periodic written reports are required throughout the internship.

Ed. 21 Instructional Media in Education

3 credits

An in-depth study of all audio-visual equipment that can be used in the classroom as well as the practical use of such facilities as the television studio and a media center.

Ed. 30 Student Teaching

15 credits

All business education majors will have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this semester, the student teacher will receive close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty.

Secretarial Science

SS 1 Shorthand 1—Theory and Dictation to 60 words a minute

3 credits

Students gain thorough knowledge of fundamentals with emphasis on penmanship, accurate proportions and legibility. Requires transcription of simple material at 60 words a minute.

SS 2 Shorthand 2—Dictation 60–80 words a minute

3 credits

Increasing students' shorthand vocabulary with emphasis on speed and accuracy in transcription.

SS 3 Shorthand 3—Dictation 80–120 words a minute

3 credits

Dictation and transcription places emphasis on the mastery of technical vocabularies of business.

SS 4 Shorthand 4—Dictation 100–120 words a minute

3 credits

SS 5 Shorthand 5—Government Dictation 120–40 words a minute and transcription

3 credits

Emphasis is placed on vocabulary in government and politics. Shortcut drills help the student attain 140 words a minute.

Prerequisite: SS 4 or permission of department chairman

SS 6 Legal Shorthand

3 credits

The dictation of legal terminology and definitions and their place in legal reports and documents. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law; the law of property, contracts and sales.

Prerequisite: SS 3

SS 7 Medical Shorthand

3 credits

Application of shorthand principles to writing of medical words. Shortcuts and use of prefixes and suffixes applying to medical terms are stressed. Dictation includes case studies and articles from medical reports and medical journals.

Prerequisites: SS 3 and 17

SS 8 Typewriting 1—Theory and Speed up to 35 words a minute

3 credits

Correct typing posture, parts of the typewriter and their uses, and development of proper touch techniques.

SS 9 Personal Typing

2 credits

Non-secretarial course. Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques. No speed requirement.

SS 10 Typing 2—35-50 words a minute

3 credits

Arrangements of business letters, tabulations, statistical matter, and rough drafts.

Prerequisite: SS 8 or permission of department chairman

SS 11 Typewriting 3—50-60 words a minute

3 credits

Advanced business forms, manuscripts and secretarial assignments.

Prerequisite: SS 10 or permission of department chairman

SS 12 Office Procedures *2 credits*
Fundamental skills and knowledge in (1) filing, (2) dictating and transcribing machines, (3) preparation of masters and stencils, and (4) operation of liquid and stencil duplication machines.

SS 14 Executive Office Administration *3 credits*
Thorough training in letter writing, comprehensive secretarial duties, human relations, and problem solving.
Prerequisites: SS 3, 10 and 12

SS 17 Medical Terminology *3 credits*
This course offers the student a thorough knowledge of medical terms and their usage. Emphasis is placed on developing a technical vocabulary through analysis of word elements and case studies.

SS 18 Medical Laboratory Procedures *3 credits*
Theory and practice in medical procedures include medical ethics, transmission of disease, physical examinations and treatments, principles of medications, first aid rules, and routine laboratory techniques.
Prerequisite: SS 17

SS 21 Office Calculating Machines *1 credit*
Operation of the basic types of office calculating machines with an emphasis on the use of each kind of machine in the office.

The Liberal Arts

Liberal arts course offerings are an integral part of the curricula offered by the college. The social sciences, the humanities, and the sciences, studied with more professional courses, enable the student to gain understanding, perspective, and awareness.

All candidates for the degree of Bachelor of Science must present credits in the liberal arts according to their major requirements but averaging fifty percent of total course credits. Liberal arts credits must include a minimum core in English and mathematics with options in history, sociology, philosophy, language, science, geography, government and psychology.

The Humanities

Fine Arts

FA 21 Experiences in Art *3 credits*
Course in enjoyment, understanding and appreciation of various art periods, styles and media. Slides will be used to illustrate the course material.

FA 22 Chorus *1 credit*
Auditions will be held each fall for a mixed choral group. The group will perform throughout the year. To receive credit (1 per semester), a student must participate both semesters.

FA 23 History and Literature of Music *3 credits*
A broad study of music from all historical periods—from the early Greeks to modern day classical, electronic and popular music. One of the themes of the course will be the correlation of the music of the past with the present.

