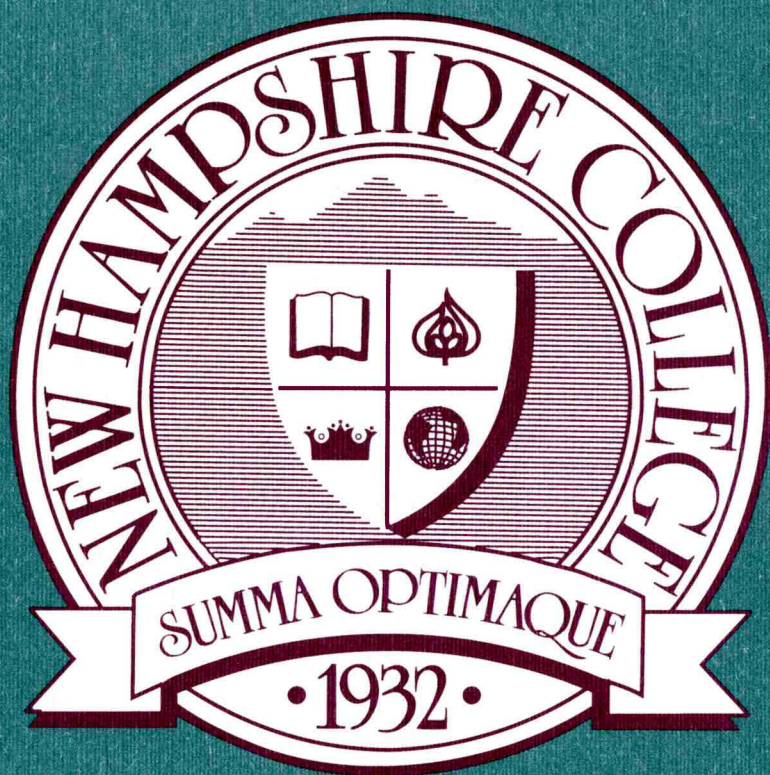


New Hampshire College



1992-1993 Catalog

New Hampshire College cordially welcomes campus visits and personal interviews. The Admission Office, located in Frost 37, is open year round and staff are available for tours and interviews Monday through Friday, 9 a.m. to 3 p.m. and Saturday, 9 a.m. to 1 p.m. Call the Admission Office (603) 645-9611 to make specific arrangements.

The Culinary Institute admission hours are Monday through Friday, 8 a.m. to 4:30 p.m. Call 603-668-2211 extension 3295 for an appointment.

Students interested in receiving financial aid should contact the Financial Aid Office, located in Frost Hall. Office hours are Monday through Friday, 8 a.m. until 4:30 p.m. Call 603-645-9645 for financial aid information.

Non-Discrimination

New Hampshire College does not discriminate on the basis of race, color, national origin, citizenship, religion, marital status, age, sex or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Academic Dean, New Hampshire College, 2500 North River Rd., Manchester, N.H. 03106-1045.

Family Educational Rights and Privacy Act

New Hampshire College complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be referred to the registrar.

Sexual Harassment

New Hampshire College seeks to create and maintain an academic and work environment in which all members of the community are free of harassment based on gender. It is the policy of New Hampshire College that no member of the community may sexually harass another. The intent of this policy is to foster responsible behavior in an environment free of discrimination. Sexual harassment is illegal as it makes the educational and working environment hostile, intimidating and offensive.

The information contained in this catalogue is correct as of the date of publication. All information including but not limited to costs, rules, and regulations, program requirements, course content and staff, is subject to change at any time. The College reserves the right to modify aspects of College operations, as well as to change tuition and other charges without notice.

New Hampshire College

**1992-1993
Catalog**



Table of Contents

Academic Calendar	4
New Hampshire College	4
Mission	5
The Undergraduate School	5
History of the College	7
Accreditation and Membership	8
Campuses	9
Academic Programs	9
Career Development Center	13
Special Programs	14
Academic Support Services	17
H.A.B. & Gertrude C. Shapiro Library	17
Learning Center	18
Computer Center	18
American Language and Culture Center	19
Division of Student Affairs	23
Athletics	23
Counseling Services	24
Center for International Exchange	24
Residence Life	25
Health Center	25
Public Safety	26
Campus Ministry	26
Student Activities	27
Division of Continuing Education	31
Undergraduate School	33
Admission	33
Financial Aid	38
Tuition and Expenses	50
Academic Standards and Regulations	53
Business Curriculum	71
Bachelor of Science Degree Programs	72
Division of Liberal Arts	74
Division of Business	95
Division of Hospitality Administration & Culinary Arts	130
Course Descriptions	141
Graduate School of Business	203
Admission	205
Financial Aid	207
Tuition and Expenses	207
Academic Policies	208
Degrees and Programs	213
Academic Calendar	221
Course Descriptions	221
Community Economic Development	234
Academic Standards	235
Admission	235
Financial Aid	235
Tuition and Expenses	235
Program Description (Weekend CED)	236
Course Descriptions (National CED)	236
Program Description (International Program)	240
Course Descriptions (International Program)	241
College Directory	247

**Academic Calendar Undergraduate Day School
1992-1993****Fall**

Returning Student Check-in	September 8
Staff Meeting Day	September 8
Classes Begin	September 9
Mid-Term Holiday	October 12
Thanksgiving Recess	November 25-29
Classes Resume	November 30
Last Class Day	December 15
Reading Day	December 16
Final Exams	December 17-22
Intersession	January 4-15

Spring

Returning Student Check-in	January 18
Staff Development Day	January 18
Classes Begin	January 19
Mid-term Holiday	March 8-12
Classes Resume	March 15
Faculty/Staff Development Day	March 30
Last Class Day	May 4
Reading Day	May 5
Final Exams	May 6-12
Graduation	May 15

**Academic Calendar Undergraduate Day School
1993-1994****Fall**

Returning Student Check-in	September 7
Staff Meeting Day	September 7
Classes Begin	September 8
Mid-Term Holiday (Columbus Day Observed)	October 11
Thanksgiving Recess	November 24-26
Classes Resume	November 29
Last Class Day	December 15
Reading Day	December 16
Final Exams	December 17-22
Intersession	January 3-14

Spring

Returning Student Check-In	January 17
Staff Meeting/Development Day	January 17
Classes Begin	January 18
Mid-Term Holiday	March 7-11
Classes Resume	March 14
Last Class Day	May 4
Reading Day	May 5
Final Exams	May 6-12
Graduation	May 14

New Hampshire College

Mission

New Hampshire College is a private, non-profit, pluralistic College which provides quality education within the framework of selected career-oriented educational opportunities and professional development. As an institution, the College is committed to preparing its students to competing ideologies, varying community concerns and changing business, social and personal needs. Thus it seeks, both consciously and proactively, to create the conditions for effective and innovative education and international exchange.

New Hampshire College is a small, private, independent College, emphasizing business and related professional education, entrepreneurial in spirit, an academic community of concerned scholars and students. Its programs position graduates for distinctive career opportunities and encourages understanding of self, society and the richness of cultural differences.

Its students are young people preparing for business and professional careers, plus older adults seeking additional undergraduate and graduate education for personal and professional advancement. Its faculty is dedicated to the personal development and the career development of students.

The College serves the immediate community of New England, the Northeast United States, and the entire world from which it welcomes international students.

The Undergraduate School

Instructors, students and administrators in the Undergraduate School recognize and subscribe to the mission of the College. In addition, the Undergraduate School has specific, supporting goals:

1. Present a quality education that enables students to enter the professional world, or that enables those already established to enhance, advance or change their careers.
2. Research and teach important truths, principles, ideas, facts and performance methods, so that students can make significant contributions to their chosen fields.
3. While providing a challenging course of studies, encourage students to become life-long learners, critical thinkers, and problem solvers, so that they can adapt creatively and appropriately to all situations, whether structured or unstructured.
4. Help students to understand themselves, society and different cultures, so that they can participate in the changing world around them.
5. Encourage students to identify the personal qualities and ideals which will enable them to function ethically and responsibly in all areas of society.

6. Ensure that all students learn to speak and write clearly and accurately, use computers efficiently, and use libraries effectively.

To meet these goals, the faculty is committed to the art of teaching and strives to stimulate critical thought and inquiry in the classroom.

Although teaching is primary at New Hampshire College, the living-learning environment that exists given the Undergraduate School significant international student body provides the basis for intercultural and affective development of its students.

A Teaching Institution

For all its apparent diversity and educational pluralism, a single, strong and unbroken theme runs throughout the entire College, linking its schools, institutes and programs: New Hampshire College is first and foremost an institution committed to teaching.

At New Hampshire College, the student and the students' needs to learn, to grow, and to experience that exhilarating sense of competence and commitment that always accompany mastery are the foundations upon which the educational adventure is based and assumes its meaning. This reality, above all others, is what the College is all about—and it is this reality which has enabled the College to self-consciously define itself as an educational community in which creative teaching is the most important and wondrous of all activities.

As a teaching institution, New Hampshire College takes seriously the fact that not only do we learn in different ways, but that learning occurs both inside and outside of the classroom, and can take place only if an individual successfully integrates the intellectual, social and emotional aspects of his or her development.

Commitment to Intercultural and International Education

The world as we know it has become a "global village." We live in a time when events often transcend national boundaries, and our thinking, both as professionals and as human beings, must now take very seriously the fact that we all are seeking a sense of meaning and relatedness in an increasingly interdependent world. Whether we know it or not, we have become "citizens of the world," people whose careers will both influence, and be influenced by countries and cultures beyond our national borders.

New Hampshire College, both as part of its mission and as a conscious educational decision, has chosen to embrace the full meaning and potential of preparing its students to live in an increasingly complex world of competing beliefs, ideologies and values. Toward this end, it has positioned itself as an institution in the forefront of educational efforts aimed at increasing the exchange of ideas and experiences between the United States and other nations around the world.

New Hampshire College is presently the host institution for students from almost 40 different countries. From Malaysia to Nigeria, from Holland to Venezuela, from Ghana to Japan, our student body is a reflection of our world as it is, and as it is becoming. The presence of these students, coupled with our

American students, has created a climate of growth and change. The benefits of international and intercultural exchange do not show up in grades or grade point averages; they manifest themselves in the maturity and wisdom we develop as a consequence of learning about and sharing ourselves with people from other cultures.

New Hampshire College's commitment to this form of educational pluralism is symbolized by the creation, in 1981, of the American Language and Culture Center (ALCC), and the establishment, in 1983, of the Center for International Exchange (CIE).

The American Language and Culture Center is designed to assist international students achieve English proficiency levels appropriate for admission to the various degree granting programs offered by the College. In addition, it provides students with the experience, exposure and information necessary to adjust to a new and often different environment.

The Center for International Exchange was created to explore the broader educational and social opportunities inherent in a serious and self-conscious commitment to developing innovative and progressive programs of intercultural sharing. The Center also provides a variety of support services for international students.

New Hampshire College, in its educational philosophy, is responsive to the needs and aspirations of all its students. Our goal is to prepare students to achieve their full professional and human potential in a world that is changing and becoming increasingly interdependent. Toward this end, the College will continue to support and recognize those within its community whose efforts and actions are consistent with this institutional goal.

History of the College

New Hampshire College was founded in 1932 by H.A.B. Shapiro as the New Hampshire School of Accounting and Secretarial Science. The School remained relatively small until 1961 when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

In 1963 the State of New Hampshire granted the College its charter which gave it degree-granting authority. That same year the first associate's degrees were awarded and three years later the first bachelor's degrees were conferred.

The College became a non-profit institution under a Board of Trustees in September, 1968. In 1969 the name was shortened to New Hampshire College. In 1971 the College moved from its downtown Manchester site to a new 200 acre campus on the Merrimack River, and during 1974 the College introduced a Master of Business Administration program. In 1978 the College assumed the degree programs in human services originally started by Franconia College. These two programs were later organized into the Graduate School of Business and the School of Human Services.

During the Spring of 1981 the General Court of New Hampshire authorized New Hampshire College to award the Master of Human Services degree and the Master of Science degree in business-related subjects. That same year, to

accommodate the two new rapidly expanding programs, the College purchased the former Mount Saint Mary College in Hooksett, just under five miles from the South Campus.

In 1983 the College established the Culinary Institute which offers a two-year degree program to prepare students for career opportunities in the hospitality field.

In 1988 the School of Human Services was transferred to Springfield College in Springfield, Massachusetts. In 1992, new Liberal Arts and Teacher Education majors were added to the Undergraduate School.

Over the years New Hampshire College has extended its academic programs to off-campus locations to better serve adult learners. Currently programs are being offered in Concord, Laconia, Manchester, Nashua, Portsmouth and Salem, NH, Brunswick, Maine, and Roosevelt Roads, Puerto Rico.

New Hampshire College now has a day college enrollment of nearly 1,000 students, 1,500 in the Graduate School of Business, and nearly 4,000 in the Division of Continuing Education. In recent years international student enrollment has enriched the cultural diversity of the College.

Today New Hampshire College offers Associate's degrees in Culinary Arts and several business-related fields. Bachelor of Science degrees in eighteen areas of business and liberal study and Master's degrees in Business Administration, Accounting, Business Education, Computer Information Systems, Community Economic Development and International Business to meet the needs of professionals who seek career advancement. Seventy full-time faculty, supported by dedicated and experienced part-time faculty, serve the educational needs of the College's diverse student body.

Accreditation and Membership

Accredited by:

- New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the Association indicates that the institution has been carefully evaluated and found to meet the standards agreed upon by qualified educators.
- The New Hampshire Post-Secondary Department of Education Commission.
- The New Hampshire State Department of Education for Teacher Certification.

New Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

New Hampshire College is also:

- Approved for the education of veterans and the children of veterans.
- Approved for the rehabilitation training of disabled students.
- Listed in the Department of Education's Education Directory, Part 3, Higher Education.

Campuses

The South Campus is located in the Manchester/Hooksett area of Southern New Hampshire. Manchester, known as the Queen City, has a growing population of 100,000 and is hub to a wheel of progress with industrial and business growth to its south, and vacation and tourist areas to its north. Convenient interstate highways bisect Manchester's bustling perimeters; air service connects Manchester to all major cities in the United States. New Hampshire College's South Campus borders Interstate 93 and is within an hour of Boston.

South Campus facilities include 200 acres with twenty major buildings: classroom/administrative buildings, residence halls, a computer center, a library complex with a TV studio, a student center with dining facilities and an athletic/recreational complex featuring two gymnasiums, a competition-size swimming pool, a hockey rink, athletic fields and lighted tennis courts.

The North Campus is 4.7 miles from the South Campus on Daniel Webster Highway, Route 3. Located on 500 wooded acres, this campus is comprised of faculty and administrative offices, classrooms and dining facilities. Alumni Hall houses the Graduate School of Business, while the Community Economic Development program, the American Language and Culture Center and the Culinary Institute are quartered in New Hampshire Hall.

Bachelor of Science Degree Programs

The School of Business, under the leadership of its faculty and Dean, prepares its students for careers in business by offering the following major courses of study leading to the Bachelor of Science degree:

- Accounting
- Business Administration
- Communication
- Business Studies
- Business Teacher Education
- Computer Information Systems
- Economics/Finance
- English Language and Literature
- English Teacher Education
- Hospitality Administration (Applied Science)
- Hotel Management
- Humanities
- International Business
- Management Advisory Services
- Marketing
- Marketing Teacher Education
- Mathematics Teacher Education
- Restaurant Management
- Retailing
- Social Science
- Sports Management
- Technical Management
- Travel and Tourism

Associate of Science and Certificate Programs

In addition to its range of four-year bachelor's degree majors, New Hampshire College offers two-year associate's degree programs, which may be a solution for those not sure about going on to college for four years. A two-year program offers solid preparation for a job in addition to the opportunity to continue on to a bachelor's degree. The College offers the following six associate degree programs:

- Accounting
- Business Administration
- Computer Information Systems
- Culinary Arts
- Fashion Merchandising
- Liberal Arts

Concentrations:

Business Studies degree with concentrations in:

Accounting
Business Administration
Business Finance
Computer Information Systems
Human Resource Management
International Business
Marketing
Materials Management
Production and Inventory Control
Small Business Management

Minors:

Accounting
Business Education
Computer Information Systems
Economics
Finance
Marketing

Certificates:

Accounting
Computer Programming
Education and the Family
Human Resource Management
Microcomputer
Retailing

The Culinary Institute

Established in 1983, The Culinary Institute offers the newest of New Hampshire College's degree programs. The institute's inception is a result of the College's commitment to meet newly-defined consumer and student needs in the New Hampshire area as well as the adjacent tourist locale. Students are prepared to meet the challenge of careers in the food service industry.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, is designed to combine academic knowledge with “Real World Experience.” Students learn and then practice: basic and advanced skills in food preparation and service; bookkeeping and effective cost control; menu planning; layout and work flow of kitchens, and professional equipment found in the food service industry.

The Graduate School of Business

Inaugurated in 1974, and established as a separate Graduate School in 1981, the College’s graduate programs in business have grown steadily both in size and stature. Its basic orientation of combining both concept and practice have enabled it to develop programs of study that reflect the changing and emerging needs of contemporary businesses, both on a domestic and international scale.

The Graduate School of Business offers the following degree programs:

Master of Business Administration (M.B.A.)

- Basic program in Administration
- Administration plus Graduate Certificate in:
 - Accounting
 - Artificial Intelligence/Expert Systems
 - Computer Information Systems
 - International Business
 - Finance
 - Health Administration
 - Marketing
 - Personnel Administration/Industrial Relations
 - School Business Administration
 - Taxation

Master of Science (M.S.)

- Accounting-preparation for qualification as a Certified Public Accountant
- Computer Information Systems
- Business Education
- Community Economic Development
- International Business

All programs of the Graduate School of Business are designed to:

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

The alumni of the programs offered through the Graduate School of Business offer students a substantial breadth of contacts in the business community, which itself provides exceptional resources for research, cooperative education opportunities and post-graduate employment.

Community Economic Development

The Community Economic Development programs were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

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

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

Academic Support Services and Student Affairs

Recognizing that effective teaching and personal development go hand-in-hand, the College is committed to the inclusion of academic support services and student affairs as an integral part of the life of the community.

To assist in the growth, development and academic success of its students, New Hampshire College has established resources and services to add to the learning environment and assist students to enlarge their educational horizons.

New Hampshire College academic support services include:

- Harry A.B. and Gertrude C. Shapiro Library
- The Learning Center
- New Hampshire College Computer Center
- The American Language and Culture Center

New Hampshire College student affairs services include:

- A Philosophy of Development
- Orientation
- Admission
- Athletics and Athletic Facilities
- Campus Ministry
- Counseling
- Student Activities
- Center for International Exchange
- Residence Life
- Health Center
- Public Safety
- Student Organizations and Publications
- Fraternities and Sororities

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of attempting to create a learning environment worthy of all those who become a part of it. At New Hampshire College this attempt is both conscious in nature and ongoing in character. It is a continual process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility

Career Development Center

The Career Development Center is responsible for promoting services aimed at assisting students in personal growth and career planning throughout their college careers. Workshops and individual advising, as well as assistance in resume writing and placement preparation, are available to all students.

Cooperative education options that integrate classroom study with related on-the-job experience offer experience in the business community while providing credits toward a degree. These opportunities bridge the gap between textbook theory and the actual practices of the working society and allow students to apply classroom knowledge to real employment situations, thus building confidence for future employment. Career choices can be tested early and realistically through the Cooperative Education program.

The College maintains a working relationship with current and potential local, regional, national and international employers. Students are also encouraged to develop business contacts that will assist them and the College in developing new options.

Cooperative Education

Recognizing that learning and education do not take place in the classroom alone, New Hampshire College offers an active program of cooperative education. The Cooperative Education program provides students with opportunities to work in the business community and receive credit and income for work performed. Cooperative education experiences are coordinated by the Career Development Center in consultation with faculty and students. Cooperative education work sites are available in all regions of the United States, and, on a limited basis, in foreign countries. All students are encouraged to build a cooperative education option into their academic program as it provides an excellent opportunity to gain applied business experience and is often the basis for enhanced career opportunities upon graduation.

New Hampshire College offers three opportunities for cooperative education in three, six and 12 credit hour blocks. Each co-op experience is supervised by a member of the College faculty or staff and also requires written assignments.

When cooperative education is taken during an academic semester it may be integrated with regular classroom work. By special arrangement through the academic dean's office, students may take a three credit hour course without

additional charge during the subsequent summer or intersession term. Regular college tuition and fees are charged for cooperative education taken during the academic year.

However, students often elect to take their co-op experience during the summer months as it affords them the opportunity to concentrate on full-time work for an extended period of time. Summer co-op carries separate tuition charges.

Career Planning And Placement

Career planning and placement activities promote programs and services aimed at assisting students in all phases of career planning, such as interviewing, evaluation of choices, professional attitudes, and career awareness. Traditional job-seeking assistance is offered, and contacts are made with representatives of business, government, and industry to recruit on and off campus. Career objectives and values as related to personal goals and lifestyles are challenged by Career Assessment Inventories. An on-premise career library contains material on career trends, job hunting techniques, employment opportunities. "How to" books and directories as well as a computerized employer data bank are also available.

SIGI PLUS, a software program which provides career, occupational and educational information and assists students in learning about career needs and goals, is another service, as is the software program PERFECT RESUME.

Basic Studies Program

The Basic Studies Program provides a structured living and learning environment for a limited number of freshmen. The program's purpose is to assure that students acquire all the skills necessary to succeed not only in the freshman year, but in successive years as well. The Basic Studies Program offers courses that are identical to the regular freshman courses. Full college credit is awarded for courses in the Basic Studies Program. The significant difference, however, is that while a typical course meets for three hours each week, some Basic Studies courses meet for five hours a week. The additional two hours are devoted to study skills instruction, structured study, tutorial and other assistance to assure that, for each student, the freshman year is academically sound and complete.

Students enrolled in the program live in a designated dormitory. The dormitory atmosphere, while warm and friendly, maintains a climate of quiet and mutual support to assure that both the academic and social aspects of collegiate life get appropriate attention.

Application to, or inquiries about the New Hampshire College Basic Studies Program should be directed to the Undergraduate School Admission's Office.

New Hampshire College In London, England

The North London Polytechnic Program

A valuable opportunity for learning at New Hampshire College is the semester in London program. Students who possess a superior grade point average attend classes with British students, as well as those from other nations, at the Polytechnic of North London. Situated in central London, the Polytechnic is one of 30 polytechnics in the United Kingdom, a major university system under the supervision of the British Ministry of Education. The polytechnics offer a wide variety of programs such as business, engineering, law and sciences. Students have a wide choice of courses in all of the liberal arts areas as well. Travel is encouraged and there is usually time in students' schedules for travel throughout Great Britain and Europe.

The program is open to juniors and seniors with a minimum grade point average of 2.50. Applicants apply in the second semester of their sophomore and junior years if they wish to be considered for the following academic year. Openings are limited and the applicant's academic record is critical for selection. Students contemplating applying for the program should see Dr. Grace, director of the program, early in their freshman or sophomore year.

The courses use the English system of evaluation, requiring written papers rather than tests or quizzes. New Hampshire College credit is given for each course successfully completed in England.

Students attending the Polytechnic of North London have an opportunity to spend a semester in a cosmopolitan world capital known for its many theaters, museums, and other cultural opportunities. A course on contemporary Britain, required for all students in the programs, helps them appreciate their new cultural experience. Besides receiving New Hampshire College credit for courses at the Polytechnic, students also receive any financial aid that they would have normally received had they spent the semester on the New Hampshire College campus. New Hampshire College students live in apartments in central London which allow for considerable freedom for travel and meal options. Central London, with its multiple cultural opportunities and the West End, with its shopping and entertainment areas, is only minutes away from the Polytechnic. Students who have participated in past programs have returned from London with praise for the facilities and for the overall experience.

Additional Polytechnic Opportunities - A Year Abroad

Arrangements have also been made for study at other London polytechnics. Students may choose to attend the North London Polytechnic, Thames Polytechnic, or East London Polytechnic for a full year of study abroad. A full year of study must be carefully planned and dovetailed with the student's major and course needs. Those students considering a full year abroad should see Dr. Grace early in their freshman or sophomore year of study at New Hampshire College.

Dr. James Grace, professor of business law, is director of New Hampshire College's London Program. His office is located in Frost 67.



Academic Support Services

Harry A.B. and Gertrude C. Shapiro Library

Located on the South Campus, the Harry A.B. and Gertrude C. Shapiro Library serves as an information resource center for the students, faculty, and staff of New Hampshire College. The constantly expanding collection contains approximately 83,223 volumes, 899 magazines and journals, and 12,067 company financial and annual reports on 211,993 microfiche. The library subscribes to various business, computer, tax and financial services, is a U.S. and State document depository, and has access to computerized information services. The Shapiro Library also supports New Hampshire College centers in Roosevelt Roads, Puerto Rico, and Brunswick, ME and works with public and academic libraries to provide services to NHC students and faculty. Collection development is aimed at meeting the research needs of undergraduate and graduate level students. Several conference rooms are available for group study projects. Librarians provide reference assistance and instruction in the use of library resources.

The Shapiro Library exists to strengthen and enhance the education of all New Hampshire College students by teaching them to learn independently, by providing opportunities to increase the depth and scope of their research and by aiding them in effectively using available information to make informed judgments and decisions. The library staff recognizes the differences and similarities among its various users and responds appropriately to the diverse needs of each. The library aims to have all New Hampshire College graduates familiar with basic information sources appropriate to their academic areas. To achieve this goal, the library's policies and procedures are designed to meet the needs of the academic community, based on its assessment of student and faculty needs, and on its work with students, faculty and administration.

The library features an art gallery which offers exhibits of New England artists. A separate, but functionally integrated wing of the library, contains the Audio Visual Center and 120-seat studio. The Center includes a listening room where its library of compact discs, cassettes, film and video programs can be reviewed by students and faculty. A wide range of A/V equipment is circulated from the Center for classroom instruction. Computer-generated transparencies are produced by students and faculty with assistance from audio-visual personnel. The studio is the broadcast point for Channel 8, the College's closed-circuit television system.

Learning Center

Success in academic matters is the result of a joint partnership between students and teachers. Students who are willing to learn will find the Learning Center a valuable part of that teaching-learning partnership. They are offered the assistance needed to be academically successful and to become independent learners.

Services include:

- Tutoring: individual, group, and walk-in
- Study skills instruction
- Academic counseling
- Supplemental workshops in various academic subjects
- Study labs for various courses
- A developmental reading program
- Writing assistance
- Computer and video assisted instruction
- Diagnostic testing

Learning Center services are available at no additional cost to all NHC students. Students who want to achieve better academic results are welcome to discuss their needs with a staff member anytime. The Center is open during the day and evening during the school year.

The Learning Center also conducts the Freshman Entrance Program. This college preparatory program is offered during the summer and is designed to help new students enter the freshman year with strong academic skills. Application for this program is through the Admission's Office of the Undergraduate School.

New Hampshire College Computer Center

The Computer Center's 4381 mainframe provides service in excess of 100 hours weekly to the academic and administrative communities in the College's facilities in New Hampshire and Maine, via an interconnected network of more than 150 terminals. One priority of the Computer Center is to support the academic computing activities of faculty and students related to mainframe hardware and software requirements.

In a manner less visible to students but equally important, the Computer Center also serves as the hub of the College's many administrative functions, again supporting mainframe and micro hardware and all software currently used, to assist NHC in administrative operations.

The Graduate School is supported by its own cluster of remote terminals located on the lower level of Alumni Hall; this facility has on-line connection to the college's IBM 4381, and is host to a Digital MICROVAX II.

American Language and Culture Center

The American Language and Culture Center offers intensive English language instruction and culture study from September through August. Its goals are to equip international students with the language and culture skills that will enable them to successfully enter and complete academic programs at New Hampshire College or other colleges and universities in the United States.

A variety of proven instructional methods are used to meet individual needs and instructional goals. An essential aspect of ALCC's program is its content-based curriculum. Carefully coordinated skill areas of listening, reading, writing, speaking and structure focus around topics of general interest: business communications, tourism, hotel management, marketing, music, art and drama. In addition, frequent field trips and access to community resources address academic, career, and personal development needs. The ALCC staff believe that the uniqueness of its program lies in the emphasis on close teacher/student relationships and structured interaction with the business and professional men and women who live and work in the Manchester community.

Small class sizes (limited to 12 students) and appropriate levels ensure individualized learning. Students cooperate in peer tutoring, counseling, and multi-level group work. Video programming and activities are an integral part of the program. The program provides computer-assisted instruction, and all levels have access to and classes in the computer lab. Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. TOEFL preparation classes are offered at frequent intervals throughout the year. The TOEFL is given at the end of each term.

Curriculum

The English as a Second Language program is a full-time program with a minimum of 20 hours of language instruction and language guidance. Students are tested and assigned to low intermediate, intermediate, and advanced level classes. At the end of each term, students are given the TOEFL exam among other tests and are evaluated as to their progress. Advanced level students are encouraged to take courses for degree credit in the evening division of New Hampshire College.

Skill Sections

Listening Comprehension

This section develops basic skills in discriminative listening. Through carefully structured practice, students improve their ability to extract meaning from spoken English sentences. They learn to pay attention to grammatical relationships within the flow of natural spoken English.

Reading and Writing

The reading and writing sections address the difficulties pre-university and college ESL students generally experience when reading unsimplified material for information. As much as possible, real life reading materials are used at all levels. Emphasis is placed on context reading and word analysis. Punctuation is studied in order to interpret complex sentences accurately. Scanning and skimming practice is developed as a reading skill. In the writing segment, students learn how to analyze and organize thoughts and information, to outline, and to paragraph. They also learn to develop a topic, to make and support points, to compare and contrast, and to show causal relationships.

Culture Studies

This segment focuses on cross-cultural awareness and sensitivity while giving students an opportunity to use the target language and develop new vocabulary. In addition to the structured cross-cultural activities, study skills are reviewed and students are introduced to libraries and research skills and to student rules in American colleges and universities.

Students who have demonstrated satisfactory skills and who have been accepted into the Undergraduate School are placed into English 070, a part-time ESL reading, writing, and study skills program along with two courses from the core curriculum.

English 070	
Tuition:	\$1,300.00 (15 week course)
USB Courses (two courses required)	\$1,992.00
	<hr/>
	\$3,292.00

Students who have completed the advanced level ESL course and who have TOEFL scores of 500 or better are placed in Graduate Language Studies, an English language support program for international graduate students who have begun pursuing their graduate degrees. The focus of this course is on business writing, analysis of case studies, and oral communication for business presentations.

Graduate Language Studies Tuition:	\$925.00 (11 week course)
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Admission Procedures

Admission is open to anyone who has completed secondary school and who has reached the low intermediate level of English. (approximately 380 - 400 TOEFL scores) Applicants must complete an application and give evidence of financial support. Admission to the American Language and Culture Center does not constitute admission to a degree program at New Hampshire College.

Grades

Students are evaluated on attendance, participation, progress and readiness for academic work at the college or university level.

Academic Calendar

Course Dates:

September 9, 1992 - December 22, 1992
 October 26, 1992 - March 5, 1993
 (Break from December 22, 1992, - January 15, 1993)
 January 13, 1993 - April 30, 1993
 March 15, 1993 - June 25, 1993
 May 10, 1993 - July 30, 1993

Note: Students should plan to arrive several days before the first class for orientation and housing assignments.

ALCC Fees

(15 week term):	September, October, January, March	
(12 week Term):	May	
Tuition	US \$2,625.00	(September, October, January, March terms)
	\$2,100.00	(May term)
Room/Board	\$2,317.00 *	(September, October, January, March terms)
	\$1,860.00 *	(May term)
Damage Deposit	100.00	
Health Insurance	276.00	per 6 months

* Room prices vary. Prices quoted are for a typical room based on double occupancy. Other room rates are listed in the Tuition and Expenses section.

Term Requirements

It is impossible to predict how many terms a student will need to acquire fluency, to meet the English proficiency required at NHC, or to pass the TOEFL exam. Students with minimal English skills must recognize that it may require up to 3 full terms or more to undertake a full-time degree program.



The Division of Student Affairs

Student Affairs Philosophy

The Division of Student Affairs is committed to a developmental model of student growth. Since students are growing beings whose needs, objectives and goals vary individually, it is incumbent upon the College to assist each student with the maximum opportunity for growth within the mission of the College. It is a responsibility of the department to aid students in becoming whole and complex persons.

Areas of development about which the staff is especially concerned include courtesy, respect for others, appropriate behavior, leadership, career planning, values, responsible drinking, academic achievement, critical thinking, good health, preventive medicine, competitive sports, lifetime recreation, the ability to deal with anxiety, and social and cultural awareness.

The Division of Student Affairs seeks to assist all students at New Hampshire College in solving both academic and nonacademic problems. Its programs are geared toward a successful experience for each student. Students Affairs at New Hampshire College includes Admission, Athletic Facilities Management, Health Services, Residence Life, Intercollegiate Athletics, Recreational and Intramural Sports, Public Safety, Center for International Exchange, Counseling, Student Activities, and Campus Ministry.

Athletics

New Hampshire College supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competition are offered to men and women of the college community. On the intercollegiate level, men's teams are fielded in baseball, basketball, ice hockey, lacrosse and soccer. Women's teams include basketball, soccer, softball, and volleyball. New Hampshire College is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, and the New England Collegiate Conference.

The College sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, ice hockey, broom hockey and racquetball. Women's intramural sports include indoor soccer, basketball, racquetball and broom hockey. Softball and volleyball are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise, SCUBA diving, Nautilus training, advanced life saving and water safety instruction (W.S.I.). Cross-country skis, ice skates and snowshoes are available for all students.

Athletic Facilities

The College has two gymnasiums (one has a wooden floor with a seating capacity of 2,500; one has a synthetic surface with a seating capacity of 1,000 and a stage to accommodate a variety of college activities), a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a Nautilus weight room equipped with 13 Nautilus machines, a mirrored exercise/dance room, a training room, an equipment room, several locker rooms, team rooms and meeting rooms. Outdoor facilities include a 200' x 85' lighted artificially-refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields. In addition, cross-country ski trails and nature trails have been cut on both campuses.

Counseling Services

Personal and emotional problems often interfere with effective learning and living. Moreover, a student with many strengths and abilities may still experience serious difficulties in areas that can be effectively resolved through counseling.

Some examples of such difficulties might be problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, substance abuse, alcohol and drug issues or conflicts with one's family and others.

Personal concerns of any type may be discussed privately with a professional counselor. Counseling sessions are confidential.

Center for International Exchange

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

- to provide services, assistance, information and support to about 500 international students;
- to assist American students, staff and others interested in travel, study, or work abroad;
- to promote intercultural exchange.

The Center for International Exchange assists with immigration regulations and federal laws such as extensions of stay, travel documents, change of visa status, authorized employment, practical training, social security regulations and income tax.

The CIE works with U.S. government agencies, embassies, consulates, and various home-country and agency sponsors. Assistance is offered with foreign exchange permits, enrollment letters, banking information and emergency aid.

As a department of the Student Affairs Division, the Center for International Exchange serves the needs of a culturally diverse population. The CIE is the focal point for intercultural events such as International Bazaar and an International Film Festival.

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

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

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

The Center for International Exchange is located in Belknap House on the South Campus.

Office of Residence Life

College housing includes residence halls, townhouses, and apartments. Residence halls consist mainly of double rooms in suite arrangements with capacities of 12-24 students. Students in residence halls share common bath and lounge facilities. Townhouses and apartments consist of four-and six-person accommodations; students share a common kitchen, living room and bath.

All residence hall rooms are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living room and kitchen furniture, as well as a stove and refrigerator. Students must provide their own pots, pans, glasses, plates and silverware. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to residence halls.

The College requires students in the Undergraduate School, the Culinary Institute, and ESL program to reside in College housing for a minimum of two of their school's semesters or terms. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate school students are not required to reside in College housing, however if they do request and are assigned a residence, they are committed for two terms.

Being admitted to the College is not a guarantee of a residence assignment. Students are assigned residence on an annual basis and are not guaranteed on-campus residency through graduation.

Resident Assistants

Adjusting to college living is a challenging experience. Realizing this, the College has staffed its residences with resident assistants. They are upper class students who are selected and trained to assist resident students. Their responsibility is to promote the well-being of students by providing a positive living experience. They do this by advising, making appropriate referrals, and assisting students in various other ways. Students are encouraged to acquaint themselves with their resident assistants and to ask them any questions they have.

Health Center

During the academic year, the Health Center is open Monday through Friday. The staff includes a registered nurse and a licensed practical nurse. The College physician is available by appointment.

Outpatient services available to students include treatment of common and acute health problems, diet counseling, pregnancy counseling, first-aid treatment, as well as management of common controlled chronic problems. All full-time day students are strongly advised to have a health history and physical examination on file in the Health Center prior to their registration. Regulations prohibit treatment of students without health records on file prior to class registration. Foreign students must present a health history and chest x-ray prior to initial registration.

Public Safety

The office of Public Safety is responsible for the safety of the New Hampshire College community-students, staff and guests-as well as the security of College property. A complex dual role results-one of service as well as one of enforcing College regulations.

Safety and security are everyone's responsibility. A college community is made far safer when its residents are willing to cooperate with one another and with the public safety office.

Campus Ministry

The Campus Ministry Program at New Hampshire College strives to foster the spiritual growth and development of students at the College. The programs of the department strive for an integration of the spiritual and social with service to the community. Toward this end, campus ministry provides religious services, confidential counseling, spiritual direction, retreat programs, community service projects, on campus programs, and social events. Students of all faiths have opportunities to come together and share the experience of God in their lives.

At the present time the department is staffed by a full-time director of campus ministry-Catholic chaplain-a part-time Protestant chaplain and rabbi.

Student Activities

The personal growth resulting from college activities is not easily measured. It is, however, directly related to each student's level of involvement and commitment. The College provides opportunities for individual participation and for membership in clubs and organizations.

The Office of Student Activities helps organize new clubs, coordinates leadership development and advises the Student Government Association (SGA). It provides information and guidance on planning and presenting events and programs, prepares an activities calendar and keeps the roster of organizations. The office is located in the Student Center.

Camp Synergy

Camp Synergy is a leadership development program that utilizes Outward Bound types of activities to build trust, effective communication, self-confidence, cooperation, critical thinking, initiative, teamwork, goal and task orientation and risk taking. Set in the attractive woodlands of our North Campus,

the program uses mildly physically challenging activities that promote each of the qualities that make an effective leader. While there are physical demands in each of the exercises, the team building aspect of the program makes it possible for anyone to take part, regardless of age or physical condition. In fact, the greater the variation of participant qualities, the better the experience.

Student Organizations

Student Government Association

The undergraduate Student Government Association (SGA) is composed of elected congress persons from each of the student classes. Representatives are elected each April for the upcoming academic year. The SGA administers the student activities fund which provides budgeted monies for all student clubs and organizations at the institution. The SGA provides student representation on all major College committees. Examples of various committees include: student life advisory committee, student/staff disciplinary review board, academic issues, curriculum committee, student/staff assistance program (SSAP).

Student clubs and organizations provide a wide variety of social and cultural opportunities for students at the College. Officers in each of the 35 student clubs are elected in the spring of each year for the following academic year. Some of the opportunities that these organizations offer include: hiking, camping, white water canoeing, concert planning, and working on a variety of philanthropic projects.

Graduate Student Association

The Graduate Student Association was established in 1982 to provide opportunities for graduate students to complement their formal education with quality co-curricular activities. All students are encouraged to participate in the activities that range from educational guest speakers on current issues to ski trips and social gatherings.

Student Activities Council

The Student Activities Council is a branch of the Student Government Association and is responsible for sponsoring social activities on campus.

New Hampshire College Ambassadors

The Ambassadors is a student organization established in 1990. New Hampshire College Ambassadors are selected student leaders who work for the betterment of the College. They develop meaningful communication between students, faculty, staff, alumni and work to enhance the relationships between New Hampshire College and the community. Membership is open to full-time sophomores, juniors, seniors and graduate students who have maintained a 3.0 grade point average.

The Intrafraternal Council

The Intrafraternal Council is the coordinating board for the fraternal system at New Hampshire College. Its purpose is to organize the rush program, develop pledging procedures, and provide a forum for discussion for any concerns that exist among the eight Greek Chapters.

Fraternities and Sororities

Through membership in social fraternities and sororities, students often make life-long friendships based upon mutual interests and experiences outside the classroom. These organizations have a strong commitment to organizing campus and community service projects in an effort to promote themselves and New Hampshire College.

Fraternities:	Sororities:
Kappa Delta Phi	Phi Omega Psi
Kappa Sigma	Kappa Chi
Phi Delta Theta	Kappa Lambda
Phi Delta Psi	Phi Delta Beta

The Culinary Society of New Hampshire College

The Culinary Society promotes the educational and social benefits of the culinary arts and unites students, alumni, staff and faculty of the Culinary Institute. Many students represent the College in regional culinary competitions.

The Commuter Club

The Commuter Club involves commuting students in the life and atmosphere of the College and serves as an information vehicle. It provides commuters with a voice to express their concerns and needs.

Catholic Student Association (CSA)

The CSA is an organization designed to build and foster Christian living and fellowship on the New Hampshire College campus and the local community. CSA offers students an opportunity to come together to share and experience God’s presence in a meaningful and dynamic way through support groups and weekend retreats. The CSA also holds several other campus-wide social activities. CSA members all agree that there is a lot of pride and joy in taking part in the organization’s events.

Membership in the CSA is open to any New Hampshire College student who supports and promotes the purpose and goals of CSA.

Jewish Student Association (JSA)

The Jewish Student Association (JSA) exists to unite Jewish students on campus, to establish relations with the surrounding community, and to provide individuals with an opportunity to meet and to discuss current issues and concerns. As a religious organization JSA works in close collaboration with the

Catholic Student Association (CSA) and the Protestant Student Association (PSA) in conducting various programs and activities throughout the year. Finally, JSA provides information to students on celebrating the Sabbath and Festival Services in the local community.

Protestant Student Association (PSA)

The Protestant Student Association (PSA) offers students of all denominations the opportunity to experience Christian fellowship with others. In a friendly and caring atmosphere, individuals can grow and develop, explore the meaning of faith in their lives, and experience the joys and happiness of what it means to be dedicated Christians.

PSA likewise provides, in conjunction with the Catholic Student Association (CSA), stimulating programs, "Encounter Weekends," opportunities to reach out and help others, as well as times to just relax, have fun, and enjoy each other's company.

Student Publications

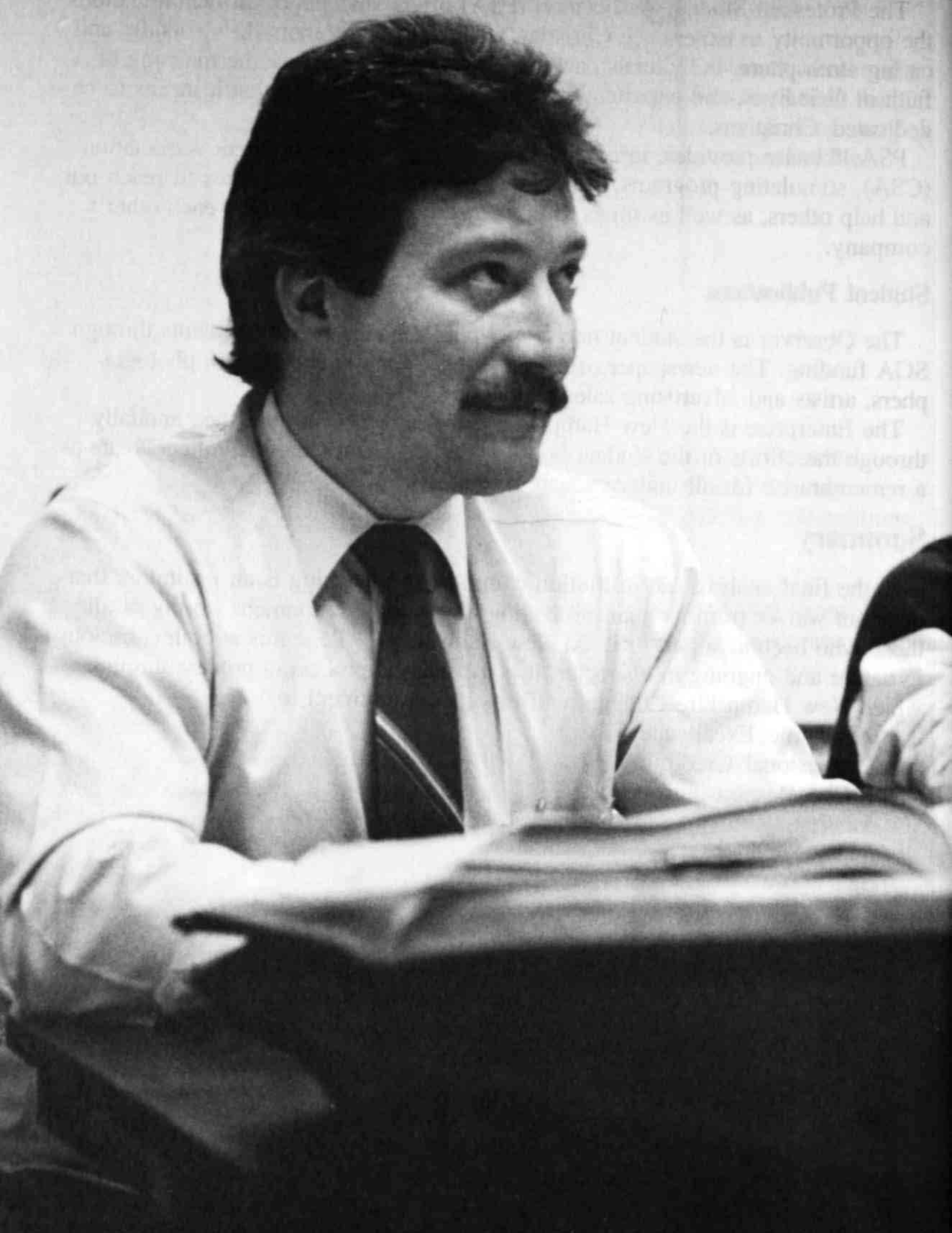
The Observer is the student newspaper published entirely by students through SGA funding. The newspaper offers experience for writers, editors, photographers, artists and advertising sales people on campus.

The Enterprise is the New Hampshire College yearbook published annually through the efforts of the student body. It serves to chronicle the college years as a remembrance for all undergraduate students.

Summary

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of creating a learning environment worthy of all those who become a part of it. At New Hampshire College this is both conscious in nature and ongoing in character. It is a continual process, a process through which New Hampshire College reaffirms its commitment to:

- Academic Excellence
- Professional Credibility
- Social Responsibility



Division of Continuing Education

The purpose of the Division of Continuing Education at New Hampshire College is to make available to adults courses of study at the college level designed to improve their position in their current field of employment, or to help them acquire the skills and knowledge necessary to pursue a new career.

Through the Division of Continuing Education, New Hampshire College is able to be a school for working people. Our course selections, schedules, curricula and methods of instruction are designed with the adult working population in mind.

Convenience and accessibility are the keys to the division's success. With eight locations in New Hampshire, Maine and Puerto Rico, we are near our students. Class schedules which meet evenings, weekends and weekdays in some centers, are designed for working adults.

Continuing education terms are eight weeks in length with six terms per year. A student who enrolls in two courses per term can complete a certificate program in one year, an associate's degree program in two years and a bachelor's degree program in just four years.

In many cases, the adult learner can receive credit for acquired skills and knowledge or previous life experience through our advanced placement system. This can enable the adult student to achieve a degree even more quickly.

New Hampshire College is proud of its success in continuing education. We have been a leader in this field and will continue to emphasize academic excellence and individual achievement.

The variety of degree programs, course offerings and schedules is too extensive to be listed here. For further information contact one of the following continuing education centers:

In New Hampshire:

Concord Center

130 Pembroke Road, Concord, NH 03301 (603)225-8230 (Graduate Programs Only)

Laconia Center

Lakes Region Professional Bldg. 2 Airport Road, PO Box 5285,

Weirs Beach, NH 03247 (603) 524-3527 or 524-3554

Manchester Center

2500 North River Road, Manchester, NH 03106 (603) 668-2211, Ext:2115

Nashua Center

546 Amherst Street, Nashua, NH 03063 (603) 881-8393

Portsmouth Center

150 Greenleaf Ave., Portsmouth, NH 03801 (603) 436-2831

Salem Center

19A Keewaydin Drive, Salem, NH 03079 (603) 893-9600

In Maine:

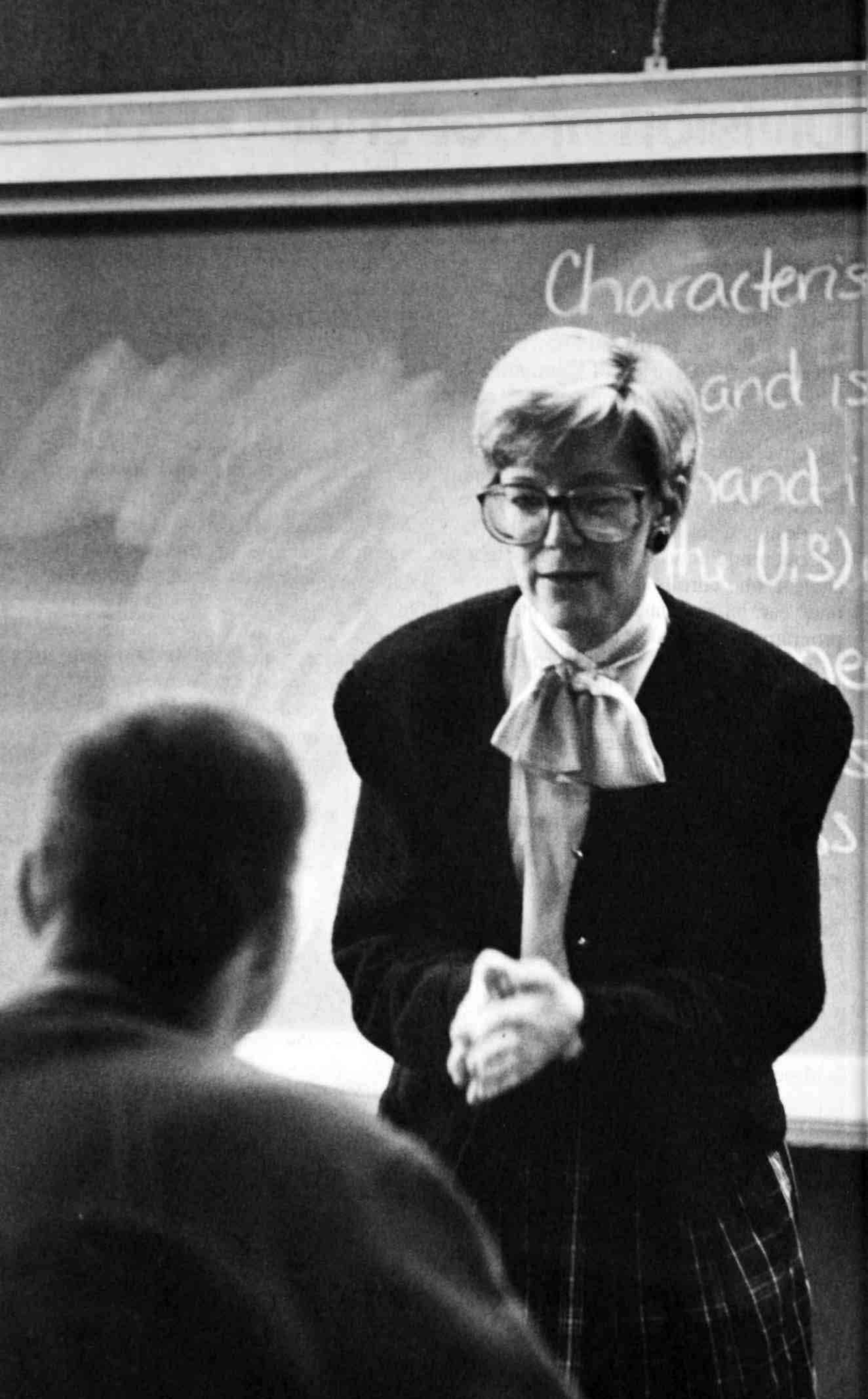
Brunswick Center

Box 4, Naval Air Station, Brunswick, ME 04011 (207) 725-6486 or 729-9238

In Puerto Rico:

Roosevelt Roads Center

P.O. Box 3602 U.S. Naval Station, Ceiba, PR 00635 (809) 865-8598



Undergraduate School

Admission

Admission Requirements

Candidates for admission to the New Hampshire College Undergraduate School will be evaluated on an individual basis and are encouraged to apply as far in advance of their intended starting date as is practical. There is no application fee.

The admission decision will be based on the quality of the applicant's overall credentials and his or her potential for success in the curriculum at New Hampshire College.

Among the factors considered in the admission decision are:

- The candidate's academic success in high school
- Rank in class
- SAT scores
- High School recommendations
- Impressions formed during personal interviews

Applicants should hold a diploma or a GED from an accredited secondary school before enrolling.

SAT Scores

New Hampshire College requires the Scholastic Aptitude Test scores of all freshman applicants to the Undergraduate School. SAT scores may be reported to us on your high school transcripts or sent directly by the College Board to: Code #3649, New Hampshire College, 2500 North River Road, Manchester, NH 03106-1045.

Personal Interviews & Campus Tours

Although personal interviews are not required, they are strongly recommended. Students and parents are encouraged to visit the campus when classes are in session; however, the Admission Office is open year-round. Tours and interviews are conducted Monday through Friday from 9:00 a.m. - 3:00 p.m. with Saturday appointments available during the academic year. Special open houses are scheduled in October, November and April for prospective students and their parents. Appointments for interviews and campus tours may be arranged by calling (603) 645-9611.

Admission Plans

Rolling Admission

Candidates can usually expect notification of an admission decision within one month of receipt of academic credentials.

Early Admission

High school juniors who have maintained above average work in their three years of high school may apply for Early Admission. Candidates must have strong endorsement from their high school and show maturity and motivation for selecting this option.

Admission

The Culinary Institute

To be admitted to the Culinary Institute, an applicant must have completed high school with an average or better than average academic record. SAT scores are optional but encouraged. High school curricula should have included four years of English and one year of algebra. Personal interviews are strongly recommended. Applicants must furnish letters of recommendation as well.

Those applicants who do not meet the above admission requirements are allowed to improve their academic record by enrolling on a part-time basis in one or two courses during the initial term. Full-time enrollment may begin at a later date.

While the Admission Office of the Undergraduate School handles applicants' records, the Culinary Institute admission coordinator evaluates each applicant for admission. Interested persons may contact either the Culinary Institute or the Admission Office to receive more information on the program.

International Student Admission

New Hampshire College has no application fee. A complete application requires the following:

- A completed International Student Application form. The admission form used for US students is not acceptable.
- Official copies of academic records translated into English, including:
 - proof of graduation or completion of program.
 - copies of transcripts or mark sheets of all course work taken with grades or marks for each course indicated (photocopies certified as true copies of originals are acceptable).
- Proof of English proficiency or agreement to enter our full time intensive English as a Second Language (ESL) program. New Hampshire College provides conditional admission for students needing ESL prior to entering a degree program.
- Documentation of financial support. As an alternative to completing the financial statement in the application form, bank letters certifying available assets may be submitted. A demonstrated level of support not only for actual tuition and room and board, but also for living expenses, pocket money, books, etc. is necessary.

Transfer Admission

Transfer students are accepted at New Hampshire College for the semesters starting in both September and January.

New Hampshire College recognizes the work completed at other accredited institution and, in particular, encourages transfer applications from students already holding associate's degrees. The College's Technical Management major has been specifically designed to meet the needs of students having a technical/vocational preparation. The Business Studies degree also provides an option for transfer students who have taken a number of liberal arts courses and now desire a business degree.

Transfer applicants with an associate's degree from an accredited institution will be granted upper division status in most cases.

Transfer Application Procedures

Please submit:

- An Application for Admission. Forms are available from transfer counselors or directly from the College. There is no application fee.
- High School Transcript and Recommendations. Complete the release form on the application for admission and New Hampshire College will obtain the applicant's high school records on his or her behalf, or the high school may forward the transcript and records directly to New Hampshire College. Transfer applicants need not present SAT scores.
- College Academic Transcripts. Transcripts from all colleges previously attended must be forwarded to the Admission Office for evaluation.
- College Financial Aid Transcripts. Financial aid transcripts from all colleges previously attended regardless of whether financial aid was received must be forwarded to the Financial Aid Office.
- Supplemental Transfer Form. This form will be forwarded to the applicant upon request for an application for admission. All courses currently in progress and those which do not appear on the applicant's transcript must be listed here. Forward the completed form to the director of admission.

All of the above factors will be considered in the evaluation process but emphasis will be placed on the quality of work completed in college.

Internal Transfer

Any student who is currently enrolled in any of the New Hampshire College programs (continuing education) and wishes to enroll in the Undergraduate School must file an Internal Transfer Application. Students will be evaluated on their academic performance in their current program. Being admitted to another New Hampshire College program does not guarantee acceptance to the Undergraduate day division.

Student Exchange Courses

New Hampshire College students are eligible to take courses at New Hampshire College and University Council (NHCUC) member institutions during the regular academic year. Courses must be approved in advance by the registrar and are subject to available space. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts, and grades are computed into the New Hampshire College average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Daniel Webster College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire and the University of New Hampshire, Manchester.

Students involved in the exchange program are subject to the rules, regulations, and restrictions in both the home and visited institutions. Students should, therefore, seek the counsel of the exchange representative, the registrar.

Transfer Policy for New Hampshire College Students

New Hampshire College recognizes credit earned at other accredited collegiate institutions and encourages transfer applications. Credit for courses which fit the applicant's degree program and in which the student earned a grade of "C" or higher may be transferrable. Transfer students may be awarded advanced standing classification with ranking determined after an evaluation of credits earned elsewhere by the Registrar. Grades earned in courses taken at other institutions are not considered in the calculation of the student's grade point average at New Hampshire College.

A maximum of 90 credits may be transferred toward a bachelor's degree and 30 credits may be applied to an associate's degree.

Transfer students are expected to meet all graduation requirements of New Hampshire College.

Technical Transfer Credits

New Hampshire College welcomes students who wish to transfer from any of the New Hampshire Technical Colleges or the New Hampshire Technical Institute. All academic and technical course work in which a student has earned a grade of C or higher is fully transferrable. Students transferring with 60 or more credits are granted status as juniors.

Students transferring from the New Hampshire Technical College and the New Hampshire Technical Institute may enroll at New Hampshire College in the full-time day program in Manchester, or part-time through the Division of Continuing Education.

Advanced Placement for Life Experience

New Hampshire College recognizes that many students possess knowledge and skills that may deserve recognition through the awarding of college credits. The College has adopted an advanced placement system which allows students to be granted college credit through a variety of testing.

Through the advanced placement program, credits are granted for the demonstration of proficiency in prescribed sets of competencies at a level acceptable in one of the College's educational programs. The credits must fit into the degree requirements of the program at New Hampshire College chosen by the applicant.

Students beginning at New Hampshire College should review the various methods of earning credit toward graduation for previous formal and informal educational experiences. The following describes each method and explains the process for applying for evaluations and for the granting of credit.

Awarding of Credit for Previous Formal Education

Transfer from accredited institutions of higher education: The most common type of credit for previous experience is the transfer of credits from other institutions of higher education. To receive credit on a direct transfer basis, the credits must have been earned at an accredited institution of higher education either in the United States or abroad. The Registrar can inform you if your former institution is accredited. International course work is evaluated by the staff of the Center for International Exchange.

If students wish to apply for transfer of credits, they must supply an official transcript of their grades to the Registrar's Office. Once their transcripts are reviewed, they will be notified of the credits that can be transferred and the requirements which they satisfy.

Awarding of Credit for Courses Taken in Other Post-secondary Settings

New Hampshire College awards credit for some formal course work taken in non-accredited post-secondary educational settings. These settings include: post-secondary vocational and technical training, in-service training courses in the work place, military service training programs and career related workshops and seminars.

In many cases, this type of training has been evaluated by the American Council on Education (ACE) and criteria for awarding college credit is available in the various ACE guides.

Where there is no ACE criteria, New Hampshire College may have to conduct an independent review of the training for the purpose of granting transfer credit.

Students wishing to have their non-accredited post-secondary course work evaluated should submit a letter requesting this evaluation, along with official transcripts or some original form of verification of successful completion of these courses to the College registrar. You will be notified by the registrar if the experience warrants credit, and if so, the number of credits awarded and the requirements they satisfy.

Awarding of Credit by Examination

New Hampshire College accepts the results of nationally accredited testing programs or institutionally developed examinations to satisfy the prerequisites of certain courses or degree requirements. Before deciding on a testing program, the student should review his or her worksheet with an advisor, center director, or with the registrar to determine if testing is a practical alternative.

Standardized Testing Programs

The College accepts for credit test results from the College Level Equivalency Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and high school advanced placement tests.

Institutional Examinations

If students believe their experience and background have prepared them to meet the requirements of any course, the course(s) can be challenged through an institutional examination. Before challenging a course, students should discuss the course content with the appropriate department chairperson. If after this discussion students feel capable of passing an institutional examination for the course, they should apply in writing to the registrar. Some courses are not eligible to be challenged. Please consult the registrar as to which courses may be challenged. The registrar will arrange for the preparation of the institutional exam and notify students of the date and time the examination will be administered. A fee of \$50.00 is charged each time a challenge examination is administered. Higher fees are charged for certain courses in which substantial evaluation of student work is required. The examination results are evaluated by the appropriate academic department, and the course is listed on the students' transcripts for each successful challenge.

Orientation

Prior to matriculation all new students are required to attend a three-day orientation program. The goal of the program is to introduce the new student to the academic and co-curricular life of the College, and to assist in the transition to a new environment. Students will be assisted by Student Affairs professionals, faculty and a staff of student orientation leaders. The three day program includes the registration process and a variety of social activities.

Scholarships and Student Assistance

New Hampshire College encourages all students to apply for financial assistance. During the 1990-1991 academic year, the Financial Aid Office processed aid in excess of \$7 million, with awards ranging from \$500 to \$12,000.

Although the primary financial responsibility for a student's education rests with the family, the College will make every effort to address the needs of applicants, within the boundaries of federal and institutional guidelines. Merit scholarships (academic and alumni) are also available for academically qualified students who have no demonstrated financial need.

Student aid programs administered by the College include federal, state and institutional funds as well as private dollars. The comprehensive, fully coordinated scholarship and assistance program includes three basic types of aid: gift, loan and work. The types of assistance may be awarded singly; but it is usually the College's policy to award them in various combinations called financial aid packages. All scholarship and assistance programs are subject to prevailing federal and state laws or regulations. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.

Selection Criteria

New Hampshire College is a member of the College Scholarship Service Assembly (CSS) of the College Board, and utilizes the CSS method of need analysis to determine student and/or parental support levels. The CSS system uses a formula called congressional methodology.

For dependent students, congressional methodology estimates the parents' contribution toward education on the basis of the amount of parents' income and assets as well as consideration of taxes, medical expenses, and other liabilities of the family. The student's income and assets are also considered in estimating the total family resources which may be utilized to meet the student's cost of education.

For independent applicants, congressional methodology estimates the student or family contribution on the basis of student's (or spouse's) income and assets. Taxes and other liabilities of the student (and his/her family) are taken into consideration in the formula.

The difference between a student's cost of education and the estimated family contribution, as well as support received from sources outside the College, is the student's demonstrated financial need. The Financial Aid Office will attempt to fund demonstrated need through a combination of financial aid sources available.

The Application Process, Rolling Financial Aid and Priority Dates

Students who wish to apply for financial aid should submit the College Scholarship Service's Financial Aid Form (FAF). New Hampshire College makes its determination on an annual basis and awards are for the academic year, which includes terms starting on or after the next July 1st.

Complete applications received in the Financial Aid Office will be considered on a rolling basis whereby the application is processed as soon as it is received, assuming that all admission criteria have been met. Priority will be given to

completed applications received by: March 15 for freshmen, transfer students and readmitted students; April 15 for returning upperclass students. Applications received after those dates will be considered when available funds permit.

Applicants selected for verification by the federal government will not be considered until all documentation, including income tax returns, is received in the Financial Aid Office.

The CSS Financial Aid Form (FAF) may be obtained from either the Admission Office or the Financial Aid Office at the College, from your high school or college guidance office, or from the College Scholarship Service by writing to the College Scholarship Service, Box 2700, Princeton, New Jersey, 08540. The FAF should be completed carefully and accurately. All items must be answered. If no figure is to be entered, please do not leave the space blank, enter a zero (0) or draw a line through the space. A properly completed form must be submitted through the College Scholarship Service. You should indicate that you want a copy of your FAF and Need Analysis Report forwarded to New Hampshire College, code #3649.

Normal processing time for your Financial Aid Form at the College Scholarship Service is about four weeks. Please keep this time frame in mind in relationship to the priority dates. Applicants who have attended another post-secondary institution must have a Financial Aid Transcript (FAT) completed by the Financial Aid Office at each school previously attended. The complete FAT must be sent directly to the New Hampshire College Financial Aid Office from the other school. Federal financial aid cannot be distributed to a student until appropriate FAT's have been received.

All information submitted in support of an applicant's aid request is held in strict confidence by the College. The data, however, is subject to verification through the Internal Revenue Service. The College reserves the right and recognizes the responsibility to cancel awards and rebill the student and/or parents in cases where awards were authorized on the basis of incorrect information.

Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility

Review

Academic progress will be determined by the Financial Aid Office at least once each year based upon the information contained on the student's academic transcript as of the date of the review. A student must meet both of the established standards in order to continue to receive financial assistance.

Standards

Quantitative Measure

Students must successfully complete at least 75 percent of all the credits attempted at New Hampshire College during the entire period of enrollment.

Total credits earned divided by total credits attempted equals the percentage.

- For the purposes of financial aid, a student may attempt a maximum of 166 semester hours of credit (inclusive of remedial and non-degree courses), less the total number of credits accepted for transfer from other institutions.
- Credits attempted are those for which the student has enrolled, as of the end of the add/drop registration period. The courses/credits appear on the academic transcript.
- Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.
- Courses that are repeated will be counted in the calculation of credits attempted and credits earned (if the student received a passing grade).

Qualitative Measure

Students must maintain a minimum cumulative grade point average (G.P.A.) of 2.00 (a C average) on a 4.00 scale.

Enforcement

First and second year undergraduate students are defined as those students having attempted less than 48 semester hours of credit (including transfer credits).

- Failure to meet either standard will result in the student being placed on Financial Aid Probation.
- The probationary period for all programs will be a maximum of twelve months. During the period of probation students will be able to receive the financial aid for which they may be eligible.
- At the end of the probation period:
students whose academic records meet both standards will have their academic eligibility for future financial aid reinstated, or
students whose academic records do not meet both standards will have their eligibility for financial aid suspended.

Students may appeal the suspension of financial aid to the Financial Aid Appeals Committee. Appeal procedures are available from the Financial Aid Office upon request.

Third and fourth year undergraduate students and all graduate students are defined as those students having attempted 48 or more semester hours of credit (including transfer credits)

- Failure to meet the qualitative standard as of the close of any term/semester will result in the suspension of eligibility for financial aid without a period of probation. The adherence to the qualitative standard is to comply with U.S. Department of Education rules.

The suspension may be appealed on the basis of an undue hardship, such as the death of a relative or an injury to or illness of the student, as the cause of the deficient academic performance. Information concerning appeal procedures is available from the Financial Aid Office upon request.

- Failure to meet the quantitative standard will result in students being placed on Financial Aid Probation.
- The probationary period for all programs will be a maximum of twelve months. During the period of probation students will be able to receive the financial aid for which they may be eligible.
- At the end of the probation period:
students whose academic records meet both standards will have their academic eligibility for future financial aid reinstated, or
students whose academic records do not meet both standards will have their eligibility for financial aid suspended.

Reinstatement

Students will have their academic eligibility for future financial assistance reinstated upon compliance with the standard(s). However, eligibility is not retroactive for periods of enrollment wherein they were not in compliance with the standards.

Outside Assistance

New Hampshire College urges all students to seek assistance from sources outside the College, in addition to making application through the Financial Aid Office. Students should consider local programs such as Dollars for Scholars, service clubs and trust programs which may be known to the trust offices at local banks. Guidance counselors may be able to provide information concerning available reference material.

Although awards of \$100 or more are required to be reported to the Financial Aid Office, success in obtaining support from sources outside the College does not automatically reduce assistance through the College. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve its students by having the most accurate and current information available concerning their situations.

New Hampshire College Grants and Scholarships

New Hampshire College Academic Scholarship Program

The Academic Scholarship is merit-based and awarded to all freshmen and transfer students regardless of financial need. Applicants with a minimum cumulative 3.0 grade point average (or equivalent) will receive \$1,000 and those with a minimum cumulative grade point average of 3.5 (or equivalent) will receive \$1,500. International applicants who have the equivalent of a 3.0 grade point average will receive a \$1,000 scholarship.

New Hampshire College Alumni Scholarship Program

The Alumni Scholarship Program is funded by contributions from New Hampshire College alumni and from the institution. Alumni scholarships are awarded to continuing students who have proven academic success at New Hampshire College. Criteria for the program are the same as the New Hampshire College Academic Scholarship Program. Application forms are available directly from the New Hampshire College Financial Aid Office. Application deadline is May 15 prior to the academic year of the award.

Granite State Scholarship

The Granite State Scholarship program is designed to assist deserving individuals enrolled (or planning to enroll) as commuting students in the New Hampshire College Undergraduate School (day program). Scholarships of up to \$3,000 per academic year (\$1,500 per semester) are awarded under this program.

Continuing students, who have received a Granite State Scholarship beginning with their first semester of enrollment at New Hampshire College, may apply each year for renewal of their scholarship award. Individuals must maintain continuous full-time enrollment to be considered for renewal of the scholarship. Renewal application forms are available directly from the New Hampshire College Financial Aid Office.

New Hampshire College Grant Program

New Hampshire College grants are based on academic achievement and demonstrated financial need. Awards range from \$500 to \$4,000 and total more than \$950,000 annually.

New Hampshire College Athletic Scholarship Program

Athletic scholarships are available to outstanding athletes in several sports. Amounts of the scholarships vary. Information regarding these scholarships can be obtained by contacting the appropriate coach in the New Hampshire College Athletic Department at (603)645- 9604.

Resident Assistant Scholarship Program

The Resident Assistant Scholarship Program awards work scholarships to students who are chosen for positions as resident assistants in the dorms, apartments and townhouses on the College campus. The program is limited to upperclass students enrolled full-time who have a cumulative grade point average of at least 2.0. Application is through the Office of Residence Life.

New Hampshire College Future Business Leaders of America Scholarship

New Hampshire College awards one Future Business Leaders of America Scholarship of \$1,000 each year to the student chosen by the State FBLA Group as the New Hampshire College recipient. Applications are available to any freshman and are judged on a letter written to the State FBLA Group.