FA 28 History of Film *3 credits*
This course is designed to explore the major patterns of development of films from its origins to the present. The class will study films in an historical context discussing the major creative and technical trends of the medium.

English

Basic Communications 10 *3 credits*
For the student to increase his capacity to be understood. Reading, study skills such as comprehension, note taking, main idea finding, speed reading, vocabulary building, paragraph

writing and the organizing of term papers are included. Each student completes a self-designed research project on some facet of the communication process.

Eng. 51-56

A freshman composition program, one credit given for each of six seven-week courses. Placement in 51, 52, or 53 dependent on student testing prior to beginning of classes. Student earns 6 credits upon successful completion of English 56 regardless of entry level.

Eng. 51

Thorough review of English grammar with special emphasis on individual problems in weekly laboratories.

Eng. 52

Continuation of 51 with stress on sound sentence structure.

Eng. 53

Fundamental methods of paragraph development, working with description and definition.

Eng. 54

Continuation of 53 with emphasis on comparisons, classification, and analysis.

Eng. 55

Unit in library usage and research sources. Taught by Library staff.

Eng. 56

Development and completion of a research paper.

Eng. 10 and 11 Composition (2 semesters)

3 credits each semester

Basic freshman course in composition, appreciation of literary styles, vocabulary improvement and understanding of current English usage. Designed to review, improve and expand language concepts. Required for all freshmen.

Eng. 12 Public Speaking

3 credits

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

Eng. 13 American Literature

3 credits

Study of nineteenth century writing through the Romantic and early Realistic periods. Theme of the course is the conflict between the individual and his society.

English 14 American Literature

3 credits

Course covers American writing of the twentieth century through the Realistic, Naturalistic and Contemporary periods. Theme of course concerns problems of the individual in an industrial society.

English 15 Survey of the Theatre

3 credits

Study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present.

Eng. 16 Contemporary Drama

3 credits

A consideration of modern plays in twentieth century literature. American, British, Russian, Scandinavian and Irish theatre are among those studied.

Eng. 19 Shakespeare

3 credits

Study of Shakespearean comedy, tragedy and one history with background of the Elizabethan era.

Eng. 20 Written Communication

3 credits

Practical study of the preparation, organization, and production of all types of business communications with major emphasis placed on the formal business research report. Knowledge of basic writing skills is assumed.

Prerequisite: Satisfactory completion of Eng. 51-56 series

Eng. 23 English Literature *3 credits*
Survey of English literature from Beowulf through Chaucer, Shakespeare and Milton to Pope. Emphasis is on the development of poetry and particular representative poets.

Eng. 24 English Literature *3 credits*
Course covers the Romantic, Victorian and Modern periods. Again, the emphasis is on poetry but there is a section on the development of the novel. English 23 is not a prerequisite.

Eng. 29 Introduction to the Humanities *3 credits*
Course is an introduction to the Humanities: the great periods in art, sculpture, architecture are considered. Trips to museums and exhibits are arranged whenever possible.

Eng. 30 Advanced Writing *3 credits*
Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced.
Prerequisite: B grade in Eng. 10 and 11 or permission of department chairman

Eng. 34 Modern American Authors *3 credits*
Contemporary American readings including selections from Agee, Hemingway, Steinbeck, Baldwin, Mailer, Ginsberg and others.

Eng. 35 Journalism *3 credits*
Study of newspapers and periodical writing through examples of local and national publications. Some writing of news stories, features, and editorials included.

Eng. 36 Thoreau and His Contemporaries *3 credits*
Course considers the work of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Members of the Concord School are also discussed.

Philosophy

Phil. 10 Introduction to Philosophy *3 credits*
General introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present.

Phil. 14 Logic Language and Argumentation *3 credits*
Study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, the significance of language and clear verbalization.

Phil. 15 Religion in Contemporary America *3 credits*
Review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Phil. 16 Ethics *3 credits*
Introduction to the theory and practice of ethical decision-making through critical examination of existing ethical systems, and by the development of a methodology for evaluating each system—including the student's own code of ethics.

Phil. 19 World Religion *3 credits*
Comparative study of the active beliefs and worship patterns of four great Eastern religions of man: Islam, traditional Buddhism, Hinduism and Zen Buddhism.