New Hampshire College DECA Scholarship

New Hampshire College awards one DECA Scholarship of \$1,000 each year to the student chosen by the State DECA Group as the New Hampshire College recipient. Applications are available to any freshman and are judged on highest point total in the participatory competency-based competition at the NH DECA Career Development Conference.

Hoyle, Tanner & Associates Minority Scholarship Program

The Hoyle, Tanner & Associates Scholarships are awarded to minority students based on academic performance and demonstrated need. The scholarships are designated for business administration or accounting majors and award renewals are restricted to recipients who maintain a 2.5 cumulative grade point average.

Merrimack Valley Association for Counseling and Development Scholarship Program

The Merrimack Valley Association for Counseling and Development offers scholarships to students who are residents of New Hampshire and graduates of a Merrimack Valley high school.

New Hampshire Cooperative Work Experience Education Scholarship Program

The New Hampshire Cooperative Work Experience Program awards up to \$4,000 annually to New Hampshire residents who participated in a cooperative education program in high school. Applicants should request a letter of recommendation from the vocational center.

Robert E. Plourde Scholarships

In recognition of his many years of service to the College, a number of scholarships are funded each year by the College in the memory of Robert E. Plourde. Plourde Scholarships are designated for high school graduates from the Pembroke/Suncook, N.H., area and are based on financial need and academic excellence or promise.

Endowments

Gertrude C. Shapiro Scholarship

The Gertrude C. Shapiro Scholarship was established as a gift to the College by Gertrude C. Shapiro to assist women from the state of Maine as they pursue undergraduate studies at New Hampshire College.

H.A.B Shapiro Memorial Scholarships

In honor of the founder of New Hampshire College, a limited number of partial tuition scholarships are available. Awards are made on the basis of demonstrated need and academic success.

William S. Green Scholarship

Established in honor of William S. Green, charter member of the New Hampshire College Board of Trustees and Chancellor Emeritus, scholarships from this fund are designated for junior or senior level students who have maintained a cumulative grade point average of 3.0 or better and have conducted themselves in a manner which has served and brought credit to the College. Awards are also based on financial need.

Teloian Scholarship Fund

George Teloian, professor of accounting, has made provisions for an endowment fund in his name. Scholarships are awarded to juniors and seniors majoring in Accounting or Management Advisory Services. Awards are based on academic achievement in the accounting major, overall record, excellence in involvement in college life and activities and financial need.

Phi Delta Psi Fraternity Scholarship

The New Hampshire College Alumni Association and the Phi Delta Psi Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Phi Delta Psi Fraternity.

Kappa Delta Phi National Fraternity Scholarship

The New Hampshire College Alumni Association and the Kappa Delta Phi National Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Delta Phi National Fraternity.

Kappa Sigma Fraternity Scholarship

The New Hampshire College Alumni Association and Kappa Sigma Fraternity have raised money to support a scholarship program. Consideration is given to students who are members of Kappa Sigma fraternity.

Frank and Eleanor Barnes Alumni Scholarship Program

Frank and Eleanor Barnes, professors in the Computer Information Systems Department of New Hampshire College, have created an endowment fund to assist students majoring in computer information systems or management advisory services.

Edward Nassar Memorial Scholarship

In memory of Edward Nassar, a former student at New Hampshire College, the New Hampshire College Alumni Association has created a scholarship fund designed to provide assistance to deserving, needy New Hampshire College students. Preference is given to veterans of the armed forces and/or their dependents.

Ronald L. Woodward Memorial Scholarship

The Ronald L. Woodward Memorial Scholarship was created in honor of a former New Hampshire College student for students from upstate New York. Funding for this scholarship is provided through the New Hampshire College Alumni Association and the greater Rochester/Buffalo, New York area chapter.

Scott Caswell Memorial Scholarship

Friends of Scott Caswell, who died in 1987 in an unfortunate accident, created the Scott Caswell Memorial Scholarship Fund. Scholarships are for computer related majors of junior or senior status who have a minimum grade point average of 3.0. Recipients must be residents of New Hampshire.

Federal and State Programs

Pell Grant

Pell Grants range from \$250 to \$2,400 per year. Applicants must be enrolled on at least half time basis in a degree program and have not obtained a baccalaureate degree. Student eligibility and grant amounts are determined by the Pell Grant program but vary with enrollment status and program of attendance.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant program with awards ranging from \$200 to \$4,000 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need.

State Student Incentive Grant (SSIG)

New Hampshire has a reciprocal agreement with Maine, Vermont, Massachusetts, Rhode Island, Connecticut and Pennsylvania through which residents of those states may be eligible for state aid for attendance at a post secondary institution in New Hampshire. New Hampshire also has an incentive grant program for its residents. The state agency in your state can provide eligibility requirements.

Governor's Success Grant

The Governor's Success Grant program is a new program to provide assistance to New Hampshire students who are full-time undergraduate students and have completed their freshman year. Funds are provided by the State of New Hampshire with a matching contribution from New Hampshire College.

Loans and Jobs

Perkins Direct Student Loan

The Perkins Student Loan Program is a long term, low interest educational loan program administered by the College through a revolving fund comprised of contributions from the federal government, previous borrowers and the College. Loan limits are: \$4,500 for the first two (2) years of undergraduate

studies; and \$9,000 total for four years. Graduate students may borrow up to \$18,000 for the combination of undergraduate and graduate studies. Loans are based on financial need.

Stafford Student Loan (Formerly Guaranteed Student Loan)

The Stafford Loan is a low interest educational loan made by a bank, credit union or savings and loan association. Eligible undergraduate students may borrow up to \$2,625 per year for each of their first two years of studies and \$4,000 per year for each of their second two years, to a cumulative maximum of \$17,250. Eligible graduate students may borrow \$7,500 per year, to a combined maximum (undergraduate and graduate) of \$54,750.

Guaranteed Access Program

The Guaranteed Access Program is designed to insure that students enrolled in post secondary education in New Hampshire will have access to Stafford Loans. This program is provided to assist students/parents who are unable to obtain a Stafford Loan through their local lenders. It is administered by the New Hampshire Higher Education Assistance Foundation in Concord, New Hampshire, (603) 225-6612. This program covers New Hampshire residents attending approved schools both in and outside of New Hampshire and nonresidents attending New Hampshire institutions.

Parent Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS)

Unlike the Guaranteed Student Loan Program, the PLUS and SLS programs do not require that applicants demonstrate financial need. Instead, applicants must have sufficient credit to qualify for these options.

PLUS loans are available only to parents of dependent undergraduate or graduate students. The SLS program is designed for use solely by students. These programs were created as alternative loans for families who do not qualify for GSL's or who need extra funds in addition to amounts received from other financial aid sources. The programs allow students/parents to borrow \$4,000 yearly with a total cumulative limit of \$20,000 (per dependent for PLUS). Individual eligibility is determined by credit history and the total of educational expenses after all other forms of aid have been deducted. Applications may be obtained through your local lender or through the New Hampshire Higher Education Assistance Foundation at 1-800-235-2577, or outside New Hampshire at 1-800-525-2577.

Alternative Loans for Parents and Students (ALPS)

The Alternative Loans for Parents and Students Program (ALPS) was developed by the New Hampshire Higher Education Assistance Foundation and is a form of special financing for families that do not qualify for, or need to supplement, other forms of financial assistance. It is the first student loan program developed just for New Hampshire residents attending in-state or out-of-state schools or out-of-state students attending New Hampshire schools. Currently, the

program allows students to borrow \$2,000 to \$20,000 per year, with a cumulative maximum of \$80,000. Unlike the federally sponsored Stafford program, there are no eligibility restrictions tied to income or asset limits. You are not required to demonstrate financial need. Rather, you need to show sufficient income to meet current obligations and have a good credit history and stable employment. ALPS loans currently carry a variable annual percentage rate (prime plus 2 percent) and are unsecured, meaning that there is no need to tie up other valuable family assets or place them in a risk position. ALPS allows a twelve year repayment term, and repayment begins 30 days after disbursement of the funds.

ALPS applications can be obtained by contacting the New Hampshire Higher Education Assistance Foundation at 1-800-444-3796, or through the New Hampshire College Financial Aid Office.

New Hampshire College Work Study Program (CWSP)

The New Hampshire College Work Study Program is an employment program funded by the federal government and the College. It allows students with financial need to work on campus and receive an hourly wage. Currently no job is paid at a rate of less than \$4.25 per hour. The Financial Aid Office will assist students in locating employment; however, neither employment nor earnings will be guaranteed. Typical jobs are found in the library, cafeteria, department offices, gymnasium and maintenance department.

New Hampshire College Student Part-Time Payroll

In addition to the College Work Study Program, New Hampshire College maintains a student part-time payroll for those students who are deemed ineligible for Work Study. Before a student may be placed on the part-time payroll, an analysis of financial need must be performed by the Financial Aid Office to determine whether the student could be eligible for work study. Pay periods, pay rates and job duties are the same as with the Work Study Program; however, there is no total earnings ceiling per academic year.

Off-Campus Employment

Manchester is New Hampshire's Queen City and the population center of the state. Part-time employment opportunities do exist in the local area and although not part of the College's aid program, earnings from such sources can contribute significantly toward meeting college costs. The College's placement director coordinates information concerning these opportunities and acts as liaison with local employers.

Veterans' Benefits

New Hampshire College is approved for the education of veterans and the children of veterans. Questions regarding benefits for veterans should be directed to the Veterans Affairs Office.

New veterans should submit: a) an application for admission; b) a registration form for the next term; c) an official high school transcript or copy of G.E.D. test scores; d) official college transcripts, if any; e) copy of DD-214 and any service school data; f) the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first check. If no check has been received by the seventh week of the term, contact the Veterans Affairs Office.

If a veteran student is transferring directly from another school where he/she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of the veteran's effective date of termination.

Students must notify the registrar of any past college credits that are transferable to New Hampshire College. If, after two terms, the veteran does not supply the required official transcripts of past studies, he/she will be certified only for cost of courses.

In the Division of Continuing Education, two courses per 8-week term constitute a full time academic load and qualify the veteran for full time benefits.

New veteran students should matriculate immediately, and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance.

Veteran students who take courses that are not applicable to or not required for the chosen degree will not be certified to the VA for those courses. To maintain a full-time status, the only time you can take a course outside of your major is in your last term before graduation.

The VA requires strict compliance with a number of other regulations: maintenance of satisfactory academic progress, notification of any changes in status, such as withdrawal from a course. It is the veteran's responsibility to be aware of all VA regulations that affect his or her educational program.

Tuition and Expenses 1992-1993 Costs Undergraduate School (Day)

	Per Semester	Annually
Tuition	\$4,906	\$9,812
Summer School/Intersession rate	\$366/course	
Room and Board		
(double dormitory)	\$2,317	\$4,634
Room and Board		
(single dormitory)	\$2,662	\$5,324
Apartment with 4 Beds		
—Room Only	\$1,477	\$2,954
—Room and Board	\$1,677	\$3,354
Apartment with 6 Beds		
—Room Only	\$1,432	\$2,864
—Room and Board	\$1,632	\$3,264
Townhouse		
—Room Only	\$1,762	\$3,524
—Room and Board	\$1,962	\$3,924
Houses		
—Room Only	\$1,672	\$3,344
—Room and Board	\$2,662	\$5,324
Board only	\$990	\$1,980
More than 18 credits in the 120 credit curriculum per semester		\$332 per credit
More than 18 credits in the previous 129 credit curriculum		\$332 per credit
Less than 12 credits		\$332 per credit
Health Insurance (Domestic)		\$111 per year
(payable with first semester charges)		
Orientation		\$60 per year
Late Registration Fee		\$30
Comprehensive Fee		\$204 per semester
Auto Registration Fee		\$15 per year/per car
Transcript Fee	\$3 each (first unofficial transcript is free)	
Graduation Fee		\$60
Duplicate Diploma Fee		\$20

Tuition Deposits

Domestic Day Undergraduate Tuition Deposit	
(non-refundable after May 1)	\$100
Domestic Culinary Tuition Deposit	
(non-refundable after May 1)	\$100
Housing deposit	
(non-refundable for returning students).	\$100
Exception: Refundable for new students up to May 1.	

Refund Policy

September Admission: The deposit is fully refundable up to May 1. After May, the deposit is not refundable.

January Admission: The deposit is fully refundable up to December 1. After December 1, the deposit is not refundable.

Damage Deposit

A \$100 damage deposit is required of all students residing in College housing. The deposit is refunded when the student no longer resides on campus. Damage charges are assessed as they occur. The student’s account is charged for the damages and the student is required to pay for the damages in order to maintain the deposit at \$100.

Culinary Institute Fees

	Per Semester	Annually
Tuition	\$4,230	\$8,460
Room and Board	\$2,317	\$4,634

Students are subject to additional college fees applicable to full time day students, including health insurance, graduation fee, late registration fee, and others.

ALCC Fees (15 week term)

Tuition US	\$ 2,625 per semester
Room/Board	Varies per semester
Damage Deposit	\$ 100
Health Insurance	varies

Payment of College Bills

All bills are due and payable upon presentation. It is usually the College’s policy to bill in advance of a term and to insist on payment in full prior to the first day of class.

Installment Payment Programs: Educational loans are probably available through your local lenders and other organizations such the New Hampshire Education Assistance Foundation. The College will be pleased to see that information is forwarded to you concerning such options.

Veterans Payment Plan: The College has available a special installment payment plan for students receiving education assistance from the Veterans Administration. Inquiries regarding the Veterans Payment Plan should be directed to the business office. New Hampshire College has veterans’ specialists on its staff and a VA representative on campus.

Financial Obligations

All tuition bills must be settled before the first day of classes. No student will be allowed to attend classes until all financial obligations have been met. Tuition may be paid on a yearly basis. Interest will be charged on an overdue account.

The student is responsible for all collection costs of past due accounts. Transcripts will not be issued to students whose financial obligations have not been met. Students' accounts must be current in order for them to participate in advance registration or room selection. Contact the Business Office for further information.

Tuition must be paid before attending the first class of a term. Tuition can be paid by cash, check, money order, or bank draft. New Hampshire College has a deferred payment option for new students who need start up help and all students who face sudden financial trouble.

Deposit Policies

New Students: Upon receipt of acceptance by the College, a new student is required to submit a tuition deposit of \$100 and, if applicable, a room reservation deposit of \$100. These deposits are billed by the Admission Office, payable to the Business Office, and are credited to the student's account.

Damage Deposit: A \$100 damage deposit is required of all students residing in College housing. The deposit is refunded when the student no longer resides on campus. Damage charges are assessed as they occur. The student's account is charged for the damages and the student is required to pay for the damages in order to maintain the deposit at \$100.

Part-time Day Enrollment:

New Hampshire College provides limited opportunities for residents of the greater Manchester area to enroll as special students on a part-time basis in its day program in the Undergraduate School, including the Culinary Institute.

Non-matriculated part-time students may enroll for up to six credit hours in a semester not to exceed nine credit hours per academic year or more than twelve credit hours in total. Enrollment is on a space available basis or by special arrangement. Enrollment is by recommendation of the Director of Admission, the Director of Continuing Education or the Director of The Culinary Institute and must be approved by the Registrar.

For the 1992-93 academic year, the per course tuition is \$465 for those non-matriculated students granted permission to enroll on a part-time basis.

All New Hampshire College tuition and fees are subject to change at any time by action of the Board of Trustees.

Academic Standards and Regulations

Academic Advising

Advising is a service provided to all students enrolled at NHC. For freshmen, a special freshmen advisor is assigned to help with the transition to College and to address the many transitional and adjustment issues which all freshmen encounter. All freshmen are required to enroll in the Freshman Experience Seminar (FEX 100). The instructor for that course is the student's freshmen advisor. Freshmen who have questions about advising should consult with the Director of Freshmen Programs.

After the freshman year, students are assigned advisors from the department in which they have elected to major. The Associate Dean's Office coordinates the assignment of advisors.

Academic Complaint

If the student has a complaint about an instructor or course, the student should speak first to the instructor. For Continuing Education students, the student should then speak to the Center Director. If the student is not satisfied or cannot resolve the issue at that level, then he/she should speak to the Department Chair. If the student is still not satisfied or wishes to pursue the matter further, then the student should speak to the Dean of the Undergraduate School who will review the matter and who has the final word.

Academic Honesty Policy

New Hampshire College requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the College. Students involved in such activities are subject to serious disciplinary action.

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

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations, or written assignments from any source not approved by the instructor.

Initial violation of academic honesty will be handled by the instructor, who has the full authority to assign an "F" grade to that assignment or course after a discussion of the incident with the student. A report of the incident and its deposition will be sent to the Academic Dean for review and placement in a student personnel file. A student dissatisfied with the instructor's decision may request a meeting with the Department Chair or Center Director, Faculty Member, and the Academic Dean to indicate the student's version of the incident. The Academic Dean will make the final decision within five days of this meeting. The student has the right to appeal to the sub-committee of the Academic Issues Committee. The Committee may decide to hear the case if there is new information that was not considered by the Dean or if the Commit-

tee feels that the student was treated in an arbitrary or capricious manner. If the Committee decides to hear the case, it will make a final decision within ten days.

Any additional violations of academic honesty policy reported to the Academic Dean will, in addition to the penalty assessed by the instructor, be subject to action by the sub-committee of the Academic Issues Committee. A second offense will result in suspension from the College for a period of not less than one academic semester. A third offense will result in permanent expulsion from the College.

Academic Renewal

A New Hampshire College student who changes major, withdraws and returns, or in some other way changes academic attitude or ability, may apply for academic renewal. This allows the student to be considered as a student transferring from another institution. All academic regulations are the same as those for transfer students.

The following restrictions are imposed:

- It must be approved by the Scholastic Standing Committee.
- It may be granted only once to a student after at least a one-year absence.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.
- A minimum of 30 credits must be completed at New Hampshire College after renewal is granted.
- When a student is granted academic renewal: Any grade below a "C" appearing on his/her transcript will be followed by an "AR" designation.
- Courses so designated will be eliminated from the student's GPA and will not earn credit toward graduation.
- Any grade of "C" or better appearing on his/her transcript will be included in the student's GPA and will earn credit toward graduation."

Note: Academic Renewal does not change suspension from financial aid.

Attendance

The major responsibility for education belongs to the student. An assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule in such a way that conflicting employment or personal activities are held to a minimum.

Attendance is required in all courses. Excessive absences may result in failure or dismissal. More than three absences may be considered as excessive. Attendance is especially required in all freshman-level courses.

Each student is responsible for all assignments and class work regardless of attendance requirements. Faculty office hours have been established to provide extra class assistance for students. These faculty office hours are not intended to make up missed class time.

Admission and Service To Students With Disabilities

I. The Mission and Philosophy

New Hampshire College seeks to enroll students who can present evidence that they are able to successfully pursue its curricula. The College seeks students of diverse backgrounds, interests and talents. Each applicant is considered and evaluated in terms of his or her individual qualities. Among the factors considered in the admission process are:

- the candidate's academic success in high school,
- rank in class,
- S.A.T. scores,
- high school recommendations and
- impressions formed during a personal interview.

II. Section 504 Compliance

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal assistance. New Hampshire College intends to comply fully with Section 504. New Hampshire College's 504 policy was coordinated in conjunction with the 504 Compliance Committee (known as the "Help Committee") which endeavors to ensure that reasonable accommodations are made to provide program and physical access. The college also acknowledges that learning disabilities, as defined by Section 504, are included in this discussion of disabled individuals.

III. Self-Identification of Learning Disabilities

While the College makes no pre-admission inquiry about an applicant's disability, such knowledge can often be helpful in the admission process. We recognize that to disclose any disability is a personal choice which every applicant may exercise. We respect that choice. However, we encourage applicants with hidden disabilities, such as learning disabilities or chronic medical conditions, to self disclose such conditions and provide us with all necessary data. It is only through self disclosure that informed and fair decisions can be made by both the student and the College regarding the suitability of New Hampshire College in the pursuit of a collegiate education. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. The following information can be especially valuable:

- history, including assessment measures taken, and treatment of the disability,
- disability-related needs in the pursuit of a college education, accommodations made at the secondary level, coping skills that have been developed as a result of the disability and relationship, if any, between the disability and the academic record.

IV. Academic Responsibility

While personal services and personal aides cannot be provided, reasonable accommodations will be arranged to aid a disabled student based on a plan to be developed by the student and the Compliance Committee (also known as the “Help” Committee). Such services may include the use of specialized examination conditions, tutoring, and other reasonable classroom and learning accommodations. In all instances, the classroom instructor is responsible for facilitating the learning and examination process (with aid and advice from appropriate NHC support services).

Class Cancellations

Class cancellations will be announced in person at the classroom by either a faculty or staff member of the College. When in doubt as to whether a class has been cancelled, students should check with the department secretary. Cancellation notices attached to doors or information posted on blackboards should be disregarded.

Advance Registration

Students will register in advance for courses for subsequent semesters on dates published by the Office of the Registrar.

Competency in Writing

Because competency in writing is critical for students, the College is committed to “Writing Across the Curriculum”. Students will be expected to write expository essays in most of their courses in all disciplines. Further, the faculty has established two examinations to certify students’ proficiency. Students should expect to communicate clearly and with grammatical correctness in both their business and liberal arts courses. To further New Hampshire College’s commitment to Writing Across the Curriculum, the College has determined that two required courses beyond the core in each discipline for the B.S. degree shall be designated as writing intensive. We define writing intensive as ten pages of writing as product and ten pages of writing to learn exercises. We recommend that 20 percent of the final course grade evaluate the student’s writing in those designated courses.

Basic Writing Competency Examination

At the end of English 101 (Basic Writing), students must pass a Basic Writing Competency Examination. Using a dictionary and the course grammar text, students will be expected to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass the Basic Writing Competency Examination in order to receive credit for English 101 elsewhere. Testing procedures are set forth by the Humanities Department.

College Writing Proficiency Examination

Upon successful completion of English 103, students are eligible to sit for the College Writing Proficiency Examination. A passing grade on this examination is a graduation requirement for four- year majors. This examination is jointly devised and graded by instructors in both business and English disciplines.

The examination measures reading and writing abilities. Students must demonstrate the ability to analyze, think critically, and respond using clear, concise, and correct English. This exam is offered at least twice each year.

Complete policies on both writing examinations are available from the Associate Academic Dean's Office.

Bibliography and In-Text Citation Styles

The Modern Language Association Bibliography and In-Text Citation Style is an acceptable format for documenting written work in all classes at the Undergraduate School.

Writing and Word Processing

New Hampshire College has adopted a policy of incorporating the use of computers throughout the curriculum. English 101 and English 102 will include an introduction to basic word processing (a simplified use of WordPerfect 5.0). Students will be expected to use word processing for written assignments in English and other courses.

Freshman Course Requirements

Students with 63 or more credits who have not completed the Freshman English and Math prerequisites will not be allowed to register without completing the required Freshman courses.

Transfer students must complete missing Freshman and prerequisite courses within their first 30 credit hours at New Hampshire College.

Day School students must receive permission from the Chairperson of the Humanities/Social Sciences Department to enroll in evening or weekend English 101, English 102, and English 103.

Capstone Course

All students enrolled in a Bachelor of Science degree program are required to pass the college-wide capstone course, ADB 421-Strategic Management and Policy. This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit-making U.S. and international corporations and public and not-for-profit organizations.

Withdrawal from Class

A student may withdraw from any course at any time during the first eight weeks of the semester with the course grade of “W”. The completed withdrawal form must contain the signatures of the instructor, the student and the student’s advisor. Withdrawal forms may be obtained from the Registrar’s Office.

Withdrawals after the eighth week will only be allowed when:

- Withdrawal is student initiated for conditions beyond the student’s control (e.g. illness documented by physician’s letter). The course grade under these conditions will be “W”. Documentation must be provided by the student and approved by the Associate Academic Dean.
- Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be “WP” (withdraw passing) or “WF” (withdraw failing). Instructor initiated withdrawals must be approved by the Associate Academic Dean; the student’s advisor will be notified.

In all cases, the date of withdrawal is the date the completed form is received by the Registrar’s Office.

No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

Withdrawal from New Hampshire College

A student may withdraw from the College by obtaining a withdrawal form from the Vice President for Student Affairs and obtaining all necessary signatures. Merely ceasing to attend classes does not constitute an official withdrawal financially or academically. Failure to file a withdrawal form with the Vice President for Student Affairs will result in the automatic recording of “F” grades for all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received. Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining the tuition refund, if any. New Hampshire College identification cards must be returned when withdrawing from the College.

Add and Drop

As a general College policy, freshmen do not participate in the add/drop process. Freshmen who need to adjust their schedule should consult with their advisor (their FEX 100 instructor). Modification of a freshman’s schedule occurs only in rare instances and only after serious consultation with the advisor.

Students who wish to change their schedule must do so during the add/drop period beginning with registration and ending at the end of the fifth class day. Students must have a valid ID to participate in the add/drop process. Forms are obtained from the Registrar. The change is official when the form is signed by

the student's advisor, each instructor involved, and processed by the Registrar's Office. A student who misses the first two sessions of a class may be dropped by that instructor without prior notice.

A student's non-attendance in class does not constitute a drop or a withdrawal. An instructor, however, may drop a student, who misses the first two sessions of the instructor's class. The Registrar's Office is to be notified of any student dropped by an instructor.

Unless a student is dropped by an instructor or officially drops or withdraws from a class, he or she must receive a grade; non-attendance will usually result in a failing grade.

Refund

An accepted student, not yet enrolled in the College, may withdraw by written notification to the Director of Admission. The official date of withdrawal and the date from which refunds will be determined will be the date on which written notice of withdrawal is received by the Director of Admission.

Students who withdraw from the Undergraduate School will be entitled to a refund of tuition if the withdrawal occurs:

prior to the first scheduled day of class	100% minus \$100
within two weeks of the first day of class	80%
within three weeks of the first day of class	60%
within four weeks of the first day of class	40%
within five weeks of the first day of class	20%
after five weeks of the first day of class	NO REFUND

There is no refund for room charges.

500 Level Courses

Students who have a 3.0 average must apply through the Undergraduate School Dean's Office to enroll in a Graduate School of Business 500 level course. The Undergraduate School Dean will submit the names to the Dean of the Graduate School of Business.

The student may enroll in the course, provided:

- there is space available in the course
- the Dean of the GSB, Area Coordinator, and instructor agree that the
- student has met the prerequisites of the course
- the student would receive undergraduate credits.

Credit Overload

A student who wants to take more than 15 credit hours in the 120 credit Bachelor's Degree program in a single semester, including all day and continuing education credits, must receive permission to take these extra credit hours

from the Academic Dean. Credit hours for courses from which the student withdraws are included in the total number of credit hours being taken by that student.

Except as provided below, a student will be required to pay \$332 for each credit hour he or she takes in excess of 18 credit hours in the 120 credit program. Only a student whose worksheet requires that more than 15 credits must be taken for a semester will be allowed to do so up to the number of required credits for that semester at no extra cost.

Full Tuition

Full tuition covers 12 to 18 credits for all students, regardless of grade point average. Students who take over 18 credits will be charged additional tuition per credit at the rate of \$332 per credit.

Privacy of Student Records

The policy and procedures concerning the privacy of student records maintained by New Hampshire College are in large measure governed by the Federal Family Education Rights and Privacy Act. The College's policy and procedures regarding this subject are posted by the Registrar's Office.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views, or memberships in organizations. Directory information (name, address, telephone numbers, major, etc.) may be released or published without a student's consent unless the student notifies the College that this information is not to be released.

Only members of the College staff with a need to know, certain federal or state agencies, and other educational agencies doing surveys and studies for the College will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent providing that the child is dependent upon the parents for federal income tax purposes.

A student has the right to waive his or her right of access concerning recommendations from personnel at his or her former school and from others regarding admission to the College, and recommendations for employment on file with the College, and recommendations for some honor or honor society. The College may not require a student to waive this right nor may the student's status at the College depend upon his or her waiving this right.

Grades

Students have the privilege of receiving their course grade average prior to final exams and of discussing this grade with the instructor. In order to do this a student must make the request for an appointment with the instructor at least two weeks prior to the first day of final exams.

Grade Changes

Instructors are responsible for all grade changes. Concerns about incompletes, make-up and grades should be directed to them.

Grading System

In determining grades at the College, the following grade system is used:

Grade	Quality Points (per credit hour)
A	4.00
A- Excellent	3.67
B+	3.33
B Good	3.00
B-	2.67
C+	2.33
C Average	2.00
C-	1.67
D+	1.33
D Passing	1.00
F Fail	0.00
IF Incomplete/Fail	0.00
N No grade received from instructor	0.00
I Incomplete	
S Satisfactory	
U Unsatisfactory	
CR Credit	
AU Audit	
W Withdraw	
WP Withdraw Passing	
WF Withdraw Failing	
T Transfer Credit	
X Course in Progress	

The grade point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the attempted credit hours (CR). An example of a student's grades and grade point average is as follows:

ACC 101
 3 Credits x A(4) = 12 QP
 ENG 220
 3 Credits x B(3) = 9 QP
 ADB 110
 3 Credits x C(2) = 6 QP
 ATH 111
 3 Credits x D(1) = 3 QP
 HIS 109
3 Credits x F(0) = 0 QP
 30 QP divided by 15 CR= 2.00 GPA

Incompletes

Faculty members may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an “IF” if work has not been completed.

Repeating Courses

A student may repeat any course for credit. A student who fails a course will want to or need to repeat the same course at New Hampshire College. In such an instance the first course grade will not be computed into the total grade point average (GPA); instead, the most recent course grade will be computed in calculating the GPA. All prior grades will appear on the transcript.

Independent Study

Due to circumstances out of the ordinary, a student may wish to enroll in an independent study. Students should obtain a copy of the procedures from the Registrar’s Office. The procedures outline the responsibility of the student in initiating the study and state such requirements as approval by a Department Chairperson and the Academic Dean. Students should keep in mind that faculty members are not required to provide independent studies and do so on a purely voluntary basis.

Spectrum

Spectrum is a series of special programs, held at various times throughout the academic year, designed to create greater student awareness for contemporary issues in the humanities, business and the arts. Students are encouraged to attend the series of programs.

Individual faculty members at the College may require attendance at certain lectures and may integrate lecture material into their classes. The overriding purpose of the Spectrum series is to provide for student enrichment above and beyond the classroom.

Change of Major

A student who wants to change his or her major must obtain the appropriate form at the Registrar’s Office. The completed and approved form must be received by the Registrar’s Office before the change will become effective.

When a student effects a change of major from an AS program to a BS program, the courses he or she has completed to the date of the change or, should it occur later, to the date of satisfying all the AS requirements, will be deemed as part of his or her BS program.

Scholastic Standing

A student will be deemed to be making satisfactory progress either by specific action of the Scholastic Standing Committee or when on schedule to complete his or her:

Baccalaureate Degree:

- within four years if full time
- within six years if 3/4 time
- within eight years if half time

Associate Degree:

- within two years if full time
- within three years if 3/4 time
- within four years if 1/2 time

A student in good standing is defined by NHC as a student who has a total grade point average of 2.0 or better, or as a student who has been approved for matriculation by the Scholastic Standing Committee. Students receiving financial assistance are required to complete at least 75% of all credits attempted at NHC and must maintain at least a 2.00 cumulative grade point average.

Academic Review/ Scholastic Warning

At the end of each semester, and at any other time, the records of all students may be reviewed by the Scholastic Standing Committee. A student whose cumulative grade point average (GPA) is less than 2.0 will be placed on scholastic warning. Students on scholastic warning are subject to dismissal by the Committee on Scholastic Standing. The office of the Associate Academic Dean and the Vice-President for Student Affairs will be responsible for working with students in academic difficulty.

Courses taken at other colleges during the period in which a student is academically dismissed will normally not be considered for transfer, if a student is later readmitted. Questions concerning this regulation should be referred to the Registrar.

Disciplinary Dismissal

New Hampshire College reserves the right to dismiss any student, whose presence is deemed detrimental to the best interest of the College, following a hearing. Students who are dismissed for other than academic reasons will have the notation of "withdrawal" put on their transcript. Documentation outlining the disciplinary sanctions will be placed in the student's folders. This information will be used in evaluating the readmission application of the student.

Readmission

A student who is dismissed from New Hampshire College for academic causes may petition to be readmitted when evidence can be presented that indicates College work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters. Any student readmitted to the College is placed on the newest worksheet for his or her major.

Leave of Absence

The College has no leave of absence policy. If a student wishes to leave the College and return at a later date, he/she must submit an application for readmission to the Admission Office.

Worksheets

Each student's progress is tracked on a worksheet. This document shows the degree requirements for the major according to the year the student entered or changed major. All the courses listed must be completed to qualify for a degree. Students should follow the course sequence on their worksheets.

Transfer Credits

Students who wish to take courses at another college and transfer the credits to New Hampshire College must receive approval from the Department Chair, the Associate Academic Dean, and the Registrar prior to enrolling at the other college. It will be necessary to furnish descriptions of the courses prior to taking them. After completing the course, the student must arrange to have an official transcript of the course grade sent to the Registrar's Office. Only courses in which the student received a grade of "C" or better will be accepted as transfer credit.

Amendment of Degree Requirements

The courses required for a specific degree are in the College Catalog and are listed on each student's worksheet. Any change in program course requirement must be approved by the student's Department Chairperson and by the Office of the Academic Dean. A form for this purpose may be obtained from the Office of the Registrar. The completed and approved form must be received by the Office of the Registrar before the change will become effective.

Residency Requirements

To graduate from New Hampshire College, students must complete 30 credits in residence at NHC. Students who expect to graduate from the College with a Bachelor of Science degree must include in their 30 residence credits 12 credits from their major field. Students who expect to earn an Associate's degree at New Hampshire College must include in their 30 residence credits nine credits from their major field. No exceptions will be made regarding residency requirements given in this paragraph.

Also, students must complete the final 24 credits of their degree program at New Hampshire College. These 24 credits can be included in their 30 residence credits. Any request for exceptions to the residency requirement given in this paragraph must be requested in advance in writing setting forth the reasons why the exception is sought and submitted to the Office of the Academic Dean who will decide if the request will be granted. (Active duty military personnel are exempted from the final 24 credit residency requirement.)

Residence credits cannot be used simultaneously to satisfy the requirements of more than one program. It is not permissible, therefore, for a student to receive two degrees from New Hampshire College at the same time.

Credits earned for completing NHC Cooperative Education Programs and for courses earned in NHC'S England Program and any approved New Hampshire College Student Exchange Program are considered to be residence credits. Credits earned through institutional exams are considered as residence credits, while those credits earned through the College Level Examination Program (CLEP) are not considered as residence credits.

Graduation Requirements

- To graduate from New Hampshire College students must complete a minimum of 120 credits of work in the Bachelor's degree program or 60 credits in a program leading to the Associate's degree.
- In order to graduate from New Hampshire College, students must fulfill the residency requirements as specified above.
- Although D (1.0), D + (1.33) and C- (1.67) grades are considered passing in a course, a student must have a minimum cumulative grade point average of C (2.0) for all work completed at New Hampshire College and must satisfy the requirements of a specific program of study, including residency requirements, in order to receive a degree from NHC.
- As part of its mission, the College takes seriously its goal of preparing students to be proficient in writing correct, coherent English. The basic English course taken by all freshmen is Basic Writing (ENG 101) which is a prerequisite for English 102, English 103, and English 220.
- All entering freshmen will take a Placement Examination. On the basis of this examination, some students may be exempted from English 101. These students will be placed in English 102. To replace English 101 on their worksheets these students will elect a liberal arts course.
- Those freshmen taking English 101 must pass a Basic Writing Competency Examination given at the end of the course. This examination requires students to demonstrate their ability to write coherently, correctly and thoughtfully about a pre-assigned topic. Students must pass this examination in order to receive credit for English 101.
- If students fail the Basic Writing Competency Examination, they must repeat English 101 before being re-tested. Once students begin a degree program at New Hampshire College, they must pass the Basic Writing Competency Examination and may not take English 101 elsewhere.