Phil. 20 Man's Place in Nature *3 credits*
An examination of contemporary and traditional views of man's place in the universe in order to deepen awareness of human nature and psychology.
Prerequisite: Phil. 10 or Psych. 8 or open to upperclassmen with permission of instructor

Phil. 23 Symbolic Logic *3 credits*
Introduction to symbolic logic with an introduction to axiomatic systems. Applications to philosophy, systems theory and related areas.

Phil. 25 Contemporary European Thought *3 credits*
Survey of German and French Existentialism. Discussion of contemporary thinkers who are shaping the course of European and American attitudes about the world and society.

Phil. 26 Man and Existence*3 credits*

A study toward an understanding of the general nature of reality, concentrating on contemporary authors.

Prerequisite: Phil. 10 or open to upperclassmen with permission of instructor

Phil. 27 Man, Learning and Education*3 credits*

This course will involve the development of a philosophy of education based on a study of the nature of man and theories of knowledge and learning.

Foreign Languages**Fren. 10 and 11 Conversational French***3 credits*

Course designed for beginning students only who wish to attain a speaking ability in the language.

The Social Sciences**Economics**

Economics offerings may be found under the Department of Management Arts and Economics Sciences.

Geography**Geog. 21 The American City (formerly Urban Geography)***3 credits*

This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market towns to megalopolis.

Geog. 22 World Urbanization Patterns*3 credits*

This course deals with the preindustrial city and the "world city". The social and ecological structure of the preindustrial or nonindustrial city will be described and analyzed.

Geog. 35 Economic Geography*3 credits*

This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Prerequisites: Econ. 10 and 11

Geog. 27 Marketing Geography*3 credits*

Course is concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy.

Geog. 28 Cultural Geography*3 credits*

This introductory course in cultural geography is concerned with the ecology of man: that is, the relationship between man and his environment.

Government**Govt. 9 Introduction to Politics***3 credits*

Course providing an understanding of political societies, particularly the American political system. Writings of Locke and others on democracy, and contemporary studies of political behavior and power are included.

Govt. 10 American Government*3 credits*

Study of the major institutions of American national government from interaction of factors in the executive and legislative branches in policy formation. Case studies are used.

Prerequisite: Govt. 9

Govt. 11 International Relations*3 credits*

Study of the mechanics of international relations, the concept of balance of power, and the role and limitations of international organization and international law.

Govt. 13 Comparative Government*3 credits*

Descriptive and analytical survey of national government and political practices of the United States, England, France and the Soviet Union—differences and similarities of each and their philosophical and institutional underpinnings.

Govt. 14 Political Theory*3 credits*

Analytical survey of major political and social theorists in western culture from Plato to Marx, emphasizing historical evolution of fundamental concepts of freedom and justice in the modern state. Philosophy credit given for this course.

Prerequisite: Govt. 9 and 10 or Phil. 10

Govt. 16 Constitutional Freedoms*3 credits*

Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process.

Prerequisite: Govt. 9 or 10

History**Hist. 9 Ancient and Medieval History***3 credits*

Appreciation of those movements in ancient and medieval history that contribute significantly to the world and western culture.

Hist. 10 Modern History*3 credits*

Appreciation of those movements in modern and contemporary history which have shaped contemporary civilization.

Hist. 13 American History 1*3 credits*

Political, economic and social development of the United States from the colonial period to the end of the Civil War.

Hist. 14 American History 2*3 credits*

Political, economic and social development of the American people from the end of the Civil War to the present. History 13 is not a prerequisite.

Hist. 17 and 18 American Diplomatic History (2 semesters)*3 credits*

Development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the second world war. Conflict between ideals and national self-interest studied through analysis of basic American policies.

Hist. 20 Europe in the Twentieth Century*3 credits*

European history from the point of view of a civilization in a constant state of crisis. World War I, period between wars, World War II and conflicts of modern society after war.

Hist. 23 The Far East in Modern Times*3 credits*

History of China and Japan from the 1840's to the present. Political, economic and social impact of western nations upon Chinese and Japanese developments.

Psychology**Psych. 8 Introduction to Psychology***3 credits*

Introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, psychometrics, behavioral deviation, perception learning and human development—a basis for further study in related areas.

Psych. 11 Human Growth and Development*3 credits*

Concerns physical and psychological development from infancy through school years, emphasizing normal, usual patterns of development. Discussion of latest research information with actual observation of children in various activities.

Prerequisite: Psych. 8

Psych. 13 Psychology of Individual Adjustment*3 credits*

Dynamics of human adjustment, normal and abnormal, to problems of modern living. Includes human motivation and learning, individual differences, the self concept and psychometrics. Case studies and research information.

Prerequisite: Psych 8

Psych. 15 Psychology of Abnormal Behavior*3 credits*

Course offers opportunity toward understanding human behavior and similarities and differences between normal and abnormal reactions to environmental stimuli.

Psych. 16 Psychology of Personality 3 credits
Investigation and review of development and dynamics of personality. Methods and approaches to analysis of personality and review of learning, biological, perceptual emotional factors of personality development.
Prerequisite: Psych. 8

Psych. 17 Reading and Research in Psychology 3 credits
Seminar and/or individual meetings.
Prerequisite: 6-9 hours in psychology (at least 3 hours at NHC) and permission of instructor

Sociology

Soc. 11 Introduction to Cultural Anthropology 3 credits
Study of preliterate and changing societies with emphasis on the social organization and cultural aspects of the societies.

Soc. 12 Introduction to Sociology 3 credits
Organization of social behavior and relationship of society and social conditions. Emphasis on culture, norm, stratification, systems, structure, social institutions and social change.

Soc. 13 Contemporary Social Problems of the United States 3 credits
Contemporary human problems in their historical context—crime and delinquency, poverty, racial and religious prejudice, and alcoholism.
Prerequisite: Soc. 12

Soc. 17 Family Sociology—The Family in Social Context 3 credits
Comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world. The family as a universal social institution.
Prerequisite: Soc. 12 or junior or senior status

Soc. 18 Social Change 3 credits
Systematic analysis of the processes of social change, the theories of how social change is generated and the varied functional consequences of such change.
Prerequisite: Soc. 12 or Hist. 9 or 10

Soc. 21 Population and Environment 3 credits
Effects of population change on social and physical environment.
Prerequisite: Upperclass status or Soc. 12

Soc. 22 Minority Groups—Racial and Ethnic 3 credits
Studies of past and present minority groups in the United States, including attitude change and implication for theories of prejudice and sociological interpretation of current events concerning minority groups.
Prerequisite: Soc. 12 or junior or senior status

Soc. 26 Contemporary European Problems 3 credits
A social, political and economic examination of Europe in its relationship to the United States today.

Soc. 27 Social Research Methods and Analysis 3 credits
Methods and practical applications of sociological research, including fundamentals of scientific methods, descriptive and inferential statistics, survey techniques, data collection, processing, and analytical methods, and report preparation.
Prerequisite: Soc. 12, MIS 20 and Math 18 or permission of the instructor

Management Arts

The designations Management Arts (MA) were formerly designated Business Management (BM).

MA 2 Principles of Retailing 3 credits
A study of the principles of retailing with special emphasis on the practices of buying, selling, and advertising. Instruction in store layouts, organization and customer relations.

MA 3 Sales**3 credits**

An analysis of the sales function in modern business including the techniques necessary to the successful selling of both tangibles and intangibles.

MA 4 Investments**3 credits**

The various areas for investments such as real estate, savings banks, stocks and bonds, life insurance, their characteristics and methods for appraisal. Discussion of railroad and utility financing, the Stock Exchange, and trust funds.

MA 6 Business Law 1**3 credits**

Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property are among the topics considered.

MA 7 Business Law 2**3 credits**

For accounting students. Continuation of Business Law 1 with special emphasis upon law and accounting.

Prerequisites: Acct. 1 and 2, MA 6

MA 9 Sales Management**3 credits**

A study of the management of field sales force with special emphasis on structural planning as well as an operational control over recruiting, retention, supervision, motivation, compensation of sales personnel.

MA 10 Principles of Management**3 credits**

A study of management decision-making in business as well as non-business organizations. Consideration is given to policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course.

MA 11 Personnel Management**3 credits**

Fundamentals of personnel policies and administration. Study of major tasks of procuring, developing, maintaining and utilizing an effective working team.

MA 12 Risk and Insurance**3 credits**

A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire and allied fields as well as social insurance.

MA 13 Introduction to Marketing**3 credits**

Introduction to marketing functions through the study of its nature, scope and importance. Topics considered are analysis of markets, product development, distribution structures, pricing systems, and promotional activities.