- Upon successful completion of English 101, English 102, and English 103, students are eligible to sit for the College Writing Proficiency Examination. A passing grade on this examination is a graduation requirement. This examination tests reading and writing skills, including ability to analyze, think critically, respond with supporting evidence, and write clear, concise and correct English.
- Students require an ability to work with quantitative information. Most students will take a freshman math course. Entering students who are deficient in Math skills may be required to enroll in a fundamentals course. Although the three credits received for the fundamentals course (MAT 050) count toward a student's grade point average, the credits do not count as a part of the total credits required for graduation.
- Entering business students who have demonstrated superior math skills, including a strong background in Algebra, may be placed in Honors Finite Mathematics (MAT 150), a one-semester course that covers material in the two semesters of Math 110 and Math 111. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken Honors Finite Mathematics (MAT 150) will take more advanced versions of the courses, which will not only challenge students but will give them a stronger foundation in mathematics should they want to apply to graduate programs requiring a more substantial math background.
- A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to the Registrar.
- Prospective graduates must submit a petition to graduate to the Office of the Registrar by the dates specified in the Academic Calendar.

These dates apply to students in the Undergraduate Day School Program only.

Apply By	Complete Requirements By	Conferral Date
May 1	August 31	September 15
September 1	December 31	January 15
November 1	May 14	May 15

Any Application for Degree form received late will automatically be held over for the next conferral date.

Application for Degree forms can be obtained from and returned to:
Continuing Education Students-Continuing Education Office
Day Students-Office of the Registrar
Culinary Students-Office of the Registrar

The Graduation Fee (\$60) for the Undergraduate School must be paid at the time the Application for Degree form is submitted.

- A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to their advisor. If further clarification is needed the student should contact the Office of the Registrar.
- All obligations to the College, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.
- All students are expected to attend the graduation ceremonies.

Walking at Graduation

A student who has not fulfilled all graduation requirements by the day of commencement ceremonies in May may participate in the May graduation ceremony by completing a "Petition to Walk" that will be available in the Registrar's Office between March 1 and March 15 prior to the May ceremony. The petition must clearly indicate the reason for wanting to "walk" and a clear indication of how the student plans to fulfill the missing requirements. The Registrar's Office will verify that such requirements can indeed be fulfilled by the August 31 following the May ceremony.

A student will be eligible to walk if either circumstance 1 or 2 applies:

1. Three or six credits of actual courses are not completed but are expected to be completed by August 31 following the May ceremony.

OR

2. An Internship or Cooperative Education Experience is not completed but is expected to be completed by August 31 following the May ceremony.

In addition, a student who has not successfully passed the College Writing Proficiency Exam, but who plans to take the next scheduled exam, is eligible to walk.

Any student who has an unusual circumstance not covered by the above policy may appeal to the Dean's Office for consideration on or before March 22 prior to the commencement ceremony in May.

This policy allows students to participate in the graduation ceremony, but not to receive a diploma in May. The diploma will be conferred on the first graduation date after all requirements have been met. Conferral of diplomas takes place in September, January, and May of every year. Student names will appear in the graduation program for the May ceremonies following the official conferral date.

In addition to the petition to walk in the May ceremony, all students must file a petition to graduate and pay the graduation fee as described in the College Catalog. Students who receive permission to walk in the ceremony, but have not completed their degree requirement must repetition to graduate before the date of the official conferral of their diploma. Those students are not, however, required to pay a second graduation fee.

Testing of Student with Learning Disabilities

A student enrolled at NHC with learning disabilities verified by the Learning Center shall be entitled to extra time to complete a test without penalty, if extra time will help the student accurately demonstrate his/her true competency in that particular subject.

It is the responsibility of the learning disabled student, who wishes to avail himself/herself of this extra time, to inform the instructor within the first four weeks of the semester.

Transcript Request

Except as provided by the Federal Family Education Rights and Privacy Act and in instances where a student consents to release his/her transcript to another party, the Registrar's Office will not furnish a transcript to any person other than to the person identified by name on the transcript.

No transcript will be furnished to a student or former student whose financial obligations to the College have not been satisfied. Transcript requests may be processed at the Registrar's Office or by mail.

Transcript Cost

There is a charge of \$3.00 per transcript which must accompany the request.

Smoking, Eating and Drinking in the Classrooms

Smoking is not permitted in any of the classrooms. Coffee and other non-alcoholic beverages are permitted with the instructor's approval. The privilege may be suspended if abused by the students, for example, by leaving a mess. Eating or consumption of alcoholic beverages is not allowed in classrooms.

Academic Honors

President's List and Dean's List

At the close of each semester at New Hampshire College, the Registrar publishes two lists of students who have achieved a certain standard of academic excellence during the semester's work. Students who have earned a minimum grade point average of 3.50 for the semester are named to the President's List. Students who have earned a minimum grade point average of 3.00 but less than 3.50 for the semester are named to the Dean's List.

Delta Mu Delta Honor Society

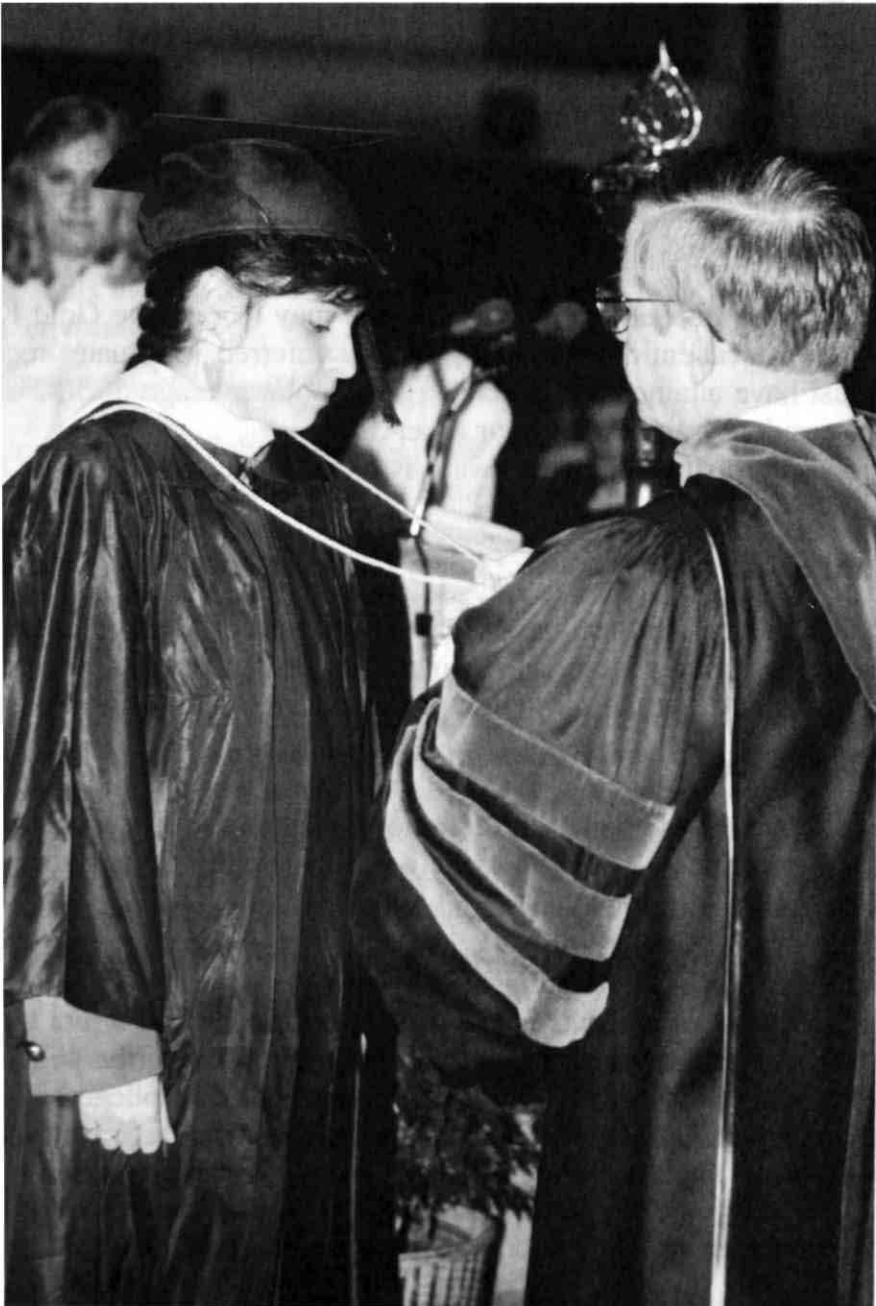
The New Hampshire College Business Bachelor's Program Honor Society is the Gamma Nu Chapter of Delta Mu Delta, a national honorary society in business administration.

Its purpose is to promote and recognize higher scholarship in training for business and to reward scholastic achievement in business subjects.

Membership is restricted to business students of good character, day or evening division, who are candidates for the baccalaureate degree. Candidates must have completed at least one half of the credits required, towards the Bachelor's degree and have achieved an average qualitative grade of 3.2. Continuation in Delta Mu Delta requires the the member to continue at a 3.2 point average.

Phi Theta Kappa Honor Society

Phi Theta Kappa, an international honor society which recognizes and encourages scholarship for two-year associate degree programs. Phi Theta Kappa attempts to achieve its purpose through a society that developes opportunities for leadership, fellowship and service, as well as provides an intellectual climate for continued academic excellence.



Graduation with Distinction

Degree of Bachelor of Science

The degree of Bachelor of Science with certain distinctions will be conferred upon those members of the graduation class who have a minimum two-year residency requirement, including completion of 60 credit hours in a Bachelor of Science program, and who have met the following standards:

Students who have earned a minimum grade point average of 3.80 Bachelor of Science summa cum laude; 3.50 Bachelor of Science magna cum laude; 3.00 Bachelor of Science cum laude.

Degree of Associate in Science

The degree of Associate in Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum of one-year residency requirement, including completion of 30 credit hours, and who have met the following standards:

Students who have earned a minimum grade point average of 3.80 Associate in Science with highest honors; 3.50 Associate in Science with high honors; 3.00 Associate in Science with honors.

Gold Key

Candidates for the Bachelor of Science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative grade point average of 3.50 and must have met the residency and credit hour criteria for graduation with distinction. This award is based solely on scholastic achievement.

NBEA Award of Merit

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in Business/Marketing Teacher Education. This award is presented at the discretion of the Business Education Program.

Student Affairs Award

This award is presented annually to a senior who was actively and consistently involved in the community and who made a positive academic and social impact on College life.

Who's Who Among Students in American Universities and Colleges

Each year a number of students in the sophomore, junior and senior classes and students in the graduate program are elected to be listed in the publication of Who's Who Among Students in American Universities and Colleges. This is an honor accorded to students in good scholastic standing who have contributed particularly to the College's extra-curricular life.

The Business Curriculum

The curriculum of the Undergraduate School's business programs contains a common core of courses that gives every student a solid foundation not only in the basic business courses that prepare students to make immediate contributions at the beginning of their careers but also a distribution of liberal arts courses that provide a basis for the growth and development that students must experience to be successful later in both their careers and in their communities.

Business Foundations in the Core

All students in Bachelor Degree programs take one semester of Financial Accounting (ACC 210), a semester of Microeconomics (ECO 201) and a second semester of Macroeconomics (ECO 202) an introductory semester to Computers (CIS 100) and a semester's Introduction to Systems (CIS 200), a survey of the Marketing function of business (MKT 113), and a semester of Human Relations in Administration (ADB 125). With this foundation in basic business subjects, the student can choose from many major areas of studies that will provide a depth of knowledge to allow a student to make contributions to a chosen business specialty upon graduation. Students will take a maximum of thirty-six credits in their major. At the end of their four years of study, all students will take a Capstone Course that provides an opportunity to synthesize the knowledge and skills they have attained in their own major with other areas of the business environment.

General Education Elements in the Core

The Undergraduate School believes that success requires that students receive a broad preparation in liberal arts, and intense practice in oral and written communication.

As part of its recognition that successful leaders be able to view problems from a variety of perspectives, the Undergraduate School mandates that all students complete a basic course in Psychology (PSY 108) or Sociology (SOC 112) and a course in each of the following four areas: Literature, History or Government, the Humanities, and the Social Sciences. Students may choose to add additional breadth to their preparation by enrolling in more advanced general education courses as part of their free elective credits.

In addition to the perspectives offered by the preceding discipline areas, all Bachelor's Degree candidates will take a course or courses in Mathematics to provide them basic quantitative skills. Introductory Math courses teach students to use mathematical concepts while the course in Statistics (MAT 220) provides students with analytical tools that will be reinforced by research assignments in a number of majors.

One of the competencies most frequently emphasized by those who hire college graduates is the ability to communicate. The Undergraduate School is committed to improving the communication skills of its students by requiring that all Bachelor's Degree students demonstrate the competencies required by taking English courses as part of its general education core. Students will learn to express their thoughts in clear, correct, and well organized writing in English

101. At the end of this course, they must successfully pass a proficiency exam before taking the next English course in the sequence. Students will further strengthen their written communication skills in ENG 102 and in ENG 103 learn the research skills they will apply in both business and liberal arts courses. All students will be asked to master oral communication skills in ENG 212 as part of their core curriculum. Finally, students will learn the specific business applications of their communications skills in ENG 220.

Major Credits

Each college department requires that students selecting a specific business-related major complete up to 36 credits in that major. The record of the college alumni’s success in specialized business areas and the continued review of business needs provided by faculty, many of whom have business experience, result in major course offerings that provide students the knowledge and skills to enter focused business positions upon graduation. Some of the major credits may be designated by a major department for a Cooperative Education Experience. The credit-bearing Cooperative Education program allows students to apply the theory and practice the skills learned in the classroom in actual work experience.

Allied Courses and Free Electives

Each Bachelor Degree student will have an opportunity to select free electives that students and their advisors believe best meet students’ individual needs. Some students may select courses that would comprise a minor area of studies, while others may use a part of their elective credits to complete an internship; still others may opt for additional advanced courses in areas of business or the liberal arts. In some majors there are allied courses outside of the major area that students are required to take in order to give them a stronger preparation for their chosen careers.

Bachelor of Science Degree Programs

The Business Core

What follows are the courses that comprise the basic core of business and general education courses that the College believes are essential in providing students with a solid foundation for careers in business. Students in each Bachelor of Science Degree Business Program will add to these core courses both Major Electives and Free Electives that will match their career goals.

Courses	Credits
ENG 101, ENG 102, ENG 103, ENG 212, ENG 220	15
MAT 110, MAT 111, MAT 220	9
PSY 108, or SOC 112	3
** Literature Elective	3
History Elective/Government Elective	3
Humanities Elective (includes HUM, FAS, PHL,)	3
Social Science Elective— SOC, PSY, GOV, ECO, ATH,	3
ECO 201, ECO 202	6

FIN 320	3
ACC 210	3
ADB 125	3
ADB 206 or a major specific law course	3
MKT 113	3
CIS 100, CIS 200	6
ADB 421 (College-wide Capstone Course)	3
FEX 100 Freshman Experience or *** Free Elective	<u>3</u>
	72

* All students must take the College Writing Proficiency Exam after completing ENG 103.

** Does not include: ENG 101, ENG 102, ENG 103, ENG 212, ENG 220, ENG 235, ENG 330, ENG 333

*** For transfer students with more than 15 credits and Continuing Education students Minimum 120 credits for graduation with a standard course load of five (5) per semester.

The Honors Program

The Honors Program represents the College's commitment to encouraging exceptional intellectual work. It is not an honor society for students with high grades. The purpose of the program is to enrich outstanding students by offering them an opportunity to entertain ideas from a variety of perspectives. The Program's mission is to enhance students' educational experiences by ensuring them a rigorous curriculum that fosters independent thinking and scholarship. It does so by helping students place their undergraduate studies in the contexts of historical, cultural, intellectual, philosophical, social, and political ideas and movements.

The Honors Program offers

- **yearly seminars on three different levels that:**
 - are small in size.
 - are taught by outstanding, committed faculty.
 - are interdisciplinary in focus.
 - emphasize class participation/discussion/exchange.
 - emphasize student initiative.
 - independent study on a topic and with a mentor of each student's choice.
 - opportunities to participate in special activities, projects and initiatives.

The Honors Program is college-wide rather than departmental. Students participate in two-semester seminars (September to May) that examine selected topics in detail and that meet on a regular basis. For each of these seminars students receive three credits. To complete the Program successfully, students must complete a minimum of nine Honors credits while maintaining an overall GPA of 3.0. Three of those credits must be for an independent Honors project (designated HON 401), undertaken with the guidance of a faculty mentor, on a topic of each student's choice (subject to approval by the Honors Committee).

Credits with the HON designation are recorded on student transcripts as free electives, and may not be substituted for other required or elective courses in the curriculum. Three seminars are offered each year, each with a different focus. The rationale for Honors seminars is dictated by the College's mission: its commitment to preparing individuals to participate in a complex world and to creating conditions for intercultural and international exchange. Seminars are offered in the following categories.

HON 101 Perspectives on Idealism: Aspirations and Limitations (Open to Freshmen and Sophomores)

HON 201 Continuity and Change in Western Culture (Open to Sophomores and Juniors)

HON 301 Issues and Values: An International Perspective (Open to Juniors and Seniors)

HON 401 Independent Study

Students may be admitted to the Program either as Freshmen or Sophomores. Students are selected for the Program based on their intelligence, initiative, imagination, and inspiration. While there is no formula for acceptance, the following criteria will be taken into consideration.

- student applications (including an essay)
- class rank
- grade point average
- recommendations (from guidance counselors or faculty)
- an interview with members of the Honors Committee

For more information about the program, contact the Director.

Division of Liberal Arts

The Liberal Arts Curriculum

New Hampshire College believes that a liberal arts education is the beginning of a life-long pursuit of knowledge, appreciation, and understanding. The liberal arts programs include a structured foundation of general knowledge, a focused in-depth study in the major area, and the flexibility to minor in another liberal arts or business area. Students choosing a liberal arts major may also select a pre-MBA option, a cooperative work experience, or teacher certification in English. Accordingly, the Liberal Arts curriculum at New Hampshire College affords both flexibility and focus, allowing students to challenge themselves intellectually, experience the joy of learning, and also prepare to earn a living.

The Liberal Arts Core Curriculum

The liberal arts core curriculum provides a structured approach to attaining the general knowledge that makes the focused studies more meaningful and assures both breadth and focus. The curriculum has at its center an introductory sequence in interdisciplinary Humanities (HUM 301 and 302), from which the core curriculum and, ultimately, the majors, radiate. This sequence covers western culture from ancient Greece through the twentieth century. It stresses

the interrelationships between art, history, architecture, economic thought, literature, philosophy, psychology, political thought, religion, science, and social development.

Students also choose introductory courses in Literature, History, Psychology, Sociology, Government, Economics, Mathematics, and Sciences. These courses provide a broad and integrated perspective to issues and ideas through which students approach their major subjects. In particular, the two history and two literature core components integrate closely with the Humanities sequence.

General Education Elements in the Core

Because the College is committed to producing graduates who are proficient in communicating their ideas, the core contains a public speaking course and a three-course writing sequence. Public Speaking (ENG 212) teaches oral communication skills applicable to all speaking situations. In Basic Writing (ENG 101) students learn to express their thoughts in clear, correct, and well organized writing. At the end of this course, they must successfully pass a proficiency examination before enrolling in Process Writing (ENG 102) where they strengthen their written communication skills. Finally, students learn research and analytical skills in Analytical Writing (ENG 103). Passing a College Writing Proficiency Examination is a graduation requirement. In addition to the liberal arts core of courses and the written and oral communication sequences, students will take an introductory computer course (CIS 100) and a Freshman Experience course (FEX 100). The computer course will assure basic computer literacy, necessary in today's technological society, by teaching students to use word processing, spreadsheets, and MS-DOS. The Freshman Experience Seminar, required of all freshmen, helps students adjust to the collegiate experience and covers a broad range of issues from career planning, to study skills, to interpersonal relationships.

Students complete the liberal arts and general education core courses during their first two years. During the last two years, students focus on their major course of study.

Major Credits

Except for the English Education major, which requires state mandated education and English courses, the liberal arts majors call for 30 credits beyond the core. While many of these credits must be filled by specifically designated courses, other major requirements offer choices, and depending on the major, students have a number of options. The major programs are designed to give students both a broad knowledge of the discipline and also an opportunity to concentrate in an area of interest.

Free Electives and Allied Courses

Each major/ except English Education, provides up to twenty-four free elective credits, giving students the opportunity to minor in a second liberal arts field, to minor in a business field, to complete prerequisites for an MBA degree, to study foreign languages, or to choose a cooperative education work experi-

ence. In addition, each major requires allied courses outside but closely related, to the major area which help strengthen and broaden the students knowledge of their academic discipline.

The liberal arts core of knowledge, the focused majors, and the generous number of elective courses provide students with the flexibility to pursue individual intellectual interests while preparing for a future in business or the professions. Because a liberal arts education involves a study of how human beings think, behave, and express themselves, students will learn communication, thinking, and research skills critical for success in a rapidly changing world. Discussions with business leaders suggest that they want to hire liberal arts students because such students have the flexibility of mind to think creatively and broadly. These attributes make liberal arts majors ideal candidates for graduate school in law, business, social services, and education.

Not only is a liberal arts education practical, but it allows students to challenge themselves intellectually and to expand their knowledge of the individual's place in society and of the human condition. Thus, studying liberal arts helps individuals develop a "self" that transcends job skills and paves the way for a thoughtful, creative, fulfilled life.

Bachelor Degree Programs

The Liberal Arts Core

The liberal arts core curriculum offers a structured approach to attaining the general knowledge necessary for meaningful study in the major area. Beginning with the liberal arts core, students in each major program will add major electives and free electives that match their individual needs and interests.

Courses	Credits
ENG 101, ENG 102, ENG 103, ENG 212	12
ENG 213 or ENG 223	3
ENG 214 or ENG 224	3
HIS 109 or HIS 213	3
HIS 110 or HIS 214	3
PSY 108	3
SOC 112	3
GOV 109 or GOV 110	3
ECO 201 and ECO 202	6
HUM 301 and HUM 302	6
CIS 100	3
Mathematics Elective	3
Science Elective	3
FEX 100	3
	<u>57</u>

In order to graduate, students must complete a minimum of 120 credits with a standard course load of five (5) per semester.

All students will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101.

All students must take the College Writing Proficiency Exam after completing ENG 103.

MAT 050 may be required prior to choosing a math elective.

MAT 050 does not fulfill the liberal arts math requirement.

Requirements pertaining to each liberal arts major and major worksheets can be obtained from the Humanities Department office.

Humanities/Social Sciences Department

Chairperson: Professor Ernest H.S. Holm

The Humanities/Social Sciences Department of the Undergraduate School has a dual mission: to offer its own liberal arts majors and to provide balanced liberal arts support for the Schools's business programs.

The Department offers five liberal arts majors in Communication, English, English Education, Humanities, and Social Sciences. Students choosing any one of these majors complete the liberal arts core curriculum and the major and allied course requirements. The generous number of free electives in these majors allows students to minor in a business or liberal arts area, to choose a cooperative education experience, or to prepare for graduate study.

In support of the general education component of the College's Business Curriculum, the Humanities Department offers liberal arts courses that equip students with:

- the basis to deal with ambiguity;
- a reference point to examine, appreciate and participate in the values and traditions of their culture and the culture of others;
- a variety of perspectives in order to address and resolve issues and problems;
- the ability to write and speak clearly.

All candidates for the bachelor's degree in business must have completed liberal arts courses according to the requirement of their major course of study; these courses constitute approximately 40 percent of a student's total course credits.

Communication

The special strength of the communications major lies in the combination of training in communication skills and theory with a thorough grounding in the liberal arts. In addition, students take at least two marketing courses to help prepare them for work in a variety of fields including public relations, government relations, employee communication and training, advertising and commercial and industrial writing.

Students are encouraged to develop special competence in particular areas. For example, students can choose courses in Graphics & Print media, desktop publishing, public relations, public relations campaign planning, journalism and technical writing. Many courses incorporate hands-on training and experience with "real world" clients. In addition, students may apply for a cooperative education program.

Communication Curriculum - Bachelor of Science

		Credits
Liberal Arts Core		57
Major Courses		Credits
COM 226	Mass Communication	3
COM 322	Advanced Public Speaking	3
COM 235	Journalism	
	or	
COM 231	Writing for Public Communications	3
COM 335	Principles of Public Relations	3
COM 440	Graphics and Layout in Print Media	3
COM 441	Desktop Publishing	3
	Communications Electives	<u>6</u>
		24
Elective and Allied Courses:		
ENG 220	Business Communication	3
MKT 113	Introduction to Marketing	3
MKT 329	Advertising	3
	English Electives (beyond core)	6
	Social Science Electives (beyond core)	6
	Free Electives	<u>18</u>
		39

Communications Electives include:

- COM 452 Public Relations Campaign Planning Seminar
- COM 341 Technical Report Writing
- COM 444 Production Video
- COM 435 Feature Writing

Note: A six-credit cooperative education experience is available in the Communication Curriculum by replacing six (6) free elective credits with six (6) cooperative education credits.

Students may replace four (4) free electives with 12 credits of Cooperative Education.

Communication Curriculum - Bachelor of Science

First Year		Credits			Credits
ENG 101	Basic Writing	3	CIS 100	Fundamental Concepts	3
SOC 112	Intro to Sociology	3	ENG 102	Process Writing	3
GOV 109	Intro to Politics		MKT 113	Intro to Marketing	3
	or		PSY 108	Intro to Psychology	3
GOV 110	American Politics	3		Science Elective	<u>3</u>
	Math Elective for LA majors	3			15
FEX 100	Freshman Experience				
	or				
	*Free Elective	<u>3</u>			
		15			

Second Year

COM	226	Mass Communication	3	COM	322	Advanced Public Speaking	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	ENG	220	Business Communication	3
ENG	212	Public Speaking	3	MKT	329	Principles of Advertising	3
		Free Elective	<u>3</u>	HIS	109	Ancient & Medieval History	
			15			or	
				HIS	213	American History I	<u>3</u>
							15

Third Year

HUM	301	Intro to Humanities I	3	COM	335	Principles of Public Relations	3
COM	231	Writing for Public Communications		HUM	302	Intro to Humanities II	3
		or		ENG	214	American Literature II	
COM	235	Journalism	3			or	
ENG	213	American Literature I		ENG	224	English Literature II	3
		or				English Elective	3
ENG	223	English Literature I	3			Free Elective	<u>3</u>
		Communication Elective	3				15
		Social Science Elective	<u>3</u>				
			15				

Fourth Year

COM	440	Graphics & Layout in Print Media	3	COM	441	Desktop Publishing	3
HIS	110	Modern European				Communication Elective	3
		or				English Elective	3
HIS	214	American History II	3			Free Elective	3
		** Social Science Elective	3			Free Elective	<u>3</u>
		Free Elective	3				15
		Free Elective	<u>3</u>				
			15				

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students.

A six-credit Cooperative Education Experience is available in the Communication Curriculum by replacing six (6) free elective credits with six (6) Cooperative Education credits. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103.

MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

Communication Electives:

- COM341 Technical Report Writing
- COM435 Feature Writing
- COM444 Video Production
- COM452 Public Relations Campaign Planning Seminar
- COM490 Cooperative Education Experience

The following Marketing courses can be substituted for Communication electives:

- FMK 101 Basic Design and Color Theory
- MKT337 Marketing Research
- MKT428 Advertising Research & Media Measurement
- MKT429 Advertising Campaigns
- ** Social Science Elective (SOC, PSY, GOV, ECO, ATH)

English

The English major develops students' ability to read, write, and think critically through the study of English language and literature. Building on the humanities based liberal arts core, this major provides the broad education that employers increasingly say they prefer in college graduates. Students majoring in English have the flexibility to choose a business or liberal arts minor, a teaching certification program, a pre-MBA program, or a cooperation education experience. This major also prepares students for graduate study in business, liberal arts, or the professions.

English Language and Literature Curriculum - Bachelor of Science

	Credits
Liberal Arts Core	57

Major Courses	Credits
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ENG 213	American Literature I } one beyond	3
ENG 214	American Literature II } core	
ENG 223	English Literature I } one beyond	3
ENG 224	English Literature II } core	
ENG 331	American Business in Literature	
	or	
ENG 332	The Nature Writers	
	or	
ENG 336	Thoreau and His Contemporaries	3
ENG 319	Shakespeare	3
ENG 226	Contemporary Poetry	
	or	
ENG 234	Modern Authors	3
ENG 330	Seminar in Advanced Writing	3
ENG 333	Introduction to Linguistics	3
ENG 305	English Grammar	3
ENG 450	Seminar in American Literature	3
	English Literature Elective	<u>3</u>
		30

Elective and Allied Courses:

PHL 110	Introduction to Philosophy	3
	History Elective	3
	Fine Arts Elective	3
	Free Electives	<u>24</u>
		33

Note: Students may choose a Cooperative Education experience for free electives, the number of credits to be approved by the department.

English Language and Literature Curriculum - Bachelor of Science

First Year				Credits				Credits			
ENG	101	Basic Writing		3	CIS	100	Fundamental Concepts		3		
SOC	112	Intro to Sociology		3	ENG	102	Process Writing		3		
HIS	109	Ancient & Medieval HIS			PSY	108	Intro to Psychology		3		
		or			HIS	110	Modern European History				
HIS	213	American History I		3			or				
		Mathematics Elective		3	HIS	214	American History II		3		
FEX	100	Freshman Experience					Science Elective		<u>3</u>		
		or							15		
		*Free Elective		<u>3</u>							
				15							
Second Year											
ECO	201	Microeconomics		3	ECO	202	Macroeconomics		3		
ENG	103	Analytical Writing		3	ENG	212	Public Speaking		3		
ENG	223	English Literature I		3	ENG	224	English Literature II		3		
HUM	301	Intro to Humanities I		3	HUM	302	Intro to Humanities II		3		
GOV	109	Intro to Politics			PHL	110	Intro to Philosophy		<u>3</u>		
		or							15		
GOV	110	American Politics		<u>3</u>							
				15							
Third Year											
ENG	213	American Literature I		3	ENG	214	American Literature II		3		
ENG	330	Advanced Writing		3	ENG	305	English Grammar		3		
ENG	333	Intro to Linguistics		3	ENG	226	Contemporary Poetry				
		Fine Arts Elective		3			or				
		Free Elective		<u>3</u>	ENG	234	Modern Authors		3		
				15			History Elective		3		
							Free Elective		<u>3</u>		
									15		
Fourth Year											
ENG	319	Shakespeare		3	ENG	450	Seminar/American Literature		3		
ENG	331	American Bus in Literature					English Literature Elective		3		
		or					Free Elective		3		
ENG	332	Nature Writers					Free Elective		3		
		or					Free Elective		<u>3</u>		
ENG	336	Thoreau & His Contemp		3					15		
		Free Elective		3							
		Free Elective		3							
		Free Elective		<u>3</u>							
				15							

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. Students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to choosing a Math elective. Students placed in MAT 150 should consult a math instructor. Students may choose a Cooperative Education Experience for two free electives.

English Education

Coordinator: Professor Carolyn Hollman

The English Education major prepares students to be effective, qualified, and dedicated English teachers for grades 7 through 12. The liberal arts core courses provide a broad humanities foundation for a major in English language and literature; the professional education component provides the prospective English teacher the techniques and understandings necessary to help senior high school and junior high school students develop to their highest potential.

Admission to English Education Program

Prior to being officially admitted to an undergraduate teacher program at New Hampshire College, usually at the end of the sophomore year, each student must be interviewed by the Program Coordinator and the Committee on Teacher Education and meet the following requirements:

- Have accumulated a minimum of 63 semester hours of credit.
- Have an accumulated grade point average of at least 2.5 on a scale of 4.0 and have a minimum 2.8 grade point average in English courses.
- Demonstrate the personal and social fitness necessary for success as a teacher.
- Have the physical and mental capabilities for success in the teaching profession.
- Display competencies in oral and written communication.
- Submit a letter of recommendation from a college English teacher.

English Education Curriculum - Bachelor of Science

Liberal Arts Core *		Credits
		57
Major Courses		Credits
ENG 213	American Literature I } one beyond	3
ENG 214	American Literature II } core	
ENG 223	English Literature I } one beyond	3
ENG 224	English Literature II } core	
ENG 330	Seminar in Advanced Writing	3
ENG 333	Introduction to Linguistics	3
ENG 305	English Grammar	3
ENG 319	Shakespeare	3
ENG 215	Survey of the Theater	
	or	
ENG 316	Contemporary Drama	3
ENG 450	Seminar in American Literature	3
	English Literature Electives	<u>6</u>
		30

Elective and Allied Courses:

EDU	200	Introduction to Education	3
EDU	201	Educational Psychology	3
EDU	290	Field Experience	3
EDU	301	Evaluation, Measurement and Testing	3
EDU	320	Methods of Teaching English	3
EDU	490	Student Teaching	12
PSY	211	Human Growth and Development	3
PSY	320	Psychology of Individual Differences	<u>3</u>
			33

*English Education majors should elect at least one American history course (HIS 213 or 214) as part of their core.

English Education Curriculum - Bachelor of Science

First Year				Credits					Credits
ENG	101	Basic Writing	3		CIS	100	Fundamental Concepts	3	
PSY	108	Introduction to Psychology	3		ENG	102	Process Writing	3	
HIS	109	Ancient & Medieval History			SOC	112	Introduction to Sociology	3	
		or			GOV	109	Introduction to Politics		
HIS	213	American History I	3				or		
		Math Elective	3		GOV	110	American Politics	3	
FEX	100	Freshman Experience Seminar					English Literature Elective	<u>3</u>	
		or						15	
		* Free Elective	<u>3</u>						
			15						
Second Year									
ECO	201	Microeconomics	3		ECO	202	Macroeconomics	3	
EDU	200	Introduction to Education	3		ENG	212	Public Speaking	3	
ENG	103	Analytical Writing	3		ENG	214	American Literature II	3	
ENG	213	American Literature I	3		ENG	330	Seminar in Advanced Writing	3	
HUM	301	Intro to HUM I: Greece			HUM	302	Intro to HUM II: Baroque		
		Renaissance	<u>3</u>				Modern	<u>3</u>	
			15					15	
Third Year									
EDU	201	Educational Psychology	3		EDU	290	Field Experience	3	
ENG	223	English Literature I	3		EDU	301	Evaluation, Measurement and		
ENG	333	Introduction to Linguistics	3				Testing	3	
PSY	211	Human Growth & Development	3		ENG	224	English Literature II	3	
		Science Elective	<u>3</u>		ENG	215	Survey of the Theatre		
			15				or		
					ENG	316	Contemporary Drama	3	
					HIS	110	Modern European History		
							or		
					HIS	214	American History II	<u>3</u>	
								15	
Fourth Year									
EDU	320	Methods of Teaching English	3		EDU	490	Student Teaching	12	
ENG	319	Shakespeare	3		ENG	450	Seminar/American Lit	<u>3</u>	
ENG	305	English Grammar	3					15	
PSY	320	Psy of Ind Diff & Special Needs	3						
		English Literature Elective	<u>3</u>						
			15						

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101. Students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

Students may substitute six (6) credit hours of Cooperative Education only for (2) free electives.