MA 14 Consumer Behavior**3 credits**

This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm.

Prerequisite: MA 12

MA 15 Corporate Finance**3 credits**

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

Prerequisites: Acct. 1 and 2

MA 16 Money and Banking**3 credits**

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

Prerequisites: Econ. 10 and 11

- MA 17 Small Business Management** 3 credits
 Study of problems involved in starting and operating a successful small business—selecting the location, determining how to borrow money, budgeting, credit, controlling inventory and turnover, purchasing.
Prerequisite: MA 10, upper level class standing
- MA 20 Management Decision-Making** 3 credits
 A quantitative approach to business decision-making. Topics covered include linear programming, queueing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems.
Prerequisites: MA 15, MA 10, Acct. 1 and 2
- MA 21 Central Management and Policy Making** 3 credits
 An interdisciplinary approach to decision-making and running a business from the position of top management. Case studies.
Prerequisite: Acct. 1 and 2
- MA 22 Managerial Economics** 3 credits
 Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making.
Prerequisites: Econ. 10 and 11, Acct. 1 and 2
- MA 25 Human Relations in Administration** 3 credits
 A study of the relationships between the administrator and his superior, employees under his supervision, associates on his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business.
- MA 26 Social Environment of Business** 3 credits
 This course will introduce the student to the study of economics, culture, government, technology, international relations, and labor as they affect business decision-making. The social responsibility of the manager in formulating operational policies is stressed.
- MA 27 Production Management** 3 credits
 This course is designed to familiarize the student with the nature of production, both job order and continuous process, and to introduce him to the problems and some of the quantitative approaches to their solution in production planning and scheduling.
Prerequisite: MA 10, Econ. 10 and 11
- MA 29 Principles of Advertising** 3 credits
 This course is designed to give students a thorough understanding of advertising—its planning, creation, and use, by approaching advertising from the viewpoint of management decision-making.
- MA 30 Public Finance** 3 credits
 Revenues and expenditures of federal, state and local governments and their effects upon individuals, business institutions and the national economy.
Prerequisite: Econ. 11
- MA 31 Marketing Geography** 3 credits
 Course is concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy.
- MA 33 Real Estate** 3 credits
 This is a comprehensive real estate course dealing with all the aspects of real estate necessary to operate as a real estate salesman or broker.
- MA 37 Marketing Research** 3 credits
 Introduces the student to application of statistics and model research building for marketing decision-makers.
Prerequisites: Math 18, MA 13

MA 40 Independent Study*3 credits*

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By permission of instructor.

MA 42 Organizational Behavior*3 credits*

The focus is on the class as a real organization with direct attention given to roles, norms, rewards, leadership styles and power authority relationships.

Prerequisites: MA 10 and 25

MA 50 Management Internship*12 credits*

Guided internship work experience for integrating study and experience.

MA 51 Readings in Management*3 credits*

Taken in conjunction with management internship, the student is expected to read material relative to his position.

Economic Sciences

Econ. 10 Introduction to Economics 1*3 credits*

The survey course covers macroeconomics—national wealth, income, the components of spending, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Prerequisite: Math 5, 6 or 10

Econ. 11 Introduction to Economics 2*3 credits*

This second course covers microeconomics—the market system, demand and supply, prices, distribution of income, economics of the firm, diminishing returns and returns to scale, monopoly and oligopoly, and international trade including foreign exchange, balance of international payments.

Prerequisite: Econ. 10

Econ. 14 Labor Problems*3 credits*

Introduces students to the purposes of trade unionism, what labor tries to obtain through collective bargaining, how contracts are negotiated, economics of the labor market, wages, productivity, inflation, unemployment, government regulation of labor relations and civil rights.

Prerequisite: Econ. 11

Econ. 17 Psych-Economics*3 credits*

An interdisciplinary approach to integrate the psychological concepts of society into economic theory.

Prerequisite: Econ 11

Econ. 20 Comparative Economic Systems*3 credits*

Analysis of the main economic systems in existence today—the advanced capitalist country of the U.S.A., the socialist centrally planned economies of the U.S.S.R and Communist China, the mixed economies (e.g. France, Great Britain, and India).

Prerequisite: Econ. 11

Econ. 24 Security Analysis*3 credits*

An evaluation of securities utilizing the advanced quantitative tools needed to implement correct security decision-making.

Prerequisites: Econ. 11, MA 4

Econ. 30 Economic Geography*3 credits*

This course is concerned with the area variation and spatial interaction of the production, exchange, and consumption of goods.

Prerequisite: Econ. 11

Fashion Merchandising

FM 1 Fashion Merchandising

3 credits

A study of fashion principles and procedures used in selection, promotion and selling of ready-to-wear in retail stores.

FM 2 Fashion Merchandising Internship (formerly called Field Work)

3 credits

The student shall have the option of (1) working as an intern anywhere in the United States or overseas during the summer between the first and second years *OR* if this is not possible (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required.

FM 3 Retail Sales Promotion

3 credits

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising, including the principles of layout, headlines, copy and illustration, and the general principles governing the design and execution of window and department displays are covered.

FM 4 Fabric Design and Analysis

3 credits

A study of textile information necessary for merchandising, including analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Current concepts of color and design are also explored.

FM 6 International Internship

4 credits

This exciting work-study experience allows a student in the Fashion Merchandising and Marketing majors to spend three months in Europe working for one of the leading retail institutions in countries such as France and Denmark.

Hotel/Resort/Tourism Administration

HR 11 Man and Leisure

3 credits

An analysis of the economic, social, psychological, and political implications of leisure in the twentieth century and its effect on national and international economies, emphasizing the philosophy of recreation through which most of our leisure is spent as an adjunct to a work structured society.

HR 12 Operation of Facilities

3 credits

An introduction to the design, layout, and development of areas and facilities including care, maintenance, and operation of physical plants concerned with the recreation and hospitality industries.

HR 13 Food and Beverage Control

3 credits

Practices and procedures governing quality and production control of foods and beverages, including the assessment of quality-quantity indices, portion control, nature of brands, cost accounting, and speciality promotions. Students will develop a fundamental and working knowledge of the role the beverage trade plays in the hospitality industry. Laboratory fee—25.00.

HR 14 Promotional Activities

3 credits

Concerned with hospitality trade advertising, promotion, and community affairs. A concern for and study of the media and its use relating to budgetary costs and anticipated returns. Emphasis on multi-use of facilities and areas in terms of cost ratios.

HR 15 Hotel Office Management

3 credits

Fundamentals of the control of accounts, billing, and hotel record keeping. Emphasis on the understanding of the transcript and reservations techniques, and personnel relations. Course also includes the methodology and techniques within the travel industry including charter tours, flight and rail docketing.

HR 16 Law of Commercial Places*3 credits*

An in-depth analysis of regulatory and service laws governing commercial places, emphasizing governmental and proprietary functions, within public, private, and commercial leisure industries. Review of statutory and common laws with specific cases in torts and contracts.

HR 17 Field Work*Non-credit*

A field assignment of a non-credit nature in which the student will be employed in some phase of the recreation, hotel-resort, or hospitality industry during the summer recess. A documentary of the summer experience due at the conclusion of the assignment.

HR 18 Hotel/Resort and Tourism Seminar*3 credits*

A review of current practices and procedures, involving current problem areas, associated with the hospitality industry. An in-depth analysis through independent assessment of a current topic selected by the student in conjunction with the instructor.

HR 19 Internship*3 credits*

A field employment experience in an off-campus setting devoting energies to the hospitality market.

Management Information Systems**MIS 20 Introduction to Data Processing***3 credits*

An introductory survey of the principles of automatic data processing and computer programming and its interface with the major functions of an organization.

MIS 21 Introduction to Systems*3 credits*

A basic understanding of the systems theory and pragmatic approaches to systems analysis techniques.

Prerequisites: MIS 20, MA 10, Acct. 1, 2

MIS 22 COBOL Programming*3 credits*

Designed to familiarize and provide the student with a working knowledge of the logical and procedural mechanics necessary to write efficient and effective programs, pertinent to contemporary business organizations.

Prerequisites: MIS 20, Acct. 1, 2

MIS 23 EDP Systems*3 credits*

The “how” and “what” a systems analyst does in evaluation of efficiency as well as effectiveness, feasibility and application studies, and systems control.

Prerequisites: MIS 21, 22 and 24. Math 18. One may be taken concurrently

MIS 24 FORTRAN IV*3 credits*

A problem solving language which provides the student the knowledge to meet management’s needs of supplying quantifiable information in the management science area.