English Education majors should elect at least one American History course (HIS 213, or HIS 214) as part of their core.

Humanities

Humanities is an interdisciplinary major that explores philosophy, art, culture, history, and which stresses their mutual relationships. The humanities have traditionally included the study of those qualities that distinguish the human race from other life forms. This major is the broadest and most varied of the liberal arts programs at New Hampshire College and offers a multi-faceted perspective on cultural history and the development of the human condition.

Humanities Curriculum - Bachelor of Science

Liberal Arts Core		Credits
		57
Major Courses		Credits
ENG 213	American Literature I } one beyond	
ENG 214	American Literature II } core	3
ENG 223	English Literature I } one beyond	
ENG 224	English Literature II } core	3
ENG 301	World Mythology	3
HUM 230	Changing Roles of Men and Women	3
PHL 110	Introduction to Philosophy	3
PHL 230	Comparative Religion	3
ATH 111	Introduction to Cultural Anthropology	3
ENG	Elective	3
FAS	Electives	<u>6</u>
		30
Elective and Allied Courses:		
HIS 213	American History I } one beyond	
HIS 109	Ancient and Medieval History } core	3
HIS 214	American History II } one beyond	
HIS 110	Modern European History } core	3
PSY 316	Psychology of Personality	3
EDU 200	Introduction to Education	3
	Free Electives	<u>21</u>
		33

Note: Students may choose a Cooperative Education Experience for free electives, the number of credits to be approved by the department.

Humanities Curriculum - Bachelor of Science

First Year				Credits				Credits			
ENG	101	Basic Writing		3	ATH	111	Intro to Anthropology		3		
SOC	112	Intro to Sociology		3	CIS	100	Fundamental Concepts		3		
HIS	109	Ancient & Medieval History			ENG	102	Process Writing		3		
		or			PSY	108	Introduction to Psychology		3		
HIS	213	American History I		3	GOV	109	Introduction to Politics				
		Mathematics Elective		3			or				
FEX	100	Freshman Experience Seminar			GOV	110	American Politics		<u>3</u>		
		or							15		
		* Free Elective		<u>3</u>							
				15							
Second Year											
ECO	201	Microeconomics		3	ECO	202	Macroeconomics		3		
ENG	103	Analytical Writing		3	EDU	200	Introduction to Education		3		
ENG	223	English Literature I		3	ENG	212	Public Speaking		3		
HUM	301	Intro to HUM I: Greece			ENG	224	English Literature II		3		
		Renaissance		3	HUM	302	Intro to HUM II: Baroque				
HIS	110	Modern European History					Modern		<u>3</u>		
		or							15		
HIS	214	American History II		<u>3</u>							
				15							
Third Year											
ENG	213	American Literature		3	ENG	214	American Literature		3		
HIS	213	American History		3	HIS	214	American History		3		
PHL	110	Intro to Philosophy		3	PHL	230	Comparative Religion		3		
		English Elective		3			Science Elective		3		
		Free Elective		<u>3</u>			Free Elective		<u>3</u>		
				15					15		
Fourth Year											
ENG	301	World Mythology		3	PSY	316	Psychology of Personality		3		
HUM	230	Changing Roles of Men and					Fine Arts Elective		3		
		Women		3			Free Elective		3		
		Fine Arts Elective		3			Free Elective		3		
		Free Elective		3			Free Elective		<u>3</u>		
		Free Elective		<u>3</u>					15		
				15							

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101. Students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor. Students may substitute six (6) credit hours of Cooperative Education only for two (2) free electives.

Social Science

The Social Science major is an interdisciplinary course of study designed for students who want a focused concentration in one or more of the social sciences. Thus, a student can design a program which includes psychology, sociology, anthropology, government, economics, and history. Students determine their own concentration in consultation with their academic advisors.

Social Science Curriculum - Bachelor of Science

		Credits
Liberal Arts Core		57
Major Courses		Credits
GEO	201 World Geography	3
GOV	311 International Relations	3
GOV	313 Comparative Governments	3
PSY	211 Human Growth and Development	3
PSY	316 Psychology of Personality	3
SOC	213 Sociology of Social Problems	3
Social Science Concentration Electives (4 courses in SOC, PSY, GOV)		<u>12</u>
		30
Elective and Allied Courses:		
ECO	345 History of Economic Thought	3
	History Elective	6
	Free Electives	<u>24</u>
		33

Social Science Curriculum - Bachelor of Science

First Year				Credits					Credits
ENG	101	Basic Writing		3	CIS	100	Fundamental Concepts		3
SOC	112	Introduction to Sociology		3	ENG	102	Process Writing		3
HIS	109	Ancient and Medieval History			GEO	201	World Geography		3
		or			PSY	108	Introduction to Psychology		3
HIS	213	American History		3	GOV	109	Introduction to Politics		3
		Mathematics Elective		3			or		
FEX	100	Freshman Experience Seminar			GOV	110	American Politics		<u>3</u>
		or							15
		* Free Elective		<u>3</u>					
				15					
Second Year									
ECO	201	Microeconomics		3	ECO	202	Macroeconomics		3
ENG	103	Analytical Writing		3	ENG	212	Public Speaking		3
HUM	301	Intro to Humanities I		3	HUM	302	Intro to Humanities II		3
ENG	213	American Literature I			SOC	213	Sociology of Social Problems		3
		or			ENG	214	American Linterature II		
ENG	223	English Literature I		3			or		
		Science Elective		<u>3</u>	ENG	224	English Literature II		<u>3</u>
				15					15

Third Year

PSY	211	Human Growth & Development	3	HIS	110	Modern European History	
GOV	311	International Relations				or	
		or		HIS	214	American History	3
GOV	313	Comparative Government	3			**Concentration	3
		** Concentration	3			*** Social Science Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Fourth Year

ECO	345	History of Economic Thought	3	SCS	444	Social Science Capstone	3
		History Elective	3			** Concentration	3
		** Concentration	3			*** Social Science Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

***Social Science Elective (SOC, PSY, GOV, ECO, ATH)

**Concentration of four courses in one discipline (SOC, PSY, or GOV)

*For transfer students with more than 15 credits and for Continuing Education students.

A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101.

Students must take the College Writing Proficiency Exam after completing ENG 103.

MAT 050 may be required prior to choosing a math elective. Students placed in MAT 150 should consult a math instructor.

Students may substitute six (6) credit hours of Cooperative Education for two (2) free electives.

Liberal Arts - Associate in Science

The Liberal Studies is a two-year program leading to an associate's degree in liberal arts. Students completing this program might transfer to a four-year liberal arts major or a four-year business program.

Liberal Arts Curriculum

Courses:							Credits
ENG	101	Basic Writing					3
ENG	102	Process Writing					3
ENG	103	Analytical Writing					3
ENG	212	Public Speaking					3
		Math Elective					
		or					
		Science Elective					
		or					
CIS	100	Fundamental Concepts					3
HUM	301	Introduction to Humanities I					
		or					
HUM	302	Introduction to Humanities II					3
FEX	100	Freshman Experience					
		or					
		Liberal Arts Elective					<u>3</u>
							21

Core Electives:

		English Literature Elective	3
		History Elective	3
PSY	108	Introduction to Psychology	
		or	
SOC	112	Introduction to Sociology	3
		Government Elective	3
		Social Science Elective (ECO, GOV,PSY,SOC,ANT)	3
		Philosophy Elective	
		or	
		Fine Arts Elective	3
		Liberal Arts Electives	9
		Free Electives	<u>12</u>
			39

Liberal Arts Curriculum - Associate in Science

First Year				Credits					Credits
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
FEX	100	Freshman Experience					Government Elective		
		or					or		
		Liberal Arts Elective		3			History Elective		3
		Mathematics Elective			PSY	108	Intro to Psychology		
		or					or		
		Science Elective		3	SOC	112	Intro to Sociology		3
CIS	100	Fundamental Concepts		3			Liberal Arts Elective		3
		Free Elective		<u>3</u>			Free Elective		<u>3</u>
				15					15
Second Year									
ENG	103	Analytical Writing		3	ENG	212	Public Speaking		3
HUM	301	Intro to Humanities I		3	HUM	302	Intro to Humanities II		3
		Liberal Arts Elective		3			English Literature Elective		3
		Free Elective		3			Free Elective		3
		Free Elective		<u>3</u>			Free Elective		<u>3</u>
				15					15
									Total Credits: 60

A student will take ENG 101 is necessary prior to ENG 102. All students are required to pass the English Basic Writing Competency Exam.

MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.

**Students must select a liberal arts course from one of the following areas: (1) Psychology/Sociology (2) English (3) History/Government (4) Humanities (5) Economics (6) Mathematics/Science (7) Fine Arts (8) Education (9) Anthropology.

Mathematics/Science/Education Department**Chairperson: Associate Professor Alec Ingraham****Mathematics/Science/Education Department**

In order for our graduates to survive and prosper in the business world, they must be able to deal intelligently with quantitative information. Many businesses consider a familiarity with mathematical techniques and a critical numerical eye as valuable assets. The emphasis in all courses is on problem solving, but it is hoped that students will appreciate mathematics as being more than a practical tool. Consequently, courses are tailored to suit the needs of the students and the major areas of study at New Hampshire College. The Mathematics Department offers all the mathematics courses required by each major, as well as offering a series of science liberal arts electives. Math electives are offered for students who wish to emphasize mathematics in their business education and for those students who intend to take graduate business courses requiring more sophisticated mathematics. The Mathematics Department also oversees majors in Business, Marketing, and Math Teacher Education.

Business Education Program**Coordinator: Professor Jean Silver****Business Education Program**

The Business Education Program is dedicated to educating men and women who intend to enter the field of business and marketing education. The Business and Marketing Teacher Education programs are designed to prepare graduates for business and marketing education positions at the secondary school level.

Students may complete the teacher education program along with a B.S. program in another field in four and a half years. For appropriate scheduling, contact the program coordinator.

Admission to the Business or Marketing Teacher Education Programs

Prior to being formally admitted to the Business and/or Marketing Teacher Education programs at New Hampshire College, each student must be interviewed by the Committee for Teacher Education and meet the following requirements:

- Have accumulated a minimum of 63 hours of credit
- Have a cumulative grade point average of at least 2.50
- Demonstrate the capabilities for success in the teaching profession
- Display competency in oral and written communications.

Business/Marketing Teacher Education Minor

A student may declare a minor in Business/Marketing Teacher Education by successfully completing six of the following courses; including a minimum of four at NHC.

EDU 200 Introduction to Education

EDU 201 Educational Psychology

EDU	300	Principles of Business and Vocational Education
EDU	301	Evaluation, Measurement and Testing
EDU	310	Methods of Teaching Keyboarding and Office Technology
EDU	313	Methods of Teaching Accounting and General Business
EDU	314	Coordination of Realistic Work Experience
EDU	315	Methods of Teaching Marketing Education
PSY	211	Human Growth and Development
PSY	320	Psychology of Individual Differences and Special Needs

Requirements for a Major in the Business Teacher Education Program

Students seeking Comprehensive Business Education Certification must demonstrate proficiency in keyboarding and office skills. This proficiency can be met through courses or demonstrated competency.

Work Experience: All Business/ Marketing Teacher Education majors must present 2,000 hours of work experience in an area of certification. In the absence of this, 400 supervised hours will be arranged.

Business Teacher Education - Bachelor of Science

	Credits
Business Core	72

Note: For the Business Education major PSY 211 (Human Growth and Development) should be taken as the social science elective in the core. PSY 108 (Introduction to Psychology) should be taken as part of the core.

Major Courses	Credits
EDU 200 Introduction to Education	3
ADB 110 Introduction to Business	3
EDU 201 Educational Psychology	3
EDU 290 Field Experience	3
EDU 300 Principles of Business and Vocational Education	3
EDU 301 Evaluation, Measurement and Testing	3
EDU 310 Methods of Teaching Keyboarding and Office Technology	3
EDU 313 Methods of Teaching Accounting and General Business	3
EDU 314 Coordination of Realistic Work Experience	3
OAD 220 Word Processing I	3
OAD 230 Office Simulation or Free Elective	3
PSY 320 Psychology of Individual Difference and Special Needs	<u>3</u>
	36

Allied Courses:

EDU 490 Student Teaching	12
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Business Teacher Education - Bachelor of Science

First Year				Credits					Credits
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
MAT	110	Finite Mathematics I		3	MAT	111	Finite Mathematics II		3
CIS	100	Fundamental Concepts		3	EDU	200	Introduction to Education		3
PSY	108	Intro to Psychology		3	ADB	110	Intro to Business		3
FEX	100	Freshman Experience			ADB	125	Human Relations in Admin.		3
		or							15
		* Free Elective		<u>3</u>					
				15					
Second Year									
ECO	201	Microeconomics		3	ECO	202	Macroeconomics		3
ENG	103	Analytical Writing		3	ENG	212	Public Speaking		3
MAT	220	Statistics		3	PSY	211	Human Growth & Development		3
MKT	113	Introduction to Marketing		3	ADB	206	Business Law I		3
ACC	210	Financial Accounting		<u>3</u>	EDU	290	Field Experience		<u>3</u>
				15					15
Third Year									
EDU	300	Principles of Business & Voc Ed		3	EDU	310	Meth/Teach Keyboard		3
EDU	301	Eval/Meas/and Testing		3	EDU	201	Educational Psychology		3
FIN	320	Intro to Business Finance		3	ENG	220	Business Communication		3
PSY	320	Psy Ind Diff & Sp Needs		3	OAD	220	Word Processing I		3
CIS	200	Information Systems Concepts		<u>3</u>	OAD	230	Office Simulation		
				15			or		
							Free Elective		<u>3</u>
									15
Fourth Year									
EDU	313	Method of Teaching ACC & Gen Bus		3	EDU	490	Student Teaching		12
EDU	314	Coord/ of Realistic Work Exp		3			HUM/FAS/PHL Elective		<u>3</u>
ADB	421	College-wide Capstone Course		3					15
		Literature Elective		3					
		History Elective							
		or							
		Government Elective		<u>3</u>					
				15					

Total Credits: 120

*For tranfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. Students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor. For dual certification in Marketing and Business Education you need 123-129 credits.

Marketing Teacher Education Curriculum - Bachelor of Science

	Credits
Business Core	72

Note: For the Marketing Teacher Education major PYS 211 (Human Growth and Development) should be taken as the social science elective in the core. PSY 108 (Introduction to Psychology) should be taken in the core.

Major Courses			Credits
ADB	110	Introduction to Business	3
EDU	200	Introduction to Education	3
EDU	201	Educational Psychology	3
EDU	290	Field Experience	3
EDU	300	Principles of Business and Vocational Education	3
EDU	301	Evaluation, Measurement and Testing	3
EDU	313	Methods of Teaching Accounting and General Business	3
EDU	314	Coordination of Realistic Work Experience	3
EDU	315	Methods of Teaching Marketing Education	3
PSY	320	Psychology of Individual Differences and Special Needs	3
		Marketing Electives	<u>6</u>
			36

Allied Courses:

EDU	490	Student Teaching	12
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All marketing electives are to be approved by the Coordinator of the Business/Teacher Education Program and the Chairperson of the Marketing Department.

Marketing Teacher Education Curriculum - Bachelor of Science

First Year			Credits				Credits
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
MAT	110	Finite Mathematics I	3	MAT	111	Finite Mathematics II	3
PSY	108	Intro to Psychology	3	EDU	200	Intro to Education	3
CIS	100	Fundamental Concepts	3	ADB	110	Intro to Business	3
FEX	100	Freshman Experience	3	ADB	125	Human Relations in Admin.	<u>3</u>
		or					15
		* Free Elective	<u>3</u>				
			15				
Second Year							
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
MAT	220	Statistics	3	ADB	206	Business Law I	3
MKT	113	Intro to Marketing	3	EDU	290	Field Experience	3
ACC	210	Financial Accounting	<u>3</u>	PSY	211	Human Growth & Development	<u>3</u>
			15				15
Third Year							
ENG	220	Business Communication	3	EDU	314	Coordination of Real Work Exp	3
EDU	300	Principles of Bus & Voc Ed	3	EDU	201	Educational Psychology	3
EDU	301	Evaluation, Measurement & Testing	3	EDU	315	Method/Teach MKT Ed	3
FIN	320	Intro to Business Finance	3	PSY	320	Psychology of Ind Diff & Special Needs	3
		Marketing Elective	<u>3</u>	CIS	200	Information Systems Concepts	<u>3</u>
			15				15

Fourth Year

EDU 313	Methods of Teaching ACC & Gen Business	3	EDU 490	Student Teaching	12
			HUM/FAS/PHL	Elective	<u>3</u>
ADB 421	College-wide Capstone Course	3			15
	Literature Elective	3			
	Marketing Elective	3			
	History Elective				
	or				
	Government Elective	<u>3</u>			
		15			

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to the beginning of the Math sequence. Students placed in MAT 150 should consult a math instructor.

For dual certification in Marketing and Business Education you need 126-129 credits.

Mathematics Teacher Education**Coordinator: Professor Christopher J. Toy**

The mathematics teacher education program prepares students to teach mathematics at the secondary level. Courses are distributed between three areas: the mathematics segment provides academic competency; the education segment prepares students to enter the classroom with a varied and current repertoire of teaching skills; the business core broadens the teachers' knowledge of applications and uniquely prepares them to explain the relevance of their subject to life beyond the classroom. While giving the student every opportunity to discover the theoretical elegance of mathematics, the program will especially emphasize the ability of mathematics to serve our culture and find solutions for sometimes difficult problems.

Mathematics Teacher Education - Bachelor of Science

	Credits
Business Core	72
Major Courses	Credits
*MAT 150 Honors Finite Mathematics	-
*MAT 210 Calculus I	-
MAT 211 Calculus II	3
*MAT 250 Honors Statistics	-
MAT 305 Introduction to Quantitative Methods	3
MAT 315 Modern Algebra	3
MAT 320 Discrete Structures	3
MAT 330 Modern Geometry	3
MAT 410 Historical Trends in Mathematics	3
EDU 200 Introduction to Education	3
EDU 201 Educational Psychology	3
EDU 290 Field Experience	3

EDU	301	Evaluation, Measurement and Testing	3
EDU	325	Methods of Teaching Mathematics	3
EDU	490	Student Teaching	12
*PSY	211	Human Growth and Development	-
PSY	320	Psychology of Individual Differences and Special Needs	3

* Meets core requirements.

Mathematics Teaching - Bachelor of Science

First Year				Credits					Credits
CIS	100	Fundamental Concepts	3	ADB	125	Human Relations in Admin.	3		3
ENG	101	Basic Writing	3	ENG	102	Process Writing	3		3
MAT	150	Honors Finite Mathematics	3	MAT	210	Calculus I	3		3
		History Elective		MKT	113	Introduction to Marketing	3		
		or		PSY	108	Introduction to Psychology			
		Government Elective	3			or			
FEX	100	Freshman Experience Seminar		SOC	112	Intro to Sociology	3		3
		or							15
		* Free Elective	3						
			15						
Second Year									
ECO	201	Microeconomics	3	ACC	210	Financial Accounting	3		3
EDU	200	Introduction to Education	3	CIS	200	Information Systems Concepts	3		3
ENG	103	Analytical Writing	3	ECO	202	Macroeconomics	3		3
MAT	211	Honors Calculus II	3	EDU	290	Field Experience	3		3
MAT	250	Honors Statistics	3	MAT	305	Introduction to Quantitative Methods	3		3
			15						15
Third Year									
ADB	206	Business Law I	3	EDU	201	Educational Psychology	3		3
ENG	212	Public Speaking	3	ENG	220	Business Communication	3		3
MAT	315	Modern Algebra	3	FIN	320	Introduction to Business Finance	3		3
PSY	211	Human Growth & Development	3	MAT	320	Discrete Structures	3		3
		Humanities Elective	3	MAT	330	Modern Geometry	3		3
			15						15
Fourth Year									
ADB	421	College-wide Capstone Course	3	EDU	490	Student Teaching	12		12
EDU	301	Evaluation, Measurement Testing	3	MAT	410	Historical Trends in Mathematics	3		3
EDU	325	Methods of Teaching Mathematics							15
PSY	320	Psych of Indiv Diff & Spec Needs	3						
		Literature Elective	3						
			15						

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning of the math sequence.

Division of Business

Accounting Department

Chairperson: Associate Professor John VanSantvoord

Accounting

Accounting is one of the fastest growing professions in the world today. Professional accountants are growing not only in number, but also in influence and prestige. Rapid advancement in the fields of public accounting and private industry are limited only by individual desire, initiative and ability.

Rules and regulations in the accounting profession have been changing dramatically in the past few years and New Hampshire College's accounting program is continuously updated to meet these changes.

Graduates of the accounting program will be prepared for careers in public accounting or private industry. This would be with national, regional or local CPA firms, or in the corporate sector, with large or small companies.

During the four-year accounting program a cooperative education program with suitable remuneration is available to students during two semesters or in the summer, for 3 or 6 credits.

	Credits
Business Core	72*
Note: Accounting majors are advised to take a Liberal Arts course as their free elective in the college core.	

Major Courses	Credits
ACC 102 Elementary Accounting II	3
ACC 203 Intermediate Accounting I	3
ACC 204 Intermediate Accounting II	3
ACC 207 Cost Accounting I	3
ACC 208 Cost Accounting II	3
ACC 305 Advanced Accounting I	3
ACC 306 Advanced Accounting II	3
ACC 322 Institutional Accounting	3
ACC 411 Auditing Principles	3
ACC 415 Federal Taxation I	3
ACC 416 Federal Taxation II	3
FIN 435 Financial Policy and Decision Making	<u>3</u>
	36
Electives and Free Courses	12**

* Accounting majors take ACC 101 (Elementary Accounting I) in place of ACC 210 (Financial Accounting).

Note: Students who wish to complete a 3 or 6 credit Cooperative Education experience in accounting may replace either 3 or 6 Free Elective credits. Students should contact the Career Development Center for more specific information.

**Students pursuing a CPA certificate should take ADB 307 in place of a free elective.

Accounting Curriculum - Bachelor of Science

First Year				Credits				Credits			
ACC	101	Elementary Accounting I	3	ACC	102	Elementary Accounting II	3				
ENG	101	Basic Writing	3	ADB	125	Human Relations in Admin.	3				
MAT	110	Finite Mathematics I	3	CIS	100	Fundamental Concepts	3				
PSY	108	Introduction to Psychology		ENG	102	Process Writing	3				
		or		MAT	111	Finite Mathematics II	<u>3</u>				
SOC	112	Introduction to Sociology	3				15				
FEX	100	Freshman Experience									
		or									
		* Free Elective	<u>3</u>								
			15								
Second Year											
ACC	203	Intermediate Accounting I	3	ACC	204	Intermediate Accounting II	3				
ACC	207	Cost Accounting I	3	ACC	208	Cost Accounting II	3				
ECO	201	Microeconomics	3	CIS	200	Information Systems Concepts	3				
ENG	103	Analytical Writing	3	ECO	202	Macroeconomics	3				
		Social Science Elective	<u>3</u>	MAT	220	Statistics	<u>3</u>				
			15				15				
Third Year											
ACC	305	Advanced Accounting I	3	ACC	306	Advanced Accounting II	3				
ENG	212	Public Speaking	3	ACC	322	Institutional Accounting	3				
FIN	320	Introduction to Business Finance	3	ENG	220	Business Communication	3				
MKT	113	Introduction to Marketing	3			Literature Elective	3				
		HUM/FAS/PHL Elective	<u>3</u>			History Elective					
			15			or					
						Government Elective	<u>3</u>				
							15				
Fourth Year											
ACC	411	Auditing Principles	3	ACC	416	Federal Taxation II	3				
ACC	415	Federal Taxation I	3	ADB	421	College-wide Capstone Course	3				
ADB	206	Business Law I	3			** Free Elective	3				
FIN	435	Fin. Policy & Decision Making	3			Free Elective	3				
		Free Elective	<u>3</u>			Free Elective	<u>3</u>				
			15				15				
										Total Credits: 120	

** Students pursuing a CPA certificate should take ADB 307 in place of a free elective.

*For transfer students with more than 15 credits and for Continuing Education students. Students may substitute six (6) credit hours of Cooperative Education for two (2) free electives.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult the instructor.

Minor in Accounting: A student may declare a minor in Accounting by successfully completing all of the following courses, including a minimum of four at New Hampshire College:

Elementary Accounting I & II (ACC 101 & ACC 102)

Intermediate Accounting I & II (ACC 203 & ACC 204)

Cost Accounting I & II (ACC 207 & ACC 208)

Business Administration Department**Chairperson: Professor James L. Grace, Jr.****Business Administration**

The past two decades have witnessed unparalleled change in business, industry and society. Emerging trends suggest that change is going to continue to be rapid, at times unpredictable and frequently disruptive.

As business and society grow more complex, the demand for trained managers and leaders has increased. Managers can no longer make business decisions based on hunches and guesses or look for old solutions to solve new problems.

Students in the Business Administration program will learn how to be leaders and managers in this changing and hectic business environment.

New Hampshire College's Business Administration major, with its emphasis on communication, accounting, behavioral dynamics and quantitative analysis, is strengthened by a broad selection of liberal arts electives. These business and management skills, when complemented with a solid foundation in the liberal arts, enable the students to obtain the knowledge and skills necessary to be a complete manager.

Business Administration Curriculum—Bachelor of Science

	Credits
Business Core	72
Note: The Department requires students to take ECO 301 (Managerial Economics) as their Social Science elective.	

Major Courses:	Credits
ADB 110 Introduction to Business	3
ADB 211 Human Resource Management	3
ADB 215 Principles of Management	3
ADB 326 Social Environment of Business	3
ADB 331 Introduction to Operations Management	3
ADB 342 Organizational Behavior	3
International Elective	3
Business Administration Electives (300/400 level)	6
Business Administration Electives (any level)	<u>6</u>
	33

Elective and Allied Courses:

ACC 214 Management Accounting	3
Free Electives	<u>12</u>
	15

**Business Administration - Bachelor of Science
(Without Cooperative Education)**

First Year				Credits					Credits
ADB	110	Intro to Business		3	ADB	215	Human Relations in Admin.		3
ENG	101	Basic Writing		3	CIS	100	Fundamentals Concepts		3
MAT	110	Finite Mathematics I		3	ENG	102	Process Writing		3
		History Elective			MAT	111	Finite Math II		3
		or			PSY	108	Intro to Psychology		
		Government Elective		3			or		
FEX	100	Freshman Experience			SOC	112	Intro to Sociology		3
		or							15
		* Free Elective		3					
				15					
Second Year									
ADB	215	Principles of Management		3	ADB	206	Business Law I		3
ADB	326	Organizational Behavior		3	ADB	211	Human Resource Mgt		3
ECO	201	Microeconomics		3	CIS	200	Information Systems Concepts		3
ENG	103	Analytical Writing		3	ECO	202	Macroeconomics		3
ENG	212	Public Speaking		3	MKT	113	Intro to Marketing		3
				15					15
Third Year									
ACC	210	Financial Accounting		3	ACC	214	Management Accounting		3
ADB	342	Organizational Behavior		3	**ECO	301	Managerial Economics		3
MAT	220	Statistics		3	FIN	320	Intro to Business Finance		3
		Business Administration Elective		3			Literature Elective		3
		HUM/FAS/PHL Elective		3			Business Administration Elective		3
				15					15
Fourth Year									
ADB	331	Intro to Operations Management		3	ADB	421	College-wide Capstone Course		3
ENG	220	Business Communication		3	ADB		Elective 300-400 Level		3
		ADB Elective 300-400 Level		3	ADB		International Elective		3
		Free Elective		3			Free Elective		3
		Free Elective		3			Free Elective		3
				15					15
									Total Credits: 120

Notes: Students who intend to do Cooperative Education must use the Cooperative Education worksheet.

All Business Administration majors must take an international course which has the prefix ADB.

Students who desire a concentration in Human Resource Management (HRM), Small Business Management (SBM), or International Management (IM) must take the following Business Administration Elective courses:

- a. HRM: ADB 325 Compensation and Benefit Administration and ADB 442 AdvancedSeminar in Human Resource Management and Development
- b. SBM: ADB 307 Business Law II, ADB 317 Small Business Management, and ADB 320Entrepreneurship
- c. IM: Any five (5) of the following: ADB 309 Legal Environment of International Business,ADB 310 International Business, ADB 311 International Human Resources Management, ADB 315 International Management, ADB 316 Cultural and Political Environment of International Business, ADB 422 International Strategic Management.

English and Math Department requirements must be completed by students in this major.

*For transfer students with more than 15 credits and for Continuing Education students.

**ECO 301 is counted as a core social science elective.

Business Administration - Bachelor of Science (With Cooperative Education)

First Year				Credits				Credits			
ENG	101	Basic Writing		3	ENG	102	Process Writing		3		
ADB	110	Intro to Business		3	ADB	125	Human Relations in Admin.		3		
MAT	110	Finite Mathematics I		3	CIS	100	Fundamental Concepts		3		
PSY	108	Intro to Psychology			MAT	111	Finite Mathematics II		3		
		or					History Elective				
SOC	112	Intro to Sociology		3			or				
FEX	100	Freshman Experience					Government Elective		<u>3</u>		
		or									15
		* Free Elective		<u>3</u>							
				15							
Second Year											
ENG	103	Analytical Writing		3	CIS	200	Information Concepts		3		
ECO	201	Microeconomics		3	ADB	206	Business Law I		3		
ADB	215	Principles of Management		3	ECO	202	Macroeconomics		3		
		Business Administration Elective		3	ADB	211	Human Resource Management		3		
ADB	326	Social Environment of Business		<u>3</u>	MKT	113	Intro to Marketing		<u>3</u>		
				15							15
Third Year											
MAT	220	Statistics		3	** ECO 301	Managerial Economics		3			
ADB	331	Intro to Oper Mgt		3	FIN	320	Intro to Business Finance		3		
ACC	210	Financial Accounting		3	ACC	214	Management Accounting		3		
ENG	212	Public Speaking		3	ADB	342	Organizational Behavior		3		
		HUM/FAS/PHL Elective		<u>3</u>			Literature Elective		<u>3</u>		
				15							15
Fourth Year											
ENG	220	Business Communication		3	ADB	421	College-wide Capstone Course		3		
		Free Elective or Cooperative Experience		3			Business Administration Elective		3		
		Free Elective or Cooperative Experience		3			Business Administration Elective		3		
		Free Elective or Cooperative Experience		3			Free Elective		3		
		Free Elective or Cooperative Experience		<u>3</u>			ADB International Elective		<u>3</u>		
				15							15
										Total Credits: 120	

Notes: Students who intend to do a Cooperative Education Experience must use a Cooperative Education worksheet.

All Business Administration majors must take an international course which has the prefix ADB. Students who desire a concentration in Human Resource Management (HRM), Small Business Management (SBM) and International Management (IM) must take the following Business Administration Elective courses:

- HRM: ADB 325 Compensation and Benefits Administration and ADB 442 Advanced Seminar in Human Resource Management and Development
- SBM: ADB 307 Business Law II, ADB 317 Small Business Management and ADB 320 Entrepreneurship

- c. IM: Any five (5) of the following: ADB 309 Legal Environment of International Business, ADB 310 International Business, ADB 311 International Human Resources Management, ADB 315 International Management, ADB 316 The Cultural and Political Environment of International Business, ADB 422 International Strategic Management.

English and Math Department requirements must be completed by students in this major. Students in this Business Administration Curriculum with Cooperative Education may opt for a 12 credit Cooperative Education Experience by using six (6) ADB (any level) elective credits and six (6) free elective credits.
*For transfer students with more than 15 credits and for Continuing Education students.
**ECO 301 is counted as core in the social science elective.

Business Studies

The Business Studies curriculum provides the opportunity for students to concentrate in a specific area of business, with the flexibility to tailor a degree to meet their specific needs.

Concentrations are available in Accounting, Business Finance, Business Administration, Data Processing, Human Resource Management, Restaurant Management, Materials Management (Continuing Education only), Marketing, and Sports Management. In addition to the major required courses, students are able to tailor the degree program depending upon their selection of ten courses (30 credits) of free electives.

The Business Studies degree also provides an option for transfer students who have completed two or more years at other colleges (particularly liberal arts or science majors) who now desire a business degree. The 30 free elective credits enable transfer students to receive credit for a wide variety of previous courses.

Business Studies Curriculum - Bachelor of Science

In the Business Studies Curriculum the college core consists of 72 credits, with each of the nine concentrations consisting of 36 credits, followed by electives and free courses for a total of 120 credits.

	Credits
Business Core	72*
Major Courses: What follows are the courses to be taken in the ten concentrations of Business Studies.	

Accounting Concentration:

ACC	102	Elementary Accounting II	3
ACC	203	Intermediate Accounting I	3
ACC	204	Intermediate Accounting II	3
ACC	207	Cost Accounting I	3
ACC	208	Cost Accounting II	3
ACC	415	Federal Taxation I	3
ADB	110	Introduction to Business	3
		Free Electives	<u>15</u>
			36

* Business Studies Accounting Concentration students should take ACC 101 instead of ACC 210.

Business Administration Concentration:

ACC	214	Management Accounting	3
ADB	110	Introduction to Business	3
ADB	215	Principles of Management	3
ADB	331	Introduction to Operations Management	3
ADB	342	Organizational Behavior	3
		International Elective	3
		Free Electives	<u>18</u>
			36

Business Finance Concentration:

ADB	110	Introduction to Business	3
ECO	301	Managerial Economics	3
ECO	402	Business Cycles and Forecasting	3
FIN	220	Introduction to Investments	3
FIN	435	Financial Policy and Decision Making	3
		ECO/FIN Elective	3
		Free Electives	<u>18</u>
			36

Computer Information Systems Concentration:

ADB	110	Introduction to Business	3
CIS	201	Computer Concepts	3
CIS	210	Application Development	3
CIS	310	Application Design and Implementation	3
CIS	315	Systems Development I	3
		CIS Elective	3
		Free Electives	<u>18</u>
			36

Human Resource Management Concentration:

ADB	110	Introduction to Business	3
ADB	211	Human Resource Management	3
ADB	215	Principles of Management	3
ADB	325	Compensation and Benefits	3
ADB	342	Organizational Behavior	3
ADB	442	Advanced Seminar in Human Resource Management and Development	3
		Free Electives	<u>18</u>
			36

The concentration in International Management is available to Business Administration and Business Studies majors. In order to qualify for this concentration, students must take any five international courses from those offered by the Department of Business Administration.

International Management Concentration:

ADB 215 Principles of Management	3
ADB 300 or ADB 400 International Business Electives (ADB 309, ADB 310, ADB 311, ADB 315, ADB 316) (ADB 422)	15
Free Electives	<u>18</u>
	36

Materials Management Concentration:

(Available only in the Division of Continuing Education)	
ADB 215 Principles of Management	3
ADB 331 Introduction to Operations Management	3
ADB 332 Purchasing Management	3
ADB 336 Production Management and Control	3
ADB 347 Inventory Management	3
ADB 355 Manufacturing Resource Planning	3
Free Electives	<u>18</u>
	36

Marketing Concentration:

ADB 110 Introduction to Business	3
MKT 320 Sales Management	
or	
MKT 335 Sales and Persuasion	3
MKT 337 Marketing Research	3
MKT 329 Principles of Advertising	3
MKT 345 Consumer Behavior	3
Marketing Elective	3
Free Electives	<u>18</u>
	36

Production and Inventory Control Concentration:

(Available only in the Division of Continuing Education)	
ADB 333 Production Activity Control	3
ADB 334 Capacity Management	3
ADB 335 Just in Time	3
ADB 337 Materials Requirement Planning	3
ADB 339 Master Planning	3
ADB 347 Inventory Management	3
Free Electives	<u>18</u>
	36

Restaurant Management Concentration

ADB	215	Principles of Management	3
REST	109	Food Purchasing	3
REST	110	Quantity Food Production I	3
REST	111	Quantity Food Production II	3
REST	319	Restaurant Management	3
HTL	421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
		Free Electives	<u>18</u>
			36

Note: It is recommended that the student in the Restaurant Management concentration try to include HRM 422 (Beverage Management and Control), HRM 424 (Wines and Beverages), and HRM 430 (Management of Institutional Feeding Operations) in lieu of three (3) Free Elective Courses.