Prerequisite: MIS 21

MIS 25 Systems Practicum*3 credits*

The students are assigned an internal systems project which they must design, implement and document. Readings in the area of management, finance and accounting that utilize computer based systems.

Prerequisites: MIS 21, 22 and 24

MIS 26 RPG II*3 credits*

The student will be given the opportunity to acquire proficiency in use and applications of RPG II. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor.

MIS 27 Quantitative Analysis*3 credits*

The model building theory is presented and utilized in industrial systems applications, systems simulation and decision-making.

Prerequisite: MIS 24, Math 18, MA 13 or 15

MIS 28 File Concepts*3 credits*

The techniques of designing and building efficient computer-based files.

Prerequisites: MIS 22, 24 and 26. One may be taken concurrently

MIS 29 Systems Seminar*3 credits*

This course is designed to place the student in a real-world environment. The student will be assigned the task of the completion of an independent systems study, in an organizational environment.

Prerequisite: MIS 28. May be taken concurrently

MIS 32 Economic Analysis and Administration of Information Systems*3 credits*

A two-part course, the first half dwells extensively on microeconomic theory and applications relative to “effectiveness information” systems in organizations. The second half deals with systems contracting and management of information systems design, development, implementation, and operation. (Offered first semester, alternate years.)

MIS 34 New Developments in Information Systems*3 credits*

Course is structured toward technological developments in such areas as man-machine communications and display systems. Course material will be based on pertinent contemporary articles from learned journals.

MIS 35 Internship*6 credits*

The students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization. He or she will receive six credits for successful completion of the internship. This success is determined by the work supervisor of the student and the chairman of the MIS Department.

Mathematics

It is the conviction of the Mathematics Department that some ability to deal intelligently with quantitative information is a valuable asset to one entering the business world. While the majority of businessmen do not require a rigorous or extensive background, some knowledge of the types of problems that can be handled mathematically, some familiarization with techniques, and a critical numerical eye are valuable tools. Accordingly, the main emphasis in all courses is on problem solving, but it is hoped that some students will appreciate mathematics as being more than a practical tool.

With this philosophy in mind, all students, other than secretarial and fashion merchandising majors, are required to take six semester hours of a general mathematics offering with business applications. For the students who have an adequate algebraic background, as determined by our self-constructed entrance exam, the requirement is met by taking Math 10 and Math 11. For the students with a weaker background, we have initiated a three semester (2 credits per semester) sequence, designated Math 5, 6, and 7, that we believe gives the student the essential background at a rate consistent with his abilities. This approach is particularly helpful to those who have been away from school for several years, allowing them time to readjust to academics. In addition to this basic six hour requirement, Statistics is required in all of the four-year programs with the exception of Business Education.

Elective courses for those interested in giving mathematics an emphasis in their business education and in preparing those so inclined for graduate business courses requiring more sophisticated mathematics, are Math 12 (Calculus), Math 13 (Logic) and Math 14 (Probability Models—computer oriented).

Math 5 Fundamentals A*2 credits*

This course will introduce the student to terminology and help him to develop competence in basic mathematics. It will include a review of arithmetic and will introduce the student to elementary algebra.

Math 6 Fundamentals B*2 credits*

This course will continue to fulfill the objective of Math 5—utilization of algebra as a tool for the student. It will include the analysis of business functions which are linearly related and thus introduce the student to linear programming.

Prerequisite: Math 5

Math 7 Fundamentals C*2 credits*

This course will continue to introduce the student to concepts of higher mathematics. Such topics as probability and mathematics of finance are included.

Prerequisite: Math 6

Math 8 Business Mathematics*2 credits*

This course in business mathematics is designed for a student preparing for a career in the secretarial areas or fashion merchandising. It offers elementary mathematics techniques to enable the student to understand thoroughly basic topics in business.

Math 10-11 Modern Mathematics (2 semesters)*3 credits each semester*

This sequence is designed to give the student a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, and matrix theory are investigated.

Math 12 Advanced Mathematics A*3 credits*

This course will examine business functions which are non-linearly related. The fundamentals of differential and integral calculus are developed and applied.

Prerequisite: Math 7 or 11

Math 13 Advanced Mathematics B*3 credits*

This course emphasized the applications of quantitative techniques to business problems. Some of these techniques use logical relations, sets, probability theory, and expected value.