Small Business Management Concentration:

ADB	110	Introduction to Business	3
ADB	215	Principles of Management	3
ADB	307	Business Law II	3
ADB	317	Small Business Management	3
ADB	320	Entrepreneurship	3
		ADB Elective	3
		International Elective	3
		Free Electives	<u>15</u>
			36

Sports Management Concentration:

ADB	111	Sports Management I	3
ADB	207	Law and Sports Administration	3
ADB	461	Seminar in Sports Administration	3
		Sports Management Electives	9
		Free Electives	<u>18</u>
			36

Cooperative Education options exist in every concentration. Students would replace four (4) free electives with 12 credits of Cooperative Education credits.

Business Studies Curriculum - Bachelor of Science

In the Business Studies curriculum, the College Core consists of 72 credits, with each of the nine concentrations consisting of 36 credits, followed by allied courses and free electives for a total of 120 credits.

Sample Business Studies Curriculum - Bachelor of Science

(Concentration in Accounting)

First Year				Credits								Credits			
ENG	101	Basic Writing		3	ENG	102	Process Writing		3						
ACC	101	Elementary Accounting I		3	ACC	102	Elementary Accounting II		3						
ADB	110	Intro to Business (Bus. Con.)		3	CIS	100	Fundamental Concepts		3						
ADB	125	Human Relations in Admin.		3	MKT	113	Intro to Marketing		3						
FEX	100	Freshman Experience			PSY	108	Intro to Psychology								
		or					or								
		* Free Elective		<u>3</u>	SOC	112	Intro to Sociology		<u>3</u>						
				15											15
Second Year															
ENG	103	Analytical Writing		3	ENG	220	Business Communication		3						
MAT	110	Finite Mathematics I		3	MAT	111	Finite Mathematics II		3						
ECO	201	Microeconomics		3	ECO	202	Macroeconomics		3						
ACC	203	Inter Accounting I (Bus. Con.)		3	ACC	204	Inter. Accounting II (Bus. Con.)		3						
		HUM/FAS/PHL Elective		<u>3</u>	CIS	200	Information Systems Concepts		<u>3</u>						
				15											15
Third Year															
ACC	207	Cost Accounting I (Bus. Con.)		3	FIN	320	Intro to Business Finance								
ENG	212	Public Speaking		3			(Bus. Con.)		3						
		Literature Elective		3	ACC	208	Cost Accounting II (Bus. Con.)		3						
		History Elective		3	MAT	220	Statistics		3						
		or			ADB	206	Business Law I		3						
		Government Elective		3			Free Elective		<u>3</u>						
		Free Elective		<u>3</u>											15
				15											
Fourth Year															
		Social Science Elective		3	ACC	415	Federal Taxation I (Bus. Con.)		3						
		Free Elective or Coop Exp		3	ADB	421	College-wide Capstone Course		3						
		Free Elective or Coop Exp		3			Free Elective		3						
		Free Elective or Coop Exp		3			Free Elective		3						
		Free Elective or Coop Exp		<u>3</u>			Free Elective		<u>3</u>						
				15											15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a Math instructor.

Students in the Accounting Concentration should take Accounting 101 instead of Accounting 210 in the core.

Students may replace four (4) electives with 12 credits of Cooperative Education.

International Business

The world is becoming an economic market place without boundaries. Huge multinational corporations conduct business based on world-wide priorities while smaller domestic companies look for ways to tap into the growing markets of Europe, Asia and Third World countries. Successful managers must be able to work with a wide variety of people who use different currencies and systems to achieve their own economic and personal goals.

In recognition of this situation, New Hampshire College has developed an international business major. This program includes instruction in management skills and concepts, but places these skills in an international, multi-cultural setting. In this way, students learn about the different monetary, banking and accounting systems they will encounter, and about the myriad of cultural norms that make the rest of the world a diverse place to market American goods and services. International business is an interdisciplinary program which combines existing management courses with the possibility of cooperative education opportunities in the international arena.

International Business Curriculum

	Credits
Business Core	72
Note: International Electives Required in History, Government and/or Social Sciences.	
Major Courses	Credits
ADB 113 Introduction to International Business	3
ADB 215 Principles of Management	3
ADB 315 International Management	3
*ADB 342 Organizational Behavior or Language Elective	3
ADB International Business Electives	9
Accounting International Elective	3
Economics International Elective	3
Marketing International Elective	3
*Language or ADB International Business Elective	<u>3</u>
	33
Free Electives (Including Cooperative Experience)	15

* 6 credits language required in language track

International Business Curriculum Bachelor of Science (With Cooperative Education/With Language)

First Year	Credits		Credits
ADB 113 Intro/International Business	3	ADB 125 Human Relations in Admin.	3
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MAT 110 Finite Math I	3	MAT 111 Finite Math II	3
PSY 108 Intro to Psychology		MKT 113 Intro to Marketing	3
		International Government Elective	
SOC 112 Intro to Sociology	3	or	
FEX 100 Freshman Experience		International History Elective	3
			15
or			
* Free Elective	<u>3</u>		
	15		

Second Year

ACC	210	Financial Accounting	3	ADB	206	Business Law I	3
ADB	215	Principles of Management	3	ADB	315	International Management	3
CIS	100	Fundamental Concepts	3	CIS	200	Information Systems Concepts	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	<u>3</u>			Humanities Elective	<u>3</u>
			15				15

Third Year

ENG	212	Public Speaking	3	ENG	220	Business Communication	3
MAT	220	Statistics	3	FIN	320	Intro Business Finance	3
		International Accounting Elective	3			International Economics Elective	3
		Language Elective	3			International Marketing Elective	3
		International Social Science				Language Elective	<u>3</u>
		Elective	<u>3</u>				15
			15				

Fourth Year

		Literature Elective	3	ADB	421	College-wide Capstone Course	3
**		Free Elective or Coop Experience	3	ADB		Int Bus Elective 300/400 Level	3
**		Free Elective or Coop Experience	3	ADB		Int Bus Elective 300/400 Level	3
**		Free Elective or Coop Experience	3	ADB		Int Bus Elective 300/400 Level	3
**		Free Elective or Coop Experience	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students.
** If the Cooperative Education Experience is used, the elective becomes ADB 490.
A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103.
MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.
Students may replace four (4) free electives with 12 credits of Cooperative Education.

International Business Curriculum - Bachelor of Science
(With Cooperative Education/Without Language)

First Year				Credits				Credits			
ADB	113	Intro/International Business	3	ADB	125	Human Relations in Admin.	3				
ENG	101	Basic Writing	3	ENG	102	Process Writing	3				
MAT	110	Finite Math I	3	MAT	111	Finite Math II	3				
PSY	108	Intro to Psychology		MKT	113	Intro to Marketing	3				
		or				International Government Elective					
SOC	112	Introduction to Sociology	3			or					
FEX	100	Freshman Experience				International History Elective	<u>3</u>				
		or					15				
		* Free Elective	<u>3</u>								
			15								
Second Year											
ACC	210	Financial Accounting	3	ADB	206	Business Law I	3				
ADB	215	Principles of Management	3	ADB	315	International Mgt.	3				
CIS	100	Fundamental Concepts	3	CIS	200	Information Systems Concepts	3				
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3				
ENG	103	Analytical Writing	<u>3</u>			Humanities Elective	<u>3</u>				
			15				15				

Third Year

ENG	212	Public Speaking	3	ADB	342	Organizational Behavior	3
MAT	220	Statistics	3	ENG	220	Business Communication	3
		International Accounting Elective	3	FIN	320	Intro to Bus Finance	3
		ADB International Bus Elective	3			International Economics Elective	3
		Int/Social Science Elective	<u>3</u>			International Marketing Elective	<u>3</u>
		Elective	15				15

Fourth Year

		Literature Elective	3	ADB	421	College-wide Capstone Course	3
		** Free Elective or Coop Experience	3	ADB		Int Bus Elect 300/400 Level	3
		** Free Elective or Coop Experience	3	ADB		Int Bus Elect 300/400 Level	3
		** Free Elective or Coop Experience	3	ADB		Int Bus Elect 300/400 Level	3
		** Free Elective or Coop Experience	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students.

** If the Cooperative Education Experience is used, the elective becomes ADB 490.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103.

MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.

Students may replace four (4) free electives with 12 credits of Cooperative Education.

International Business Curriculum - Bachelor of Science (Without Cooperative Education/With Language)

First Year				Credits				Credits			
ADB	113	Intro Int Business	3	ADB	125	Human Relations in Adm	3				
ENG	101	Basic Writing	3	ENG	102	Process Writing	3				
MAT	110	Finite Math I	3	MAT	111	Finite Math II	3				
PSY	108	Intro to Psychology		MKT	113	Intro to Marketing	3				
		or				International Government Elective					
SOC	112	Intro to Sociology	3			or					
FEX	100	Freshman Experience				International History Elective	<u>3</u>				
		or					15				
		* Free Elective	<u>3</u>								
			15								

Second Year

ACC	210	Financial Accounting	3	ADB	206	Business Law I	3
ADB	215	Principles of Management	3	ADB	315	International Management	3
CIS	100	Fundamental Concepts	3	CIS	200	Information Systems	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	<u>3</u>			Humanities Elective	<u>3</u>
			15				15

Third Year

ENG	212	Public Speaking	3	ENG	220	Business Communication	3
MAT	220	Statistics	3	FIN	320	Intro to Bus Finance	3
		International Accounting Elective	3			Language Elective	3
		Language Elective	3			International Economics Elective	3
		Int/Social Science Elective	<u>3</u>			International Marketing Elective	<u>3</u>
			15				15

Fourth Year

Literature Elective	3	ADB 421	College-wide Capstone Course	3
Free Elective or Coop Experience	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective or Coop Experience	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective or Coop Experience	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective or Coop Experience	<u>3</u>		Free Elective	<u>3</u>
	15			15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students.
A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.
Students may replace four (4) free electives with 12 credits of Cooperative Education.

International Business Curriculum - Bachelor of Science
(Without Cooperative Education/Without Language)

First Year				Credits					Credits
ADB	113	Intro Inter Business		3	ADB	125	Human Relations in Admin.		3
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
MAT	110	Finite Math I		3	MAT	111	Finite Math II		3
PSY	108	Intro to Psychology			MKT	113	Intro to Marketing		3
		or					International Government Elective		
SOC	112	Intro to Sociology		3			or		
FEX	100	Freshman Experience					International History Elective	<u>3</u>	
		or							15
		* Free Elective		<u>3</u>					
				15					

Second Year

ACC	210	Financial Accounting	3	ADB	206	Business Law I	3
ADB	215	Principal of Mgt.	3	ADB	315	International Mgt.	3
CIS	100	Fundamental Concepts	3	CIS	200	Information Systems	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	<u>3</u>			Humanities Elective	<u>3</u>
			15				15

Third Year

ENG	212	Public Speaking	3	ADB	342	Organizational Behavior	3
MAT	220	Statistics	3	ENG	220	Business Communication	3
		International Accounting Elective	3	FIN	320	Intro to Bus Finance	3
		ADB International Bus Elective	3			International Economics Elective	3
		Int/Social Science Elective	<u>3</u>			International Marketing Elective	<u>3</u>
			15				15

Fourth Year

Literature Elective	3	ADB 421	College-wide Capstone Course	3
Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective	3	ADB	Int Bus Elective 300/400 Level	3
Free Elective	<u>3</u>		Free Elective	<u>3</u>
	15			15

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students.
A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.

Sports Management

Coordinator: Professor Norton Phelps, Jr.

The business of sports has experienced phenomenal growth in recent years. This \$60 billion per year industry has been spurred by television's love affair with professional sports and fitness.

The growth of sports as a major industry has increased the need and opportunities for well-trained professional managers. A well-rounded business education with a focus on sports management skills is essential to this rapidly growing field.

New Hampshire College's Sports Management program prepares students for successful employment in the dynamic sports industry. Students take specialized courses in sports management coupled with a strong mix of business and liberal arts courses. Students will have an opportunity to gain additional practical experience via cooperative education with a variety of recreational and sports related industries.

Field trips to meet managers of professional sports teams and guest speakers from sports' businesses will enhance classroom lessons.

Sports Management Curriculum - Bachelor of Science

College Core	Credits 72
Major Courses	Credits
ADB 111 Sports Management I	3
ADB 112 Sports Management II	3
ADB 207 Law and Sports Administration	3
ADB 208 Sports Marketing	3
ADB 319 Sports Sales and Public Relations	3
ADB 321 Fitness Management	3
ADB 401 Sports Facilities Management	3
ADB 461 Seminar Sports Management	3
Cooperative Education	<u>6</u>
	30
Elective and Allied Courses:	
ADB 215 Principles of Management	3
ADB Elective	3
Free Electives	<u>12</u>
	18

Note: Students in the Sports Management Curriculum may opt for a 12 credits Cooperative Education experience by substituting 6 free elective credits.

Sports Management - Bachelor of Science

First Year				Credits						Credits	
ADB	111	Sports Management I		3		ADB	112	Sports Management II		3	
ADB	125	Human Relations in Admin.		3		CIS	100	Fundamental Concepts		3	
ENG	101	Basic Writing		3		ENG	102	Process Writing		3	
MAT	110	Finite Math I		3		MAT	111	Finite Math II		3	
FEX	100	Freshman Experience				MKT	113	Intro to Marketing		<u>3</u>	
		or								15	
		* Free Elective		<u>3</u>							
				15							
Second Year											
ACC	210	Financial Accounting		3		ADB	208	Sports Marketing		3	
ADB	207	Law & Sports Admin.		3		CIS	200	Information Systems		3	
ENG	103	Analytical Writing		3		ENG	212	Public Speaking		3	
MAT	220	Statistics		3		PSY	108	Intro to Psychology			
		Humanities Elective		<u>3</u>				or			
				15		SOC	112	Intro to Sociology		3	
								Business Administration Elective		<u>3</u>	
										15	
Third Year											
ADB	319	Sports Sales & P.R.		3		ADB	215	Principles of Mgt.		3	
ECO	201	Microeconomics		3		ADB	321	Fitness Management		3	
ENG	220	Business Communication		3		ECO	202	Macroeconomics		3	
FIN	320	Intro to Bus Finance		3				Literature Elective		3	
		History Elective						Free Elective		<u>3</u>	
		or								15	
		Government Elective		<u>3</u>							
				15							
Fourth Year											
ADB	401	Sports Facilities Mgt.		3		**	Cooperative Education Exp.			3	
ADB	421	College-wide Capstone Course		3		**	Cooperative Education Exp.			3	
ADB	461	Seminar in Sports Mgt.		3			Free Elective or Coop Exp			3	
		Social Science Elective		3			Free Elective or Coop Exp			3	
		Free Elective		<u>3</u>			Free Elective			<u>3</u>	
				15						15	
										Total Credits: 120	

* For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.

** Six credits of Cooperative Education are mandatory for all Sports Management majors. A 2.0 cumulative grade point average is required for Cooperative Education Experience eligibility. Six more credits of Cooperative Education may be taken and would replace free elective credits.

Technical Management

The Technical Management (formerly Techni-Business) curriculum was established to provide graduates of junior colleges and vocational-technical institutes who have earned a degree in a specialized skill other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) an opportunity to earn a baccalaureate degree in business. Students will combine courses in business and liberal arts with their technical skills to prepare for a career in business.

Opportunities are available in a wide variety of career programs, including preparation for small business management in non-profit agencies.

Technical Management Curriculum - Bachelor of Science*

		Credits
Business Core		72
Major Courses		Credits
ADB 215	Principles of Management	3
	Business Administration Electives (300/400 level)	9
	Allied and Free Electives	36

Note: Students in the Technical Management Curriculum may take a 12 credit Cooperative Education experience by replacing 12 free elective credits with 12 Cooperative Education credits.

Technical Management Curriculum - Bachelor of Science

First Year				Credits					Credits
ENG	101	Basic Writing	3		ADB	125	Human Relations in Admin.	3	
MAT	110	Finite Mathematics I	3		CIS	100	Fundamental Concepts	3	
MKT	113	Intro to Marketing	3		ENG	102	Process Writing	3	
PSY	108	Intro to Psychology			MAT	111	Finite Mathematics II	3	
		or					History Elective		
SOC	112	Intro to Sociology	3				or		
FEX	100	Freshman Experience					Government Elective	3	
		or							15
		* Free Elective	3						
			15						
Second Year									
ACC	210	Financial Accounting	3		ADB	215	Principles of Management	3	
ADB	206	Business Law I	3		ECO	202	Macroeconomics	3	
ECO	201	Microeconomics	3		ENG	220	Business Communication	3	
ENG	103	Analytical Writing	3		MAT	220	Statistics	3	
ENG	212	Public Speaking	3				ADB Elective	3	
			15						15
Third Year									
CIS	200	Information Systems	3		FIN	320	Intro to Business Finance	3	
		Literature Elective	3				HUM/FAS/PHL Elective	3	
		Social Science Elective	3				Free Elective	3	
		Free Elective	3				Free Elective	3	
		Free Elective	3				Free Elective	3	
			15						15

Fourth Year

ADB Elective 300/400 level	3	ADB 421	College-wide Capstone Course	3
Free Elective or Cooperative Experience	3		ADB Elective 300/400 level	3
Free Elective or Cooperative Experience	3		Free Elective	3
Free Elective or Cooperative Experience	3		Free Elective	3
Free Elective or Cooperative Experience	<u>3</u>		Free Elective	<u>3</u>
	15			15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. Students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor. Students may replace twelve (12) free elective credits with twelve (12) Cooperative Education credits.

Computer and Information Systems Department
Chairperson: Professor Eleanor H. Barnes

Computer and Information Systems Department

The basic philosophy of the CIS Department's programs is based on the premise that graduates of the programs will be employed for major segments of their careers in positions involving organizational information systems. Graduates will be prepared to develop applications programs, be involved in defining and planning information systems, implement information systems applications and manage information systems in both development and operation.

Graduates will also be qualified to hold positions both in functional areas in organizations and in general management.

Students majoring in Information Systems will gain an understanding of organizations, organizational processes and functions within organizations. Students will also learn human relations, interpersonal and communication skills. In addition to support courses in Communication, English, and Human Relations, all CIS courses have writing, speaking and communication components included in their requirements.

The nature of the work to be performed by information systems graduates requires competency in three major areas: 1. information systems technology, 2. information systems concepts and processes and, 3. organizational functions and management.

Inherent in the above is the student's ability to effectively communicate both orally and in writing.

Computer Information Systems

Computer Information Systems are normally those designed for use by middle managers to assist in structured problem solving. Computer Information Systems integrate information flow by function (production, marketing, personnel). Inquiry and report generation by use of data base is a by-product of many Computer Information Systems.

This program combines the management and computer systems disciplines and is designed to highlight the use of computers in all areas of an organization. Students in this program are educated as generalists in areas of business and Computer Information Systems. A graduate of this curriculum may enter the work force as an entry level programmer analyst with career objectives in such areas as systems analysis, information management, or general management in a computer system environment.

Computer Information Systems Curriculum - Bachelor of Science

	Credits
Business Core	72
Major Courses	Credits
CIS 201 Computer Concepts	3
CIS 210 Application Development	3
CIS 310 Application Design and Implementation	3
CIS 315 Systems Development I	3
CIS 415 Systems Development II	3
CIS 420 Systems Project	3
CIS 430 Management of Information Systems	3
ACC 214 Management Accounting	3
MAT 320 Discrete Structures	<u>3</u>
	27
Free Electives (Including Cooperative Experience)	21

Cooperative Education Experience is available in place of a 3-credit elective.

Minor in Computer Information Systems: A student may declare a minor in Computer Information Systems by successfully completing the following five courses at New Hampshire College.

Required:

CIS 100	Fundamental Concepts of Information and Computer Technology
CIS 200	Information Systems Concepts
CIS 201	Computer Concepts
CIS 210	Application Development
CIS 310	Application Design and Implementation

Computer Information Systems - Bachelor of Science

First Year	Credits		Credits
ADB 125 Human Relations in Admin.	3	CIS 100 Fundamental Concepts	3
ENG 101 Basic Writing	3	ENG 102 Process Writing	3
MAT 110 Finite Mathematics I	3	MAT 111 Finite Mathematics II	3
		History Elective	
		or	
	Psychology Elective	Government Elective	3
FEX 100 Freshman Experience Seminar		Sociology Elective	
	or	or	
	* Free Elective	Psychology Elective	<u>3</u>
	<u>3</u>		15
	15		

Second Year

ACC	210	Financial Accounting	3	ACC	214	Management Accounting	3
CIS	201	Computer Concepts	3	CIS	210	Application Development	3
ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
MAT	220	Statistics	<u>3</u>	MAT	320	Discrete Structures	<u>3</u>
			15				15

Third Year

CIS	200	Information Systems Concepts	3	FIN	320	Introduction to Business Finance	3
CIS	310	Application Design & Implementation	3	CIS	315	Systems Development I	3
ENG	220	Business Communication	3	ADB	206	Business Law I	3
MKT	113	Introduction to Marketing	3			Literature Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Fourth Year

CIS	415	Systems Development II	3	CIS	420	Systems Project	3
ADB	421	College-wide Capstone Course	3	CIS	430	Management of Information Systems	3
		Free Elective	3			Humanities Elective	3
		Free Elective	3			Free Elective	3
		Free Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. Students may substitute three (3) credit hours of Cooperative Education for one (1) free elective.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All student must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Computer Information Systems program. The trend in industry is to hire graduates with expertise in both areas. The rapid growth of management services in accounting firms, consulting and industry offers NHC graduates many opportunities for growth and rapid advancement. Management Advisory Services students will learn the skills required for the design and maintenance of financial accounting systems and general systems theory and management. Students will apply their classroom experiences to real-world situations through a combination of exercises and actual work experiences.

Graduates of this demanding and rewarding program will be prepared for careers in Accounting, Management Information Systems, computer related fields, management or a combination of these.

Management Advisory Services Curriculum - Bachelor of Science

Business Core		Credits
		72*
Major Courses		Credits
ACC 102	Elementary Accounting II	3
ACC 203	Intermediate Accounting I	3
ACC 204	Intermediate Accounting II	3
ACC 207	Cost Accounting I	3
ACC 208	Cost Accounting II	3
ACC 305	Advanced Accounting I	3
ACC 306	Advanced Accounting II	3
ACC 411	Auditing Principles	3
CIS 220	Principles of COBOL	3
CIS 242	Hardware/Software	3
CIS 330	Data Base Management Systems	3
CIS 402	MAS Project and Policy	3
FIN 435	Financial Policy and Decision Making	<u>3</u>
		39

Electives and Allied Courses:

ADB 307	Business Law II	3
ECO 306	Money and Banking	3
MAT 210	Calculus I	<u>3</u>
		9

The Cooperative Education option is available: 3 or 6 credits (These credits are in addition to those required for graduation).

* Management Advisory Services majors take ACC 101 (Elementary Accounting I) in place of ACC 210 (Financial Accounting) instead of Accounting 210 in the core. Students may replace four (4) free electives with 12 credits of Cooperative Education.

Management Advisory Services - Bachelor of Science

First Year				Credits					Credits
CIS	100	Fundamental Concepts	3	ACC	102	Elementary Acc II	3		
ACC	101	Elementary Accounting I	3	ENG	102	Process Writing	3		
ENG	101	Basic Writing	3	MAT	111	Finite Mathematics II	3		
MAT	110	Finite Mathematics I	3	ADB	125	Human Relations in Admin.	3		
FEX	100	Freshman Experience		PSY	108	Intro to Psychology			
		or				or			
		*Free Elective	<u>3</u>	SOC	112	Intro to Sociology	<u>3</u>		
			15				15		
Second Year									
ACC	203	Intermediate Accounting I	3	CIS	200	Information Systems Concepts	3		
ACC	207	Cost Accounting I	3	ACC	204	Intermediate Accounting II	3		
ENG	103	Analytical Writing	3	ACC	208	Cost Accounting II	3		
MAT	210	Calculus I	3	MAT	220	Statistics	3		
ECO	201	Microeconomics	<u>3</u>	ECO	202	Macroeconomics	<u>3</u>		
			15				15		

Third Year

CIS	220	Principles of COBOL	3	CIS	330	Data Base Management Systems	3
CIS	242	Hardware/Software	3	ACC	306	Advanced Accounting II	3
ACC	305	Advanced Accounting I	3	ENG	220	Business Communication	3
ENG	212	Public Speaking	3			HUM/FAS/PHL Elective	3
		Government Elective		FIN	320	Intro to Business Finance	<u>3</u>
		or					15
		History Elective	<u>3</u>				
			15				

Fourth Year

CIS	402	MAS Project and Policy	3	ADB	421	College-wide Capstone Course	3
ACC	411	Auditing Principles	3	FIN	435	Fin. Policy & Decision Making	3
ADB	206	Business Law I	3	ADB	307	Business Law II	3
MKT	113	Intro to Marketing	3	ECO	306	Money and Banking	3
		Social Science Elective	<u>3</u>			Literature Elective	<u>3</u>
			15				15

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. Students may substitute three (3) credit hours of Cooperative Education for one (1) free elective.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a math instructor.

Economics/Finance Department
Chairperson: Assistant Professor Steven Widener

Economics/Finance

The Economics/Finance program has a dual mission: to examine the behavior of economies and their relationships to business firms and governments, and to study the funding needs of corporations and the investment needs of individuals and institutions. The primary goal of the program is the establishment of a firm grounding in both the applied and theoretical areas of international and domestic finance, business, and economics.

Students who choose to major in the Economics/Finance program will be prepared for careers in industry, financial organizations or the government. Many go on to graduate school to continue their studies in finance, another business-related discipline, or law.

Economics/Finance Curriculum - Bachelor of Science

			Credits
Business Core			72
Major Courses			Credits
ACC	214	Management Accounting	3
ECO	301	Managerial Economics	3
ECO	306	Money and Banking	3
ECO	402	Business Cycles and Forecasting	3

FIN	220	Introduction to Investments	3
FIN	435	Financial Policy and Decision Making	3
		Economics/Finance Electives	<u>15</u>
			33
Free Electives			15

Economics/Finance Curriculum - Bachelor of Science

First Year				Credits				Credits			
CIS	100	Fundamental Concepts	3	ECO	202	Macroeconomics				3	
ECO	201	Microeconomics	3	ENG	102	Process Writing				3	
ENG	101	Basic Writing Composition I	3	MAT	111	Finite Mathematics II				3	
MAT	110	Finite Mathematics I	3	PSY	108	Intro to Psychology					
FEX	100	Freshman Experience				or					
		or		SOC	112	Intro to Sociology				3	
		* Free Elective	<u>3</u>			History Elective					
			15			or					
						Government Elective				<u>3</u>	
										15	
Second Year											
ACC	210	Financial Accounting	3	ACC	214	Management Accounting				3	
ADB	125	Human Relations in Admin.	3	ECO	301	Managerial Economics				3	
ECO	306	Money and Banking	3	ENG	220	Business Communication				3	
ENG	103	Analytical Writing	3	FIN	220	Introduction to Investments				3	
ENG	212	Public Speaking	<u>3</u>	MAT	220	Statistics				<u>3</u>	
			15							15	
Third Year											
CIS	200	Information Systems Concepts	3	ADB	206	Business Law I				3	
FIN	320	Introduction to Bus Finance	3			Economics/Finance Elective				3	
MKT	113	Introduction to Marketing	3			Economics/Finance Elective				3	
		HUM/FAS/PHL Elective	3			Literature Elective				3	
		Economics/Finance Elective	<u>3</u>			Social Science Elective				<u>3</u>	
			15							15	
Fourth Year											
ECO	490	Cooperative Education	6	ADB	421	College-wide Capstone Course				3	
FIN	435	Fin. Policy & Decision Making	3	ECO	402	Bus Cycles & Forecasting				3	
		Free Elective	3			Economics/Finance Elective				3	
		Free Elective	<u>3</u>			Free Elective				3	
			15			Free Elective				<u>3</u>	
										15	
		OR									
FIN	435	Fin. Policy & Decision Making	3								
		Economics/Finance Elective	3								
		Free Elective	3								
		Free Elective	3								
		Free Elective	<u>3</u>								
			15								

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. Students may elect a Cooperative Education Experience only by changing six (6) free elective credits and six (6) Economics/Finance elective credits to Cooperative Education credits.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a math instructor.

Minor in Economics:

Required courses

ECO 201 Microeconomics
ECO 202 Macroeconomics
ECO 301 Managerial Economics
ECO 306 Money and Banking
Economics Electives — two (2)

Total: 6 courses

Minor in Finance:

ECO 201 Microeconomics
ECO 202 Macroeconomics
FIN 220 Introduction to Investments
FIN 320 Introduction to Business Finance
or
FIN 435 Financial Policy & Decision Making

Plus any two of the following:

ECO 306 Money and Banking
FIN 322 Risk Management and Insurance
FIN 324 Security Analysis
FIN 336 Multinational Corporate Finance
FIN 435 May be included in this selection if FIN 320 has already been taken.

Marketing Department

Chairperson: Associate Professor Karen C. Stone

Marketing is a broad and exciting field which includes activities such as selecting, packaging, pricing, distributing, advertising and selling goods and services.

In this ever-changing field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience through our domestic and international cooperative education programs.

The curriculum involves a strong network of specialized marketing courses and fully integrates computer science, accounting and business administration principles.

Marketing Curriculum - Bachelor of Science

Business Core	Credits
	72

Major Courses

ADB	326	Social Environment of Business	
		or	
ADB	342	Organizational Behavior	3
MKT	222	Principles of Retailing	3
MKT	320	Sales Management	3
MKT	329	Principles of Advertising	3
MKT	337	Marketing Research	3
MKT	345	Consumer Behavior	3
MKT	432	Marketing Strategies and Policies	3
		Marketing Electives	<u>6</u>
			27

Free Electives and Allied Courses:

SOC	112	Introduction to Sociology	3
		Free Electives	<u>18</u>
			21

Marketing Curriculum - Bachelor of Science

First Year			Credits				Credits
ENG	101	Basic Writing	3	ENG	102	Process Writing	3
CIS	100	Fundamental Concepts	3	MKT	113	Intro to Marketing	3
PSY	108	Intro to Psychology	3	SOC	112	Intro to Sociology	3
ADB	125	Human Relations in Admin.	3	HUM/FAS/PHL Elective			3
FEX	100	Freshman Experience		History Elective			
		or		or			
		* Free Elective	<u>3</u>	Government Elective			<u>3</u>
			15				15

Second Year

ACC	210	Financial Accounting	3	ECO	202	Macroeconomics	3
ENG	103	Analytical Writing	3	ENG	212	Public Speaking	3
MAT	110	Finite Mathematics I	3	ENG	220	Business Communication	3
ECO	201	Microeconomics	3	MAT	111	Finite Math II	3
MKT	222	Principles of Retailing	<u>3</u>			Free Elective	<u>3</u>
			15				15

Third Year

CIS	200	Information Systems	3	ADB	206	Business Law I	3
MKT	320	Sales Management	3	MKT	337	Marketing Research	3
MKT	329	Principles of Advertising	3	MKT	345	Consumer Behavior	3
MAT	220	Statistics	3	FIN	320	Intro to Business Finance	3
ADB	326	Social Environment of Business				Literature Elective	<u>3</u>
		or					15
ADB	342	Organizational Behavior	<u>3</u>				
			15				

Fourth Year

MKT 490	Cooperative Education	12	MKT 432	MKT Strategies and Policies	3
	Free Elective	<u>3</u>	ADB 421	College-wide Capstone Course	3
		15		Social Science Elective	3
				Free Elective	3
	OR			Free Elective	<u>3</u>
	Free Elective	3			15
	Free Elective	3			
	Free Elective	3			
	Marketing Elective	3			
	Marketing Elective	<u>3</u>			
		15			

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A Cooperative Education Experience in Marketing may be taken by substituting Cooperative Education credits for six (6) credits of free electives and 6 credits of Marketing electives.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a math instructor.

Minor in Marketing

A student may declare a minor in marketing by successfully completing the following courses, including a minimum of four at New Hampshire College.

MKT 320 Sales Management

or

MKT 335 Sales and Persuasion

MKT 222 Principles of Retailing

MKT 329 Principles of Advertising

MKT 337 Marketing Research

MKT 345 Consumer Behavior

Retailing

Retailing is marketing at the level of the ultimate consumer. It is one of the most dynamic areas of business today.

The Retailing program prepares graduates for entry-level management positions in a variety of retail settings, including department and specialty stores, discounters, and catalogue houses.

Cooperative education opportunities are available in the United States and abroad.

Retailing Curriculum - Bachelor of Science

		Credits
Business Core		72
Major Courses		Credits
FMK 202	Fashion Merchandising	3
FMK 203	Retail Sales Promotion	3
MKT 222	Principles of Retailing	3
MKT 327	Retail Site Selection and Facilities Planning	3
MKT 337	Marketing Research	3
MKT 345	Consumer Behavior	3
MKT 432	Marketing Strategies and Policies	3
MKT 442	Retail Management	3
	Marketing Electives	<u>6</u>
		30
Free Electives and Allied Courses:		
MAT 105	Merchandising Mathematics	3
	Free Electives	<u>15</u>
		18

Retailing Curriculum - Bachelor of Science

First Year				Credits					Credits
ENG 101	Basic Writing			3	ENG 102	Process Writing			3
CIS 100	Fundamental Concepts			3	MAT 105	Merchandising Math			3
ADB 125	Human Relations in Admin.			3	MKT 113	Intro to Marketing			3
PSY 108	Intro to Psychology					History Elective			
	or					or			
SOC 112	Intro to Sociology			3		Government Elective			3
FEX 100	Freshman Experience					HUM/FAS/PHL Elective			<u>3</u>
	or								15
	*Free Elective			<u>3</u>					
				15					
Second Year									
ACC 210	Financial Accounting			3	FMK 202	Fashion Merchandising			3
ENG 103	Analytical Writing			3	ENG 220	Business Communication			3
MAT 110	Finite Mathematics I			3	ECO 202	Macroeconomics			3
ECO 201	Microeconomics			3	MAT 111	Finite Mathematics II			3
MKT 222	Principles of Retailing			<u>3</u>	ENG 212	Public Speaking			<u>3</u>
				15					15
Third Year									
CIS 200	Information Systems Concepts			3	FMK 203	Retail Sales Promotion			3
FIN 320	Intro to Business Finance			3	MKT 337	Marketing Research			3
MKT 345	Consumer Behavior			3		Social Science Elective			3
MAT 220	Statistics			3		Free Elective			3
ADB 206	Business Law I			<u>3</u>		Literature Elective			<u>3</u>
				15					15

Fourth Year

MKT	495	Cooperative Education	12	MKT	442	Retail Management	3
		Free Elective	<u>3</u>	MKT	432	Marketing Strategies & Policy	3
			15	MKT	327	Retail Site Selection	3
				ADB	421	College-wide Capstone Course	3
						Free Elective	<u>3</u>
							15
		OR					
		Free Elective	3				
		Free Elective	3				
		Free Elective	3				
		Marketing Elective	3				
		Marketing Elective	<u>3</u>				
			15				

Total Credits: 120

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor. A Cooperative Education Experience in Retailing may be taken by substituting six (6) Cooperative Education credits for six (6) credits of Marketing electives and six (6) credits of free electives.