Prerequisite: Math 7 or 11

Math 14 Advanced Mathematics C*3 credits*

This course is designed to help students in developing probability models of business situations, a key to business problem solving with computers. The course will integrate computer work with class work.

Prerequisites: Math 7 or 11 and MIS 20

Math 18 Statistics*3 credits*

A fundamental course in the application of statistics including descriptive statistics, probability distributions, and hypothesis testing.

Math 19, 20 and 21 Selected Topics in Statistics*1 credit each*

This course is divided into three "mini-courses" each carrying one credit. Topics will vary from semester to semester but may include regression analysis, index numbers, secular trend, seasonal variation, and others.

Prerequisite: Math 18

Science

In the science area, we offer survey courses in the physical and biological sciences with the hope of showing the student how a scientist operates, what kinds of questions he tries to answer, and the impact that he has had and is having on our society. We are by no means attempting any in-depth scientific training, but trying to instill an appreciation of science.

In addition to these survey courses, anatomy/physiology is offered as a practical course for the medical secretary major.

Science 10 Survey of the Physical Sciences*3 credits*

Consists of a study of selected topics in the areas of chemistry, physics, geology and astronomy. The impact that these have had on our society is examined.

Science 11 Survey of the Biological Sciences*3 credits*

Consists of a study of selected topics within the biological sciences. Ecology in our modern society, as well as historical developments, are considered.

Science 17 Introduction to Anatomy and Physiology credits*3 credits*

The course is intended to introduce the student to the fundamental principles of anatomy and physiology and the relationships of all the body systems and their functions.

Physical Education

The goal of the Physical Education program is to develop in the student the basic physical and social qualities necessary in today's society. The program is optional, but with the current amount of leisure time that college students have, the program seeks to create an environment for them to have a balanced college life.

PE 1 Medical Self-Help*1 credit*

Designed to prepare the student for emergency treatment of various athletic injuries.

PE 2 Coaching Team Sports*1 credit*

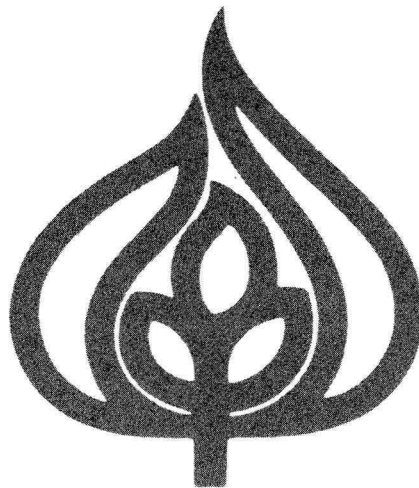
The latest methods of coaching team sports with special emphasis on the planning and conducting of practice sessions.

PE 3 Physical Fitness*1 credit*

Designed to develop proper attitudes and an awareness of physical fitness through participation in selected activities and periodic testing.

PE 4 Health Attitudes*1 credit*

Emphasizes personal and community hygiene and will consider the principle problems and procedures concerned with the promotion of individual and community health.



Tuition and Fees (Subject to Change)

Tuition — 1974-1975 (Includes activity fee-student identification fee, health service fee & athletic fee)	Academic Year \$2250.00
More than nineteen credits	\$90.00 per extra credit
Less than twelve credits or four courses	\$90.00 per credit
Health Insurance Payable by Year	\$35.00
Computer Laboratory Fees	\$10.00 to \$25.00 per course
Late Registration Fee	\$5.00
Auto Registration Fee	\$5.00
Transcript Fee—One Copy Free— Additional Copies	\$1.00 each
Make-Up Final Examination Fee	\$5.00
Graduation Fee	\$25.00

Refund of Deposits

Refunds will be made to students who satisfy the following regulations:

September Applicants: Tuition, room and board deposits will be refunded to applicants for the September term if the request for a refund is received by the college in writing on or before May 1. Refunds will not be made to applicants whose deposit is received after May 1.

February Applicants: Tuition, room and board deposits will be refunded to applicants for the February term if the request for a refund is received by the college in writing on or before December 1. Refunds will not be made to applicants whose deposit is received after December 1.

Returning Students: Tuition deposits of returning students will be refunded if the college receives a written request for a refund on or before July 1st. Room and board and apartment deposits are not refundable or transferable.



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