Associate Degrees

Accounting Curriculum - Associate in Science

Courses:			Credits
ACC	101	Elementary Accounting I	3
ACC	102	Elementary Accounting II	3
ACC	203	Intermediate Accounting I	3
ACC	204	Intermediate Accounting II	3
ACC	207	Cost Accounting I	3
ACC	208	Cost Accounting II	3
ADB	125	Human Relations in Administration	3
CIS	100	Fundamental Concepts	3
CIS	200	Information Systems Concepts	3
ECO	201	Microeconomics	3
ECO	202	Macroeconomics	3
ENG	101	Basic Writing	3
ENG	102	Process Writing	3
ENG	103	Analytical Writing	3
ENG	212	Public Speaking	3
MAT	110	Finite Mathematics I	3
MAT	111	Finite Mathematics II	3
MKT	113	Introduction to Marketing	3
FEX	100	Freshman Experience	3
		* Liberal Arts Elective	3

Accounting Curriculum - Associate in Science

First Year				Credits					Credits
ACC	101	Elementary Accounting I		3	ACC	102	Elementary Accounting II		3
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
MAT	110	Finite Mathematics I		3	MAT	111	Finite Mathematics II		3
CIS	100	Fundamental Concepts		3	MKT	113	Introduction to Marketing		3
FEX	100	Freshman Experience			ADB	125	Human Relations in Admin.		<u>3</u>
									15

Business Administration Curriculum - Associate in Science

First Year				Credits						Credits	
ENG	101	Basic Writing		3		ENG	102	Process Writing		3	
MAT	110	Finite Mathematics I		3		MAT	111	Finite Mathematics II		3	
ADB	110	Intro to Business		3		CIS	100	Fundamental Concepts		3	
		Liberal Arts Elective		3		ENG	212	Public Speaking		3	
FEX	100	Freshman Experience				ADB	125	Human Relations in Admin.		<u>3</u>	
		or								15	
		* Free Elective		<u>3</u>							
				15							
Second Year											
ECO	201	Microeconomics		3		ECO	202	Macroeconomics		3	
ADB	211	Human Resource Management		3		ADB	206	Business Law I		3	
MKT	113	Intro to Marketing		3				Business Administration Elective		3	
ENG	103	Analytical Writing		3				Business Administration Elective		3	
ACC	210	Financial Accounting		<u>3</u>				** Liberal Arts Elective		<u>3</u>	
				15						15	
										Total Credits: 60	

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101 if necessary prior to ENG 102. All students are required to pass the English Basic Writing Competency Exam.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

**Students must select a Liberal Arts course from one of the following areas: (1) Psychology/Sociology (2) English (3) History/Government (4) Humanities (5) Economics (6) Mathematics/Science (7) Fine Arts (8) Education (9) Anthropology.

Computer Information Systems

Students in this two-year, associate's degree program will learn the fundamentals of computer programming. Graduates of this curriculum will be able to enter the work force as programmers, data analysts, or procedure specialists.

Computer Information Systems Curriculum - Associate in Science

Courses:				Credits	
ACC	101	Elementary Accounting I		3	
ACC	102	Elementary Accounting II		3	
ACC	214	Management Accounting		3	
CIS	100	Fundamental Concepts		3	
CIS	125	BASIC		3	
CIS	200	Information Systems Concepts		3	
CIS	220	Principles of COBOL		3	
CIS	320	RPG		3	
CIS	325	Advanced COBOL		3	
ENG	101	Basic Writing		3	
ENG	102	Process Writing		3	
ENG	103	Analytical Writing		3	
ENG	212	Public Speaking		3	
MAT	110	Finite Mathematics I		3	

MAT	111	Finite Mathematics II	3
ADB	125	Human Relations in Administration	3
FEX	100	Freshman Experience	3
		Free Elective	3
		Liberal Arts Electives	6

Computer Information Systems Curriculum—Associate in Science

First Year				Credits					Credits
CIS	100	Fundamental Concepts		3	CIS	125	BASIC		3
MAT	110	Finite Mathematics I		3	MAT	111	Finite Mathematics II		3
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
		Liberal Arts Elective		3	ADB	125	Human Relations in Admin.		3
FEX	100	Freshman Experience					Free Elective		<u>3</u>
		or							15
		* Free Elective		<u>3</u>					
				15					
Second Year									
CIS	200	Information Systems Concepts	3		CIS	320	RPG		3
CIS	220	Principles of COBOL	3		CIS	325	Advanced COBOL		3
ENG	103	Analytical Writing	3		ENG	212	Public Speaking		3
ACC	210	Financial Accounting	3		ACC	214	Management Accounting		3
		** Liberal Arts Elective	<u>3</u>				** Liberal Arts Elective		<u>3</u>
			15						15
									Total Credits: 60

*For transfer students with more than 15 credits and for Continuing Education students. A student will take ENG 101 if necessary prior to ENG 102. All students are required to pass the English Basic Writing Competency Exam.

MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a Math instructor.

**Students must select one liberal arts course from two of the following areas: (1) Psychology/Sociology (2) English (3) History/Government (4) Humanities (5) Economics (6) Mathematics/Science (7) Fine Arts (8) Education (9) Anthropology.

Fashion Merchandising

The associate's degree in Fashion Merchandising offers students an opportunity to enter this specialized area of retailing and wholesaling via a two-year concentrated program.

Graduates often seek entry level management and sales positions in major US specialty store chains, department stores, and apparel manufacturers.

Students are required to participate in a Cooperative Education program, adding valuable practical experience to classroom theory. Some international cooperative education opportunities are also available.

*For transfer students with more than 15 credits and for Continuing Education students.

**Students must select a liberal arts course from one of the following areas: (1) Psychology/Sociology (2) English (3) History/Government (4) Humanities (5) Economics (6) Mathematics/Science (7) Fine Arts (8) Education (9) Anthropology.

A student will take ENG 101 if necessary prior to ENG 102. All students are required to pass the College Basic Writing Competency Exam.

MAT 050 may be required prior to beginning the math sequence. Students placed in MAT 150 should consult a math instructor.

Certificate Programs

Certificates

The Certificate Programs offered by New Hampshire College are designed to fulfill the needs of students who wish to begin a new career direction but do not have the appropriate training. The programs fulfill job retraining guidelines by making it possible for a student to complete requirements within a year. These credits may be applied to degree programs if the student chooses to continue his/her education.

Accounting

ACC 101 Elementary Accounting I
ACC 102 Elementary Accounting II
ACC 203 Intermediate Accounting I
ACC 204 Intermediate Accounting II
ACC 207 Cost Accounting I
ACC 208 Cost Accounting II
ACC 415 Federal Taxation I
ACC 416 Federal Taxation II

Computer Programming

CIS 100 Fundamental Concepts of Information and Computer Technology
CIS 125 Advanced BASIC
CIS 200 Information Systems Concepts
CIS 220 COBOL
CIS 325 Advanced COBOL
CIS 230 "C" A Programming Language

Education and the Family

EDU 200 Introduction to Education
EDU 201 Educational Psychology
PSY 108 Introduction to Psychology
PSY 211 Human Growth and Development
PSY 320 Psychology of Individual Differences and Special Needs
SOC 317 Sociology of the Family

Human Resource Management

- ADB 125 Human Relations in Administration
- ADB 211 Human Resource Management
- ADB 318 Labor Relations and Arbitration
- ADB 325 Compensation and Benefits Administration
- ADB 342 Organizational Behavior
- ADB 442 Advanced Seminar in Human Resource Management and Development

Microcomputers

- CIS 170 Introduction to Micro-computers
- CIS 172 Spreadsheets and Graphics
- CIS 173 Microcomputer Database Systems
- CIS 174 Survey of Desktop Publishing
- CIS 176 Advanced Microcomputer Systems

Retailing

- MKT 113 Introduction to Marketing
- MKT 222 Principles of Retailing
- MKT 442 Retail Management
- MKT 329 Principles of Advertising
 - or
- FMK 203 Retail Sales Promotion
- MKT 327 Retail Site Selection and Facilities Planning
 - or
- MKT 322 International Retailing
 - or
- FMK 204 Product Analysis and Design
- FMK 202 Fashion Merchandising

Guidelines for Certificate Programs

Starting a Certificate Program: Check off “Certificate Candidate” on a registration form, specifying the kind of certificate desired.

Prior Credits: Students may transfer credits from other accredited institutions for courses in which a minimum grade of “C” was earned. Official transcripts should be submitted for analysis immediately after entering the certificate program. Students may also receive credit for equivalent prior learning by means of “CLEP” or NHC institutional tests, or portfolio assessment. Consult an academic advisor for more details. PLEASE NOTE: Certificate candidates may use transfer or prior learning credit courses, but they must take four courses in residence at New Hampshire College.

Prerequisites: Various certificate courses require preparatory background. CIS 200 requires CIS 100, Fundamental Concepts of Information and Computer Technology or appropriate work experience with computers. When waived for certificate candidates with appropriate work experience, prerequisite courses still remain as requirements for degree candidates (but may be satisfied by transfer or prior learning credit awards).

Time Limits: Most certificate programs are scheduled so that concentration courses can be completed within one year, but students are free to determine their own pace.

Satisfactory Performance: Students must maintain a Cumulative Grade Point Average of “C” (2.0 on a 4-point scale) to receive a certificate. All certificate courses are standard 3-credit units.

Worksheet Maintenance: Although the Continuing Education Office maintains official records, each student is responsible for keeping this worksheet current by posting courses completed and grades awarded.

Catalog: In general, certificate students should follow the policies and procedures expressed in the Continuing Education Catalog, with only minor variations. For example, the same policies apply for withdrawals and refunds, grading and make-up classes.

Certificate Completion: The student must advise the Continuing Education Office upon completion of all required courses.

Credits Earned: All credits earned in the certificate program are recorded on a student’s transcript and may be applied to a NHC Degree.

Dual Certificates: To receive another certificate, students must take a minimum of four courses toward the second certificate.

Division of Hospitality Administration and Culinary Arts

Chairperson: Associate Professor Paul R. Dittmer

The mission of the Hospitality Division is to educate and train students for careers in the Hospitality Industry and to provide training for those who wish to upgrade their skills. Career options for Hospitality majors include Hotel and Motel Managers, Restaurant Managers, Travel Agency Managers, Chefs, Institutional Food Service Managers, Tour Operators, Hotel Representatives, Park Managers, Convention Sales Managers, and a host of others.

We offer programs to a broad range of students - from those beginning their college education to adults already in the work place. The degree programs are geared to qualified students whose objectives are to obtain a rounded education and technical training. The non-degree programs are specifically aimed at adult students who wish to obtain specific skills.

The Division contains three majors - Culinary Arts, Hospitality Administration, and Travel and Tourism. Hospitality Administration majors concentrate their studies in either Hotel or Food and Beverage.

Hospitality Administration Majors

A career in Hospitality Administration is one with a future that holds exciting prospects for growth and personal satisfaction. During the past decade there has been an explosive growth in the number of hotels, motels, restaurants, and other hospitality services. Salaries for middle managers and hospitality managers are excellent, and a young age is generally no barrier to advancement in this field.

Both the hotel, food, and beverage options combine the practical course work necessary to succeed in the industry with a broad education encompassing liberal arts courses and business subjects.

Hospitality majors are required to enroll in one Cooperative Education Experience that offers students the opportunity to work and travel throughout the United States and abroad. The Cooperative Education Experience provides students valuable insight into the industry, and allows them to compare classroom theory with industry practice.

Hotel Administration Concentration - Bachelor of Science

		Credits
Business Core		72*
Major Courses		Credits
REST 109	Food Purchasing	3
REST 110	Quantity Food Production I	3
REST 111	Quantity Food Production II	3
HTL 112	Introduction to Hospitality Industry	3
HTL 215	Hotel Information Systems	3
HTL 314	Promotional Activities	3
REST 319	Restaurant Management	3
HTL 320	Hospitality Managerial Accounting	3

HTL 418	Cooperative Education	3
	Hospitality Department Electives	6
	Free Electives	15

*Students in the Hospitality Division take HTL 416 (Law of the Hospitality Industry) as part of the Business Core in place of ADB 206 (Business Law I).

Hotel Management Co-op Program - Bachelor of Science

First Year				Credits					Credits
ENG 101	Basic Writing			3	ENG 102	Process Writing			3
ADB 125	Human Relations in Administration			3	MAT 111	Finite Mathematics II			3
HTL 112	Intro to Hospitality Industry			3	CIS 100	Fundamental Concepts			3
MAT 110	Finite Mathematics I			3	REST 109	Food Purchasing			3
FEX 100	Freshman Experience				REST 110	Quantity Food Prod I			<u>3</u>
	or								15
	* Free Elective			<u>3</u>					
				15					
Second Year									
ACC 210	Financial Accounting			3	ENG 212	Public Speaking			3
ENG 103	Analytical Writing			3	HTL 215	Hotel Information Systems			3
CIS 200	Information Systems Concepts			3	MKT 113	Introduction to Marketing			3
REST 111	Quantity Food Production II			3		Hospitality Department Elective			3
PSY 108	Intro to Psychology					Free Elective			<u>3</u>
	or								15
SOC 112	Intro to Sociology			<u>3</u>					
				15					
Third Year									
ECO 201	Microeconomics			3	REST 319	Restaurant Management			3
ENG 220	Business Communication			3	ECO 202	Macroeconomics			3
HTL 314	Promotional Activities			3	MAT 220	Statistics			3
HTL 320	Hospitality Managerial Accounting			3		Social Science Elective			3
	HUM/FAS/PHL Elective			<u>3</u>		Free Elective			<u>3</u>
				15					15
Fourth Year									
FIN 320	Intro to Business Finance			3	ADB 421	College-wide Capstone Course			3
HTL 416	Law of the Hospitality Industry			3	HTL 418	Seminar			3
	Free Elective/Coop. Experience			3		History Elective			
	Free Elective/Coop. Experience			3		or			
	Literature Elective			<u>3</u>		Government Elective			3
				15		Hospitality Dept Elective			3
						Free Elective			<u>3</u>
									15
					Total Credits: 120				

* For transfer students with more than 15 credits and for Continuing Education students. Students are required to take a three credit Cooperative Education Experience lasting one summer. Alternatively, students may, with the permission of the Department, take a 12 credit Cooperative Experience, using free elective credits and Hospitality Department electives. The 12 credit Cooperative Education Experience covers an academic semester plus the preceding or following summer.
A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning the Math sequence. Students placed in MAT 150 should consult a math instructor.

Food and Beverage Concentration - Bachelor of Science

Business Core	Credits 72*
Major Courses	Credits
REST 109 Food Purchasing	3
REST 110 Quantity Food Production I	3
REST 111 Quantity Food Production II	3
HTL 112 Introduction to Hospitality Industry	3
REST 319 Restaurant Management	3
HTL 320 Hospitality Managerial Accounting	3
HTL 418 Seminar	3
REST 422 Beverage Management and Control	3
REST 424 Wines and Beverages	3
REST 450 Experimental Foods	3
REST 451 Nutrition	3
Hospitality Department Elective	3
Free Electives	12

* Students in the Hospitality Division take HTL 416 (Law of the Hospitality Industry) as part of the Business Core in place of ADB 206 (Business Law I).

Food and Beverage Management Co-op Program - Bachelor of Science

First Year				Credits	Credits
ADB 125	Human Relations in Adm.	3	CIS 100	Fundamental Concepts	3
ENG 101	Basic Writing	3	ENG 102	Process Writing	3
HTL 112	Intro to Hospitality Industry	3	MAT 111	Finite Mathematics II	3
MAT 110	Finite Mathematics I	3	REST 109	Food Purchasing	3
FEX 100	Freshman Experience		REST 110	Quant Food Production I	3
	or				<u>15</u>
	* Free Elective	<u>3</u>			
		15			

Second Year

ACC	210	Financial Accounting	3	ENG	212	Public Speaking	3
CIS	200	Information Systems Concepts	3	MKT	113	Intro to Marketing	3
ENG	103	Analytical Writing	3	REST	450	Experimental Foods	3
REST	111	Quant Food Production II	3	HTL	320	Hospitality Managerial Accounting	3
PSY	108	Intro to Psychology				Free Elective	<u>3</u>
		or					15
SOC	112	Intro to Sociology	<u>3</u>				
			15				

Third Year

ECO	201	Microeconomics	3	ECO	202	Macroeconomics	3
ENG	220	Business Communication	3	MAT	220	Statistics	3
REST	422	Beverage and Control Mgt.	3	REST	319	Restaurant Management	3
REST	451	Nutrition	3			Social Science Elective	3
		HUM/FAS/PHL Elective	<u>3</u>			Free Elective	<u>3</u>
			15				15

Fourth Year

FIN	320	Intro to Business Finance	3	ADB	421	College-wide Capstone Course	3
HTL	416	Law of the Hospitality Industry	3	HTL	418	Seminar	3
		Hospitality Elective	3	REST	424	Wines and Beverages	3
		Literature Elective	3			History Elective	
		Free Elective/				or	
		Co-op Ed Experience	<u>3</u>			Government Elective	3
			15			Free Elective	<u>3</u>
							15

Total Credits: 120

* For transfer students with more than 15 credits and for Continuing Education students. Students are required to take a three credit Cooperative Education Experience lasting one summer. Alternatively, students may, with the permission of the Department, take a 12 credit Cooperative Experience, using free elective credits and Hospitality Department electives. The 12 credit Cooperative Education Experience covers an academic semester plus the preceding or following summer.

A student will take ENG 101, ENG 102, ENG 103 unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning of Math sequence. Students placed in MAT 150 should consult a math instructor.

Students in the Hotel and Restaurant Management programs must purchase a uniform and a set of knives.

Travel and Tourism

Travel and Tourism has grown to be the largest industry in the world. Experts in the industry have estimated that the world travel and tourism industry employs more than 100 million people and represents about 12% of the world Gross National Product. The United States annually receives more travel and tourism receipts than any other country, and United States citizens annually spend more on domestic and international travel than any other country.

The growing travel industry provides increasing opportunities for graduates of travel and tourism programs. Job opportunities include travel agents, tour wholesalers and operators, incentive travel specialists, tourist bureau managers,

meeting and convention planners, recreation facility and park managers, transportation marketers, Federal and State tourist office managers and directors, visitor bureau managers, and hotel representatives. Additional job opportunities include management positions in airlines, cruise lines, tour operations, travel associations, resort properties, and theme parks.

Travel and Tourism majors are required to enroll in one Cooperative Education Experience that offers the student the opportunity to work and travel throughout the United States and abroad, as well as compare classroom theory with industry practice.

Travel and Tourism Curriculum - Bachelor of Science

Business Core		Credits 72*
Major Courses		Credits
TOUR 115	Introduction to Tourism	3
TOUR 119	Travel Management	3
TOUR 205	International Travel and Tourism	3
TOUR 225	National and Regional Tourism	3
TOUR 311	Tourism Planning and Policy Development	3
HTL 314	Promotional Activities	3
HTL 320	Hospitality Managerial Accounting	3
TOUR 401	Convention and Meeting Management Planning	3
TOUR 428	Resort Development	3
TOUR 490	Cooperative Education	3
HTL 418	Seminar	3
Free Electives		15

*Students in the Hospitality Division take HTL 416 (Law of the Hospitality Industry) as part of the Business Core in place of ADB 206 (Business Law I).

Travel and Tourism Cooperative Education Program - Bachelor of Science

First Year				Credits					Credits
ENG	101	Basic Writing		3	ENG	102	Process Writing		3
ADB	125	Human Relations in			MAT	111	Finite Mathematics II		3
		Administration		3	CIS	100	Fundamental Concepts		3
TOUR	115	Intro to Tourism		3	TOUR	119	Travel Management		3
MAT	110	Finite Mathematics I		3			Free Elective		<u>3</u>
FEX	100	Freshman Experience							
		or							15
		* Free Elective		<u>3</u>					
				15					

Second Year

ENG 103	Analytical Writing	3	ENG 212	Public Speaking	3
CIS 200	Information Systems Concepts	3	HTL 320	Hospitality Managerial Accounting	3
ACC 210	Financial Accounting	3	PSY 108	Intro to Psychology	
MAT 220	Statistics	3		or	
TOUR 205	International/Travel and Tourism	<u>3</u>	SOC 112	Intro to Sociology	3
		15	MKT 113	Introduction to Marketing	3
			TOUR 225	National/Regional Tourism	<u>3</u>
					15

Third Year

ECO 201	Microeconomics	3	ECO 202	Macroeconomics	3
ENG 220	Business Communication	3	HTL 314	Promotional Activities	3
TOUR 311	Tourism Planning & Policy Dev	3		Sociology Elective	3
HTL 416	Law of the Hospitality Industry	3		Free Elective	3
	HUM/FAS/PHL Elective	<u>3</u>		Free Elective	<u>3</u>
		15			15

Fourth Year

TOUR 401	Convention & Meeting Mgt.	3	ADB 421	College-wide Capstone Course	3
TOUR 428	Resort Development	3	HTL 418	Seminar	3
FIN 320	Intro to Business Finance	3		History Elective	
TOUR 490	Cooperative Education	3		or	
	Literature Elective	<u>3</u>		Government Elective	3
		15		Free Elective	3
				Free Elective	<u>3</u>
					15

Total: 120 Credits

* For transfer students with more than 15 credits and for Continuing Education students. A Cooperative Education Experience is mandatory for the Travel and Tourism major. Students in the Travel and Tourism major may opt for either a Summer Cooperative Education for three (3) credits, or an 8 month Cooperative Education Experience (that includes an academic semester) for 12 credits. Students who opt for the 12 credit Cooperative Education will have 9 fewer free electives.

A student will take ENG 101, ENG 102, ENG 103, unless exempted from ENG 101. All students must take the College Writing Proficiency Exam after completing ENG 103. MAT 050 may be required prior to beginning of the math sequence. Students placed in MAT 150 should consult a math instructor.

Bachelor of Applied Science in Hospitality Administration

The Bachelor of Applied Science in Hospitality Administration degree was developed for those students who have obtained a three-year diploma from an institution accredited by the Business and Technical Education Council of the United Kingdom. Students entering this degree program would therefore possess a highly technical knowledge of the hospitality industry. The 42 credits completed at New Hampshire College would provide students with an overview of American culture and the hospitality industry in this country. Students completing this degree program would be prepared either to enter positions in the hospitality field in this country or return to their own nations with a greater appreciation of the United States and its hospitality industry.

Admission to this major is open only to those students who have completed their three-year diploma in an institution accredited by the Business and Technical Education Council of the United Kingdom.

Courses:	Credits
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Diploma credits transferred from a School accredited by the Business and Technical Education Council

Transfer credits	90
AMS 101 American Studies	3
ECO 325 Special Topics in Economics	3
ENG 102 Process Writing	3
ENG 103 Analytical Writing	3
ENG 220 Business Communication	3
HTL 416 Law of the Hospitality Industry	3
HTL 418 Seminar	3
HTL 491 Cooperative Education	12
MAT 112 Mathematics for Hospitality Administration	3
MKT 345 Consumer Behavior	3
PSY 108 Introduction to Psychology	3

Bachelor of Applied Science in Hospitality Administration

Diploma credits transferred from a school accredited by the Business and Technical Education Council

Transfer Credit	90
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First Summer

ENG 102 Process Writing	3
PSY 108 Intro to Psychology	3
AMS 101 American Studies	3
MKT 345 Consumer Behavior	3
HTL 416 Law of the Hospitality Industry	3

Fall and Spring Term

HTL 491 Cooperative Education	12
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Second Summer

ENG 103 Analytical Writing	3
MAT 112 Mathematics for Hospitality Administration	3
ECO 325 Special Topics in Economics	3
ENG 220 Business Communication	3
HTL 418 Seminar	<u>3</u>

Total Credits: 132

NOTE: Admission to this major is open only to those students who have completed their three-year diploma in an institution accredited by the Business and Technical Education Council of the United Kingdom.

The Culinary Institute of New Hampshire College

The Culinary Institute was founded in 1983 to help fulfill the need for educated and trained chefs and other food preparation personnel in New Hampshire and New England.

The two-year program, which awards the degree of Associate of Applied Science in Culinary Arts, combines theory, practical training, and industry experience in order to prepare students for entry-level food preparation jobs in hotels, restaurants, and institution feeding operations. Technical subject areas include food preparation, food purchasing, baking, garde manger, menu development, nutrition, and dining room operation. A Cooperative Education Experience is required of all culinary students. This is normally taken during the summer months. There is an additional fee for Cooperative Education.

English and liberal arts courses are offered to assist students in developing skills that contribute to a professionally productive life. Students may tailor their course work to facilitate transfer into the four-year Hotel Restaurant Management major.

Admission

To be admitted to the Culinary Institute program, an applicant must have completed high school with an average, or better than average, academic record. SAT scores are optional but encouraged. High school curriculum should have included four years of English and at least one year of Algebra. Personal interviews are strongly recommended. Applicants may furnish letters of recommendation as well.

Those applicants who do not meet the above admission requirements are allowed to enroll on a part-time basis in one or two courses during the initial term. Full-time enrollment may begin at a later date.

While the Admission Office of the Undergraduate School handles applicants' records, the Culinary Institute Admission Director evaluates each applicant for admission. Interested persons may contact either the Culinary Institute or the Admission Office to receive more information on the program.

Academic Standards and Regulations

Culinary Institute students adhere to the same academic standards and regulations as the Undergraduate School students. These policies are outlined in the earlier sections of this catalog.

Tuition and Fees

Costs for the 1992-1993 academic year for the Culinary Institute are as follows:

	Per Semester	Per Year
Tuition	\$4,230	\$8,460
Room and Board	\$2,317	\$4,634

Students are subject to additional college fees applicable to full-time day students, including health insurance, graduation fee, Cooperative Education fee, and a late registration fee. Culinary students must purchase a uniform and a set of knives. Please refer to the tuition and fees section of this catalogue for details regarding other fees.

Culinary Arts Curriculum - Associate in Applied Science

First Year				Credits					Credits
TCI	110	Culinary Skills & Proc		3	TCI	111	Food Production		3
TCI	109	Food Purchasing		3	TCI	112	A.M. Pantry/San		3
TCI	113	Bakeshop I		3	TCI	114	Bakeshop II		3
ENG	101	Basic Writing		3	TCI	127	Nutritional Cooking		3
FEX	100	Freshman Experience		<u>3</u>	ENG	102	Process Writing		3
				15	TCI	226	Coop Ed Sem I		<u>2</u>
									17

Summer Term

TCI	390	Culinary Cooperative Education		3
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Second Year

TCI	126	Math		3	TCI	218	International Cuisine		3
TCI	217	Classical Cuisine		3	TCI	220	Garde Manger		3
TCI	235	Regional Cuisine		3	TCI	237	Menu/Facilities		3
TCI	236	Cooperative Ed Sem II		1	TCI	250	Dining Room MGT II		3
TCI	243	Dining Room MGT I		3					<u>3</u>
				<u>3</u>					15
				16					

Total Credits: 66

Electives:

TCI	223	Senior Seminar		3
TCI	233	Classical Baking		3
TCI	240	Advanced Pastry		3
TCI	241	Food & Literature		3
TCI	244	Chef as Teacher		3
TCI	245	Catering		3
ENG	220	Business Communication		3
				or
ENG	212	Public Speaking		3
				or
				other elective

A student will take ENG 101 if necessary prior to ENG 102. All students are required to pass the Basic Writing Competency Exam.

A student must have completed 29 credits with a minimum G.P.A. of 2.0 to qualify for TCI 390 (Culinary Cooperative Education.)

A student may waive TCI 126 (Mathematics), if qualified.

Certificate Programs

The Certificate Program is offered for those interested in developing their baking and/or cooking skills on a part-time basis without formal enrollment in a degree program. Credits derived from successful completion of Certificate courses may be transferred into the established AAS program at The Culinary Institute of New Hampshire College.

Baking Certificate

TCI	113	Bakeshop I - Breads /Desserts	3 credits
TCI	114	Bakeshop II - Advanced Baking	3 credits
TCI	233	Bakeshop III - Classical Baking	3 credits
TCI	240	Bakeshop IV - Advanced Pastry	<u>3 credits</u>
			12 credits plus prerequisites

Cooking Certificate

TCI	110	Culinary Skills and Procedures	3 credits
TCI	111	Food Production	3 credits
TCI	217	Classical Cuisine	3 credits
TCI	218	International Cuisine and Service	3 credits
or			
TCI	235	Regional Cuisine	<u>3 credits</u>
			12 credits plus prerequisites

Course Index

The following Undergraduate School courses are listed in alphabetical order by the College's course listing prefix.

ACC	Accounting	HIS	History
ADB	Business Administration	HTL	Hotel
AMS	American Studies	HUM	Humanities
ATH	Anthropology	MAT	Mathematics
CIS	Computer Information Systems	MKT	Marketing
COM	Communications	NHC	Continuing Education Seminar
ECO	Economics	OAD	Office Administration
EDU	Education	PHL	Philosophy
ENG	English	PSY	Psychology
FAS	Fine Arts	REST	Food and Beverage
FEX	Freshman Experience	SCI	Science
FIN	Finance	SCS	Social Science
FMK	Fashion Merchandising	SOC	Sociology
GEO	Geography	TCI	Culinary
GOV	Government	TOUR	Tourism

Humanities and Social Sciences

Courses numbered 100-200 are appropriate for Freshman and Sophomore level students; courses numbered 300-400 are appropriate for junior and senior level students.

Course Descriptions

Accounting

ACC 101 and ACC 102 Elementary Accounting I and II

(2 semesters-3 credits each semester)

Elementary Accounting is a two-semester course designed to:

- Introduce the student to the need for accounting in business and its relevance to society.
- Develop an understanding of the basic financial statements used by business.
- Develop an understanding of the composition of basic asset, liability, equity, and income determining accounts, in accordance with current accounting concepts and principles.
- Introduce the student to the fundamental mechanics of accounting for proprietorships, partnerships, and corporations.

Success in the first semester is a prerequisite to the second semester. Success in both will enable the student to pursue advanced subjects. Offered every semester.

ACC 203 and ACC 204 Intermediate Accounting I and II

(2 semesters-3 credits each semester)

This course covers an intensive examination and analysis of the accounting theory for assets, liabilities and stockholders' equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions along with problem solving. Prerequisite: ACC 102. Offered every year.

ACC 207 and ACC 208 Cost Accounting I and II

(2 semesters-3 credits each semester)

This course examines in depth the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs, and their use to management in the planning and control process. Budgeting, standard cost, job order, and process are examined, along with special problems in cost accounting. Prerequisite: ACC 102. Offered every year.

ACC 210 Financial Accounting (3 credits)

The Financial Accounting course should provide students with basic procedures that should be used in recording and reporting financial information. Students completing the course should be able to read effectively and understand annual reports and the preparation of them. The use of computers is an essential

part of the course. Prerequisites: Sophomore-level Standing, after completing CIS 100, a course requirement in the freshman year. This course should not be taken by Accounting or MAS majors. Offered as needed.

ACC 214 Management Accounting (3 credits)

This course emphasizes the analysis, reporting and use of accounting data as a management tool in the planning and control process. Prerequisite: ACC 210. Offered every year.

ACC 302 Internal Auditing (3 credits)

Managers work closely with the internal audit function which concentrates on operational auditing, procedures and standards set by management. Attention is given to the analysis of the various administrative and accounting controls on which management depends for efficiency and effectiveness of operation. The student will achieve an understanding of how the internal audit function complements and supports the external audit and reduces cost while increasing managerial control. Various reporting to the audit committee of the Board of Directors will be covered in detail. Prerequisite: ACC 208 or ACC 214. Offered as needed to non-accounting majors.

ACC 305 and ACC 306 Advanced Accounting I and II

(2 semesters-3 credits each semester)

Advanced Accounting includes a comprehensive examination and analysis of the accounting principles and procedures applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange, and estates and trusts. Particular emphasis is placed on problem solving. Prerequisite: ACC 204. Offered every year.

ACC 322 Institutional Accounting (3 credits)

This course covers the accounting principles and procedures applicable to governmental and not-for-profit institutions. Prerequisite: ACC 208. Offered every year. Writing intensive course.

ACC 400 Taxation Concepts for Business Decisions (3 credits)

Business decisions and managers are continually affected by various income tax laws at the federal level. This is a concept-driven course in tax planning and tax minimization concepts through the general understanding of business federal income tax provisions. Students will learn to integrate tax planning in their managerial planning and control functions. The course will significantly raise the students's awareness of tax implications of sound managerial and business decisions. Prerequisite: ACC 210. Offered as needed to non accounting majors.

ACC 411 Auditing Principles (3 credits)

An in-depth examination of audit programs and procedures, the importance of reviewing internal controls, as required during the course of a regular audit engagement, is stressed. Prerequisite: ACC 306. Offered every year. Writing intensive course.

ACC 415 Federal Taxation I (3 credits)

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals. Prerequisite: ACC 102. Offered every year.

ACC 416 Federal Taxation II (3 credits)

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for corporations, partnerships, estates and trusts. Prerequisite: ACC 415. Offered every year.

ACC 425 Accounting Theory Seminar (3 credits)

This seminar continues to develop a thorough knowledge and understanding of generally accepted accounting principles and of the underlying theory upon which they are based. Through group and independent study and analysis of publications of the Financial Accounting Standards Board, the American Institute of Certified Public Accountants, the Cost Accounting Standards Board and other professional bodies, the student will learn to communicate effectively professional opinions and defend various accounting strategies. The seminar will promote independent thinking and rationale relative to state-of-the-art accounting concepts and theories. Prerequisite: ACC 306. Offered as needed.

ACC 490 Cooperative Education (6 credits)*

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisite: Consent from the Career Development Center. Offered every year. *Request for additional credits made by the Career Development Center and approved by the Accounting Department which is as follows: 3 credits for 240 hours, 6 credits for 480 hours.

Business Administration**ADB 110 Introduction to Business (3 credits)**

ADB 110 introduces basic business functions and how businesses are owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a systems background. A broad background in business practices, principles, and economic concepts is discussed and provides the basis for use in more advanced courses. Includes an introduction to international business. Offered every semester. Writing Intensive Course.

ADB 111 Sports Management I (3 credits)

This introductory course emphasizes management principles related to the business of sports. It includes personnel, programs, and marketing management and an overview of career possibilities in this growing field. Offered as needed.

ADB 112 Sports Management II (3 credits)

This introductory course also stresses management principles related to the business of sports. It includes media, facility, and legal management. Career possibilities are addressed. Offered as needed.

ADB 113 Introduction to International Business (3 credits)

Introduction to International Business is designed to provide students with an initial examination of the differences between business within the domestic context and business in an international context. It will also include some exposure to those basic concepts deemed important to an understanding of how international business works. These concepts include: (1) importing (2) exporting (3) political, cultural, and social environment considerations, (4) trade theory (5) government influence on trade, and (6) global management strategy. Offered every fall.

ADB 125 Human Relations in Administration (3 credits)

Human relations skills needed by managers to develop effective interaction skills which contribute directly to effective human resource management and development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations. Offered every semester.

ADB 206 Business Law I (3 credits)

The background, foundation and structure of the United States legal system is examined. In addition, the following topics are explored: torts, product liability, criminal law, contracts, sales. Sophomore Standing. Offered every semester.

ADB 207 Law and Sports Administration (3 credits)

This course presents the legal issues that are particular to administrators of sports programs at the professional, college, and community levels. Offered as needed.

ADB 208 Sports Marketing (3 credits)

Current marketing problems related to sports are studied. Marketing techniques used to develop an effective sports marketing plan are emphasized. Offered as needed.

ADB 211 Human Resource Management (3 credits)

This course examines the fundamentals of policies and administration; major tasks of procedures, developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management. Sophomore Standing. Offered every semester.

ADB 215 Principles of Management (3 credits)

This course is designed to examine the fundamentals and principles of management so as to develop in each individual an understanding of management in any formal organization. Special attention is paid to planning and decision-making. International management is also covered. Sophomore Standing. Offered every semester.

ADB 233 Real Estate (3 credits)

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesperson or broker. Sophomore Standing. Offered every year.

ADB 307 Business Law II (3 credits)

The study begun in Business Law I continues as the following topics are explored: commercial paper, real and personal property, creditors' rights and bankruptcy, agency, business organizations, estate planning and government regulation of business. Prerequisite: ADB 206. Offered every year.

ADB 308 Administrative Law (3 credits)

Government agencies have had in recent years an ever-increasing influence on business operations and decision-making. This course examines the need for these agencies and the particular roles certain agencies play in our society. In addition, this course explores the following topics: consumer protection, environmental law, antitrust law, labor law. Prerequisite: ADB 206. Offered as needed.

ADB 309 Legal Environment of International Business (3 credits)

The course is designed to provide the student with an overview of these areas of public and private international law affecting international business activities. The UN Convention on International Sale of Goods will be given particular attention. Prerequisites: ADB 206 and Junior Standing. Offered as needed.

ADB 310 International Business (3 credits)

This is a study of the management of five operations: planning international objectives and strategies; multinational corporate structures; corporate skills for international operations; managerial communications and control of multinational organizations; and administrative practices and operating policies of the multinational corporation. Prerequisite: ADB 215. Offered every other year.

ADB 311 International Human Resources Management (3 credits)

While domestic Human Resources Management is involved with employees within only one boundary, international human resources management involves not only the same functions but also the interplay among these three dimensions—human resource functions, types of employees, and countries of origin. The complexities of operating in different countries and employing different national categories of workers are examined in depth during the course.

Most students interested in International Human Resources Management should normally have already had ADB 215 “Principles of Management”, or may be a course in domestic “Human Resources Management”, or some preliminary introduction to the world of international law, government, economics, marketing. Prerequisite: Junior Standing. Offered as needed.

ADB 315 International Management (3 credits)

This course introduces the student to the management of global operations. It covers the major functional areas of management as they are practiced in a multinational corporation. This includes: participation, organization, financial management, production, and marketing strategies, as well as human resource development, communications and control, and the formation of strategic alliances. The course uses texts, simulations, and cases. Prerequisites: ADB 215, and Junior Standing. Offered as needed.

ADB 316 The Cultural and Political Environment of International Business (3 credits)

The course introduces the student to primary cultural factors— religion, language, values, technology, social organization and political environment—that affect U.S. firms doing business outside of the United States. Students learn the significance of identifying and assessing the importance of these factors so they can more effectively manage in the international environment. A variety of international environments will be studied. The course uses text, cases, and exercises. Prerequisites: ADB 125, Junior Standing. Offered as needed.

ADB 317 Small Business Management (3 credits)

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting, and credit are discussed. Emphasis is on developing a comprehensive business plan. Prerequisites: ACC 102 or ACC 210, MKT 113, and ADB 215. Offered every year.

ADB 318 Labor Relations and Arbitration (3 credits)

This course examines union-management relationships. Elements of a good union-management contract, the law, and the role of the arbitrator are emphasized. Offered as needed.

ADB 319 Sports Sales and Public Relations (3 credits)

This course presents a cross-disciplinary approach to a variety of marketing, sales and public relations issues that confront a sports administrator. Offered as needed.

ADB 320 Entrepreneurship (3 credits)

This course focuses on the factors contributing to the personal success of entrepreneurs and on the major factors that affect successful entrepreneurship. Entrepreneurship is also studied. Case studies, contemporary readings, and simulations are used. International considerations are included. Prerequisite: ADB 110. Offered as needed.

ADB 321 Fitness Management (3 credits)

This course will provide specific personal fitness information. Other topics include the use and purchase of fitness equipment and staffing and management concerns for club, corporate, and collegiate settings. Offered as needed.

ADB 322 Managing Organizational Change (3 credits)

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increasing productivity and conflict management in the complex and volatile business environment of today and in the future. Change in an international environment is included. Prerequisites: ADB 215 and Junior Standing. Offered every other year.

ADB 324 Managing Productivity in Organizations (3 credits)

Productivity management, crucial to efficient resource allocation and effective human resource management, is analyzed. Major factors affecting productivity and strategies for effective management are covered through the use of contemporary exercises and simulations. International considerations are also studied. Prerequisites: ADB 125 and Junior Standing. Offered every other year.

ADB 325 Compensation and Benefit Administration (3 credits)

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance, and disability and pension plans are investigated. Emphasis on objectives, policies, organization, implementation and revision of compensation and benefit systems are studied. Prerequisites: ADB 211 and Junior Standing. Offered as needed.

ADB 326 Social Environment of Business (3 credits)

This course introduces 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. Consideration is given to both national and international environments. Offered every semester.

ADB 328 Organizational Leadership (3 credits)

This course examines leadership, as an interpersonal and intraorganizational phenomenon. The emphasis is on the leadership development of the student. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity and motivation, effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Prerequisites: ADB 125 and Junior Standing. Offered every other year.

ADB 331 Introduction to Operations Management (3 credits)

This introductory course in operations and production management considers the evolution of the modern operations function, design of the system supervision scheduling, materials management and the provision of services. Prerequisites: ECO 201, ACC 102 or ACC 210, MAT 220. Offered every semester.

ADB 332 Purchasing Management (3 credits)

This course provides a sound introduction to both the techniques employed by professional purchasing executives and the management of a purchasing department. It covers: 1) the role of the purchasing function, and its potential contribution to profitability; 2) techniques of professional purchasing; and 3) the development of long-term supply strategies, and the organization and control of a purchasing department to implement the strategy. Offered every other year.

ADB 333 Production Activity Control (3 credits)

The course develops a system for controlling work-in-process, materials movement, and in-process inventories, which are an integral part of the success of any manufacturing system. The purpose of this course is to teach students the techniques and procedures of an efficient shop floor control program. Offered only in the Division of Continuing Education.

ADB 334 Capacity Management (3 credits)

A study of the long-, medium-, and short-range techniques for capacity requirement planning. The course examines capacity calculation techniques, shifts, production channels, shift hours, work week days, utilization factors, efficiencies and overtime to yield rated capacities. Offered only in the Division of Continuing Education.

ADB 335 Just in Time (3 credits)

A study of the concepts and techniques involved in the developing philosophy of "Just in Time" manufacturing. The course covers four broad areas: General concepts, techniques, integration and application, and implementation of "Just in Time" principles in the manufacturing setting. Offered only in the Division of Continuing Education.

ADB 336 Production Management and Control (3 credits)

The system and techniques used for the management and control of production operations are studied. Key areas to be covered will include priority planning, shop floor control, capacity planning, and advanced manufacturing techniques. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 337 Materials Requirement Planning (3 credits)

The course focuses on Materials Requirement Planning, a set of techniques for studying:

- Calculation of dependent demand for component items, and
- Time-phasing

Materials Requirement Planning is normally implemented via a computer-based system because of the large amount of data handling that it entails. An input to any Materials Requirement Planning system is the master production schedule. The overall outputs include order action, rescheduling of open orders and planned orders. Offered only in the Division of Continuing Education.

ADB 339 Master Planning (3 credits)

The Master Production Schedule is the intersection of the forecast/ production plan and the Master Production Schedule itself. This course explains the relationship of the master schedule with the production plan, Master Production Schedule objectives and purposes, make to stock and make to order Master Production Schedule techniques, including the planning bill of materials. The course also discusses two levels of Master Production Schedule techniques as well as determining Master Production Scheduling levels, the concepts of time factors, backlog analysis, control, and other planning and controlling measurements. Offered only in the Division of Continuing Education.

ADB 342 Organizational Behavior (3 credits)

This course focuses on the primary factors which influence behavior in organizations to include: leadership, group dynamics, intergroup dynamics, organizational structure and design, change, culture, power and politics, environment and technology, as well as organizational behavior in an international context. Prerequisite: ADB 125. Offered as needed. Writing Intensive Course.

ADB 347 Inventory Management (3 credits)

The concepts of inventory control and logistics are examined. Topics include inventory replenishment techniques, distribution requirements planning, traffic management, warehousing, organizational factors and communications. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 355 Manufacturing Resource Planning (3 credits)

This capstone course integrates the functions of marketing, sales, finance, and manufacturing with the resources of systems people, materials, and capacity to form a comprehensive operating strategy. Focus is on the relationships between MRP I and MRP II. Prerequisite: ADB 331. Offered only in the Division of Continuing Education.

ADB 394 Management Practicum (6 credits)

This is an independent work program for upper-level students, providing a relevant link between classroom learning and “real-world” experience. The program is based on a student’s analysis and presentation of a proposal, in consultation with both the employer and the college; this proposal must be approved in advance. Successful completion of the project is the basis for the six-credit value. This course is available only to students who are Bachelor of Science degree candidates in Business Administration, Business Studies or Marketing and have either two business or free electives available on their worksheet. Offered once a year.

ADB 401 Sports Facilities Management (3 credits)

The elements of managing such sports facilities as arenas, stadiums, and athletic complexes form the content of this course. Offered as needed.

ADB 421 Strategic Management and Policy (3 credits) College-wide Capstone Course

This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluations and control from the perspective of top management in profit making U.S. and international corporations and public and not-for-profit organizations. Text and case studies are used extensively. Prerequisites: ACC 102 or ACC 210, MKT 113, and senior standing or permission of the instructor. Offered every semester.

ADB 422 International Strategic Management (3 credits)

The course introduces the student to strategic management in the global arena. It focuses on the internal strategic environment of an organization, the external strategic factors present in the international environment, and the manner in which a strategic thrust and a strategic fit are created between these two environments. The course relies on the use of case studies of both U.S. and foreign international corporations. Prerequisites: ADB 215, MKT 113, FIN 320, and Junior Standing. Offered as needed.

ADB 442 Advanced Seminar in Human Resource Management and Development (3 credits)

This capstone course, which must be taken as the final course in the Human Resource Management concentration of the Business Studies major, examines contemporary issues in Human Resource Management resulting from new and changing legislation, demands of the work place, and emerging quality of work

and life trends. Emphasis is placed on software applications and the international aspects of Human Resource Management are also studied. Prerequisite: ADB 211. Offered every other year.

ADB 460 Seminar in Organizational Behavior (3 credits)

The content of this course varies from semester to semester. It focuses on contemporary and changing issues in the field and explores special topics in depth. Readings, research, and case studies are used in the study of such topics as Managing Change, Leadership in Large Corporations, Management and Productivity, Managerial Forecasting, the Ethics of Management, The Responsible Use of Power, and Management of Conflict, Problems and Emerging Trends in International Organizational Behavior, and Research Methods in Business. Prerequisite: ADB 342 or permission of instructor. Offered every other year.

ADB 461 Seminar in Sports Management (3 credits)

This course serves as the capstone course of the concentration and major. Students will integrate the knowledge and skills from courses in the concentration and allied business courses in order to solve problems that a sports manager is likely to encounter. Offered as needed.(To be offered beginning the spring semester of 1993.)

ADB 480 Independent Study (3 credits)

This course allows the student to investigate any economic or business subject not incorporated into the curriculum. By permission of the instructor, Department Chairperson and Academic Dean. Offered every semester.

ADB 490 Management Cooperative Education (12 credits)

This is a semester's supervised career-related work experience. A final written analysis of the work program or specific project report plus monthly on-the-job reports aid the student in relating academics to practice. Prerequisite: Consent of the Department Chairperson and the Career Development Center. Offered every year.

American Studies

AMS 101 American Studies (3 credits)

This course offers an interdisciplinary view of American cultural patterns and the often conflicting values inherent in and reflective of that culture. Students are encouraged to integrate readings and discussions with their experiences as visitors to the United States. Offered as needed. (Open only to Bachelor of Applied Science in Hospitality students or by permission of instructor).

Anthropology

ATH 111 Introduction to Cultural Anthropology (3 credits)

The study of preliterate and changing societies with an emphasis on the social organization and cultural aspect of the societies. Offered every other year.

ATH 310 Cross Cultural Business Communication (3 credits)

This course examines how American cultural values affect communication patterns and behavioral styles, both verbal and nonverbal. The course covers differences in cultural patterns and looks at how such differences affect business activities. Prerequisite: ENG 220. Offered as needed.

Computer Information Systems

CIS 100 Fundamental Concepts of Information and Computer Technology (3 credits)

Use of a desktop computer with current important end-user software to solve problems within an organizational environment. Includes coverage of software and hardware components, operating system concepts, information structures and formal problem solving techniques. It includes supervised structured laboratory exercises. Offered every semester.

CIS 125 BASIC (3 credits)

The design of algorithms, manipulation of string arrays, multidimensional tables, and sequential file building and updating are major course components. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered every year.

(Note: CIS 170, CIS 172, CIS 173, CIS 174, CIS 176 are not open to CIS majors.)

CIS 170 Introduction to Microcomputers (3 credits)

This course introduces the basics of microcomputer technology, terminology, hardware and software concepts, operating system structure, commands and functions. It further, prepares students to use a standard word processing system. For students with little computer background, this is an important introduction to the field and to the other microcomputer certificate courses. Note: Students who have taken CIS 305 will not receive credit for CIS 170. Offered only in the Division of Continuing Education.

CIS 172 Spreadsheets and Graphics (3 credits)

This course covers the procedures and functions necessary for effective utilization of spreadsheets and graphics software packages. It includes design and formatting of spreadsheets, formula commands, macros and add-on functions. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 173 Microcomputer Database Systems (3 credits)

This course introduces the students to standard microcomputer database software for use in the creation of business reports and systems. It covers file creation, modifying and extracting data, combining data from multiple files, report writing and database programming. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 174 Survey of Desktop Publishing (3 credits)

This course is a survey of the current state-of-the-art of desktop publishing. It defines hardware requirements and software characteristics, design, and graphics concepts necessary for proper utilization. Introduces students to the graphics functions common to desktop publishing systems. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 176 Advanced Microcomputer Systems (3 credits)

This course introduces students to the use of advanced operating system commands, functions and procedures. It also covers procedures for integrating files from a variety of sources into complex reports and publications. Local and wide area networks are covered. It prepares students to develop hardware and software specifications for specific business settings. Prerequisite: CIS 170. Offered only in the Division of Continuing Education.

CIS 200 Information Systems Concepts (3 credits)

Identify managerial/organizational information needs. Describe the role of Information Systems in management including current professional practices and methodologies. Includes presentation of systems theory, decision theory, organizational models, types of Information Systems, Information Systems planning, and Information Systems development. Prerequisite: CIS 100. Offered every semester.

CIS 201 Computer Concepts (3 credits)

Describes the function and architecture of computer hardware and software technologies. Includes data and instruction representation, networks, operating system functions, and programming languages. Includes supervised structured laboratory exercises. Prerequisite: CIS 101. Offered every year.

CIS 210 Application Development (3 credits)

Use information systems techniques to solve managerial and organizational problems of limited complexity. Includes solving formal analytic problems and implementing solutions using Information Systems development techniques with a procedural language. Includes supervised structure laboratory exercises. Prerequisite: CIS 201. Offered every year.

CIS 220 Principles of COBOL (3 credits)

This course is an introduction to computer programming in a business environment using COBOL. It is arranged so that students begin writing programs early in the semester. Programs of increased complexity are introduced as the course is developed. Emphasis is given to the fundamentals of structured program design and organization. The course includes discussion and application of top-down design strategies, structured techniques for designing and developing problem solutions, language syntax, data and file structures, sequential and indexed file handling using COBOL, and an overview of advanced features of COBOL. Operating systems facilities for developing and implementing batch programs for report generation, input editing, and file updating are included. Prerequisite: CIS 100. Offered every year.

CIS 230 "C" A Programming Language(3 credits)

This course is designed to introduce the students to block structure reinforcing the structure programming techniques learned in COBOL. This language is a cross between a high level and an assembly level language and is heavily dependent on the use of functions. Students will be involved in writing programs of increasing complexity throughout the course. Prerequisite: CIS 100. Offered as needed.

CIS 240 Systems Hardware (3 credits)

This course introduces the student to computer architecture and design techniques. Various hardware components for microcomputers, minicomputers and mainframes are covered. Prerequisite: CIS 125. Offered every year.

CIS 241 Systems Software (3 credits)

Today and tomorrow's data processing environment requires the use of large, mini and micro systems working independently and together. This necessitates multiple levels of systems software to manage these resources starting from a simple uniprocessor to a sophisticated network of hardware and software. This course acquaints the student with the understanding of the design rationale, and the implementation for resource management within a computer-operating system. It deals with the purpose of an operating system, management techniques (ex. techniques memory management, processor management, device management, data management and network management) generally used by an operating system, how these techniques are implemented and how to communicate with an operating system, system generation, control languages, such as JCL. Prerequisite: CIS 125. Offered every year.

CIS 242 Hardware/Software (3 credits)

This course introduces the student to computer architecture and system software used in mainframes, mini and microcomputer environments. The purpose of registers, storage locations (real and virtual), channels and control units are studied. System software (operating systems) functions and their relations to hardware units are emphasized. Prerequisite: CIS 125. Offered every year.

CIS 300 Advanced Systems Design (3 credits)

This course comprises an in-depth study of structured analysis and design techniques, utilizing lectures, independent systems research and bi-weekly student reports. Students will present system analysis and design results as elements of data flow concepts, incorporating data dictionaries, system and subsystem interrelated design requirements, and detailed testing procedures. Prerequisites: CIS 200, CIS 242, or CIS 240/CIS 241. Offered every year.

CIS 305 Microcomputer Systems (3 credits)

This course examines the role of microcomputers in modern information systems. Students are introduced to microcomputer hardware and software including operating systems and selected applications. Design and selection of microcomputer systems are included. The use of micro-computers in personal, small business, and corporate environments are explored. Prerequisites: CIS 200 and Junior Standing. Offered every year.

CIS 310 Application Design and Implementation (3 credits)

The use of information systems techniques to solve managerial and organizational problems of limited complexity is the focus. Emphasizes CASE tools, quality assurance and testing, and interactive systems. Includes supervised structured laboratory exercises. Prerequisite: CIS 201. Offered as needed.

CIS 315 Systems Development I (3 credits)

This use of information systems methodologies to solve enterprise-wide managerial and organizational problems is the goal. Students will use systems design methodologies to develop single-user systems including using database. Includes supervised structured laboratory exercises. Prerequisites: CIS 200, CIS 310. Offered as needed.

CIS 320 RPG (3 credits)

This course illustrates a problem-oriented language typical of those used by many organizations. Within this framework, the emphasis is placed on the building and updating of Index-Sequential Files. Multiple record types, matching records, and level breaks unique to RPG are addressed. Prerequisite: CIS 220. Offered as needed.

CIS 325 Advanced COBOL (3 credits)

Advanced COBOL continues the material covered in the Principles of COBOL course. The topics of program structure, cohesion, and design are included. Additional language features, including the REPORT WRITER and the features necessary for various types of file processing are introduced. Structured design and programming concepts are emphasized throughout the course and the student is introduced to structured walk-throughs. Prerequisites: CIS 220, CIS 242, or CIS 240 and CIS 241. Offered every year.

CIS 330 Data Base Management Systems (3 credits)

The storage and retrieval of data is considered by many to be a major problem area in data processing. This course acquaints the student with the patterns of thought necessary to understand hierarchical (tree), network (plex) and relational data-base management systems. The logical, conceptual and physical aspects of a DBMS are detailed and studied and placed in proper perspective. Areas such as the design and use of a data dictionary, function of a data base administrator, and necessary DBMS languages are also considered. A student enrolling in this course has dealt with the physical aspect of data files, sequential, indexed and randomly organized files. Therefore, it is necessary to cover the physical aspect of DBMS design, (inverted lists, pointer "files"). The purpose of this coverage is only to clarify the concepts of a DBMS vs. standard accessing. Prerequisite: CIS 220. Offered every year.

CIS 333 Artificial Intelligence (3 credits)

This is a survey course of the field of artificial intelligence focusing upon expert systems concepts, techniques, applications and implications. Among the many topics surveyed are: game playing by computer, heuristic search, deductive question-answering systems, logic programming and knowledge representation. Business applications will be studied within the framework of Fifth generation computer systems. Students will learn an artificial intelligence language, microProlog, and an expert system shell, APES. An individual research project or paper is a major part of this course. Prerequisite: CIS 125 or CIS 305 and Upper-Class Standing. Offered every other year.

CIS 360 Computer Simulation and Modeling for Business (3 credits)

This course provides the student with an understanding of fundamental computer simulation and modeling techniques used in business along with practical hands-on computer exercises. Students formulate and run simulation programs using scientific languages such as BASIC, FORTRAN, or PASCAL and simulation languages such as GPSS and DYNAMO. Prerequisites: CIS 125, MAT 210, MAT 220. Offered every other year.

CIS 370 Assembler Language Programming (3 credits)

This course is an in-depth presentation of the IBM 370 Basic Assembler Language utilizing the college's IBM 4381 mainframe. Included are decimal and floating point arithmetic, I/O under OS and DOS, macros and conditional assembly. Prerequisite: CIS 240 or CIS 242. Offered as needed.

CIS 375 PASCAL (3 credits)

This course develops a strong foundation in structural programming style, readability, logic, and documentation using PASCAL. The orientation is accomplished via lectures, classroom discussions, and programming assignments. Prerequisites: CIS 125, MAT 210, MAT 220. Offered as needed.

CIS 390 Cooperative Education (3 credits)

Students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization in a CIS position. He or she will receive three CIS elective credits for successful completion of the Cooperative Education Experience. This success is determined by the work supervisor of the student, the Career Development Center, and the Chairperson of the CIS department. Prerequisite: Consent of the Career Development Center. Offered every year.

CIS 400 MIS Project and Policy (6 credits)

Application of on-line computer programming and system development concepts, principles and practices to a comprehensive system development project are covered. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Prerequisites: CIS 300, CIS 320, CIS 325, CIS 330. Offered every year.

CIS 402 MAS Project and Policy (3 credits)

This course requires MAS students to design, develop, and document a computer based accounting information system. It includes an in-depth feasibility analysis of a broad array of accounting packages. Prerequisite: CIS 330. Offered every year.

CIS 415 Systems Development II (3 credits)

The use of information systems methodologies to solve enterprise-wide managerial and organizational problems is the focus. Students will use systems design methodologies to develop multi-user systems including using database. Includes project management techniques, security techniques, and system testing and implementation. Includes supervised structured laboratory exercises. Prerequisite: CIS 315. Offered every year. Writing Intensive Course.

CIS 420 Systems Project (3 credits)

The course requires the student to solve an information system problem using project management and Information Systems methodologies. Apply project management techniques in a group project environment. Develop systems documentation, implement system and present completed project report. Prerequisite: CIS 415. Offered every year.

CIS 430 Management of Information Systems (3 credits)

The course focuses on demonstrating a comprehension of the principles and concepts involved in the management of organizational information systems resources. Includes CIO functions, information systems planning, legal and professional issues, and strategic impact of information systems. Prerequisite: CIS 415. Offered every year. Writing Intensive Course.

CIS 440 Data Communications and Networks (3 credits)

This course is directed to the understanding of data communications hardware, software, applications, terminology and the usage of all in both a real time or RJE environment. Prerequisites: CIS 300, CIS 330. Senior Standing. Offered every year.

Communication

Note: Communication courses may satisfy business and free elective requirements for non-business communication majors.

COM 226 Mass Communication (3 credits)

COM 226 is a survey course which covers the nature of mass media communication, its development, and its effect upon modern forms of communication. The course focuses on how and why the media operate as they do, as well as on how media performance might be improved to better meet the needs of consumers. Offered every year.

COM 231 Writing for Public Communications (3 credits)

COM 231 is a survey course requiring the writing of copy in public communication formats: news releases, features, editorials, brochure copy, speeches, profiles, newsletters, and annual copy. Prerequisite: ENG 220 or permission of instructor. Offered every other year.

COM 235 Introduction to Journalism (3 credits)

This writing practicum introduces students to news stories, feature articles, and editorials. ENG 235 also covers the design and organization of modern newspapers, including local and national publications. Prerequisite: ENG 103. Offered every year.

COM 322 Advanced Public Speaking (3 credits)

This course provides students with the skills that produce effective oral presentation on business topics. The course includes formal individual speeches as well as interactive and group presentations. It is run as a seminar to provide students with experience as moderators. Prerequisite: ENG 212. Offered every year.

COM 335 Principles of Public Relations (3 credits)

This course introduces students to the theory, practice and evolution of public relations in America. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their various clients. Prerequisite: ENG 220. Offered every year.

COM 341 Technical Report Writing (3 credits)

This course trains students to produce documents of a technical nature which are commonly found within a business context. Students are required to prepare a variety of technical reports including software programs, audits, technical manuals and feasibility studies. Prerequisite: ENG 220. Offered every year.

COM 342 Writing for the Computer Industry (3 credits)

This course is designed to increase the student's ability to communicate high-tech information and to review, expand and apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design and text organization. Prerequisite: COM 341. Offered every other year.

COM 435 Feature Writing (3 credits)

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a journalistic focus in the communication major. Students will learn how to develop and organize ideas, adopt their writing for specific audiences, and revise and polish their prose style. Prerequisite: COM 235. Offered every other year.

COM 440 Graphics and Layout in Print Media (3 credits)

Students practice the art and craft of graphic design and layout, including copyfitting, font selection, and other aspects of the printing process. Students produce a variety of pieces during the semester including brochures, flyers and pamphlets. Prerequisite: ENG 220 or permission of instructor. Offered every year.

COM 441 Desktop Publishing (3 credits)

Desktop Publishing is a hands-on introduction to desktop publishing utilizing IBM PC compatibles and Aldus Pagemaker software. In this course, students will learn the purposes, advantages and disadvantages of desktop publishing, learn how to create internal and external publications, logos, resumes and visual aids, and how to choose hardware and software. Prerequisite: COM 440. Offered every year.

COM 444 Video Production (3 credits)

This course includes lectures on history, theory and video techniques as well as hands-on production experiences to provide students with theoretical and applied knowledge of non-broadcast television applications in corporate environments. Prerequisite: ENG 220. Offered every other year.

COM 452 Public Relations Campaign Planning Seminar (3 credits)

This course offers practice in managing communication campaigns from the public relations perspective with emphasis on the production and presentation of campaign plans. Plans will include such issues as media, strategies, target groups, evaluation techniques and budgets. Case studies and actual clients will be used. Prerequisite: COM 335 or permission of instructor. Offered every other year.

COM 490 Communication Cooperative Education Option

Students may use six hours of free electives for placement in a supervised field Cooperative Education Experience. This provides experience in an area within or closely related to the student's major. The Cooperative position must be approved by the Department at the recommendation of the Career Development Center. The student will report on the experience as required by the Cooperative Education syllabus. While the experience is administered through the Career Development Center, academic evaluation is provided by the department. Prerequisite: Permission of Communication advisor and the Career Development Center.

Economics**ECO 201 Microeconomics (3 credits)**

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models which explain the behavior of consumers, producers, and resource suppliers in various market structures. Offered every semester.

ECO 202 Macroeconomics (3 credits)

This course explores the manner in which the overall level of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. In addition, the impact of international transactions on the domestic economy is discussed. Offered every semester.

ECO 301 Managerial Economics (3 credits)

This course applies economic theory and quantitative techniques in the solution of business decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost, and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course. Prerequisites: ECO 201, ECO 202, ACC 210, and MAT 220. Offered every semester.

ECO 306 Money and Banking (3 credits)

This course covers three broad areas. The first is the banking industry, its regulation and internal operations. The second area is the banking industry in the national economy. This includes monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Prerequisites: ECO 201, ECO 202. Offered every year. Writing Intensive Course.

ECO 308 U.S. Economic History (3 credits)

The course develops and explores alternative explanations regarding the forces influencing historical development and growth of the capitalist economic system in the United States. By tracing the progressive development of the United States from a colony, to a newly independent agricultural nation, to a rapidly industrializing society and eventually to a global economic power, the course focuses on the evolving relationships between capital and labor, production and consumption, the development of markets, and government intervention. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 314 Labor Economics (3 credits)

The course develops and explores explanations of the operation of the labor market in the United States capitalist economy. An eclectic approach is used to compare and contrast different views on such issues as: the nature of the working class; the role of trade unions in the labor market; the impact of investments in labor power; the causes of poverty and unemployment; the influence of technological change on the labor market; and the role of the government in the labor market; (i.e. minimum wage legislation, employment training programs, unemployment compensation, retirement and social security). Prerequisites: ECO 201 and ECO 202. Offered every other year.

ECO 322 International Economics (3 credits)

International economics develops and explores alternative explanations of the determinants of international trade and financial flows. Emphasis is placed on analyzing the causes of effects of such international phenomena as: trade patterns, factor mobility, direct and portfolio investment, multinational corporations, balance of payments disequilibria, and government trade and exchange controls. The course highlights the interdependence of nation-states in the world economy and the development of national policies designed to alter or control the pattern of international trade and investment. Prerequisites: ECO 201, ECO 202. Offered every year.

ECO 325 Special Topics in Economics (3 credits)

Topics in Economics will be selected and designed for students in the Bachelor of Applied Science in Hospitality Administration program. Offered as needed. (Open only to students in the Bachelor of Applied Science in Hospitality Administration program).

ECO 327 Economic Development (3 credits)

The economic explanations for development and underdevelopment are studied. Problems faced by less-developed countries attempting to develop are covered as well as alternative approaches to these problems. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 330 Public Finance (3 credits)

The economic rationale for government provision of goods and services in a market system are examined. In addition, efficiency criteria for evaluating government programs are explored. Tax policy and the current U.S. tax structure are also studied. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 335 Urban and Regional Economics (3 credits)

This course looks at the causes of urbanization and the growth of regional economies. Problems arising from urbanization, their effects on local economies, and the government's role in solving these problems are explored. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 340 Comparative Economic Systems (3 credits)

This course examines alternative economic systems ranging from planned systems to non-planned and mixed systems. The systems of the major developed and developing countries are studied. In addition, the elements and problems that go into "putting an economic system together" are explored. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 345 History of Economic Thought (3 credits)

The course analyzes the evolution of economic theory. Schools of thought covered include mercantilism, classical political economy, Marxist political economy, neo-classical and Keynesian economics, as well as institutionalism. Through this survey the course seeks to emphasize the historical origins of modern theories and debates. Prerequisites: ECO 201, ECO 202. Offered every other year.

ECO 402 Business Cycles and Forecasting (3 credits)

The course emphasizes the underlying theory of business cycles and the application of this theoretical structure to forecasting business conditions and economic activity in general. Advanced concepts in macroeconomics provide the basic economic models. The forecasting aspect of the course encompasses classical regression, time-series analysis, and some contemporary methods. Computer implementation of some of these techniques will be an integral part of the course. Prerequisites: ECO 201, ECO 202, MAT 220. Offered every year.

ECO 480 Independent Study (3 credits)

This course allows the student to investigate any economic or finance subject not incorporated into the curriculum. By permission of instructor, Department Chairperson and Academic Dean. Prerequisite: ECO 201, ECO 202, MAT 220. Offered every year.

ECO 490 Cooperative Education (6 credits)

The Economics/Finance Cooperative Education option is a semester of supervised career-related work experience. The student is required to prepare monthly on-the-job reports and also prepare a final written analysis in a case study format. Prerequisite: Consent of the Department and the Career Development Center. Offered every year.

Education**EDU 200 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 are emphasized. Counts as a liberal arts elective. Offered every year. Writing Intensive Course.

EDU 201 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 and learning technology are also emphasized. Prerequisite: PSY 108 Counts as a liberal arts elective. Offered every year. Writing Intensive Course.

EDU 290 Field Experience (3 credits)

Field experience provides future teachers with varied educational experiences appropriate to the major teaching area. Typical experience includes working as teaching assistants and visitations to a variety of schools. Periodic written reports are required throughout the term. Offered every semester.

EDU 300 Principles of Business and Vocational Education (3 credits)

The field of business education, its curriculum, levels, facilities, materials, research and issues are studied. Emphasis is on current practices in business education. Counts as a liberal arts elective. Offered every year.

EDU 301 Evaluation, Measurement and Testing (3 credits)

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts is discussed. The use of standardized and teacher-made tests is also examined. Prerequisite: MAT 111. Counts as a liberal arts elective. Offered every year.

EDU 310 Methods of Teaching Keyboarding and Office Technology (3 credits)

Students will study methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in keyboarding, word processing, shorthand, and office procedures. Prerequisite: OAD 110 or permission of Program Coordinator. Offered as needed.

EDU 313 Methods of Teaching Accounting and General Business (3 credits)

This course studies 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, information processing, and basic business courses. Prerequisite: ACC 210. Offered as needed.

EDU 314 Coordination of Realistic Work Experience (3 credits)

This course examines the philosophy and objectives of cooperative vocational education and other work experiences, 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. Offered as needed.

EDU 315 Methods of Teaching Marketing Education (3 credits)

The methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of marketing education are covered. Offered as needed.

EDU 320 Methods of Teaching English (3 credits)

This course prepares students to teach reading, writing, and literature to high school students, grades 7 through 12. Students will learn how to prepare and deliver lessons, use educational media, and evaluate writing and reading. The course will also introduce students to important theories of reading and writing pedagogy. Topics such as study skills, listening skills, oral communication, and English as a Second Language will be discussed. Students should take this course the semester prior to their student teaching. Prerequisite: Junior Standing. Offered as needed.

EDU 325 Methods of Teaching Mathematics (3 credits)

This course for prospective secondary mathematics teachers will develop skills in planning classroom activities, provide an opportunity to make classroom presentations, examine applications through which students can be motivated to learn mathematics, look at current trends and recommendations, and promote the importance of enjoying and being excited by mathematics as critical to creating student interest. Prerequisite: Senior Standing or permission of instructor. Offered as needed.

EDU 490 Student Teaching (12 credits)

All Teacher Education majors have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During the semester, the student-teacher receives close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty. In-school seminars are also held. Prerequisite: Senior Standing. Offered every term.

English

ENG 100 Reading Strategies (3 credits)

Reading strategies is a reading and study skills course that is aimed at improving the verbal skills of students who are reading below college level. It provides students with practical applications of reading techniques with their own textbooks as well as encouraging wide reading, with corresponding writing assignments, of materials of a student's choice. Reading Strategies is open to students only with permission of the instructor. Students enrolled in English 100 must complete the course before enrolling in English 101. Offered every year.

ENG 101 Basic Writing (Composition I)(3 credits)

This course concentrates on basic reading and writing skills: reading for general ideas and specific support; writing properly developed short essays. Clear expression, appropriate support and structure, and correct mechanics are stressed. Introduction to the library for research and use of word processing for drafting and revision of essays are also covered. Class size is limited; conferences on papers and, when necessary, tutoring through the Learning Center are required. The final examination in English 101 is the English Basic Writing Competency Exam. The student must pass this test to receive credit for the course. Offered every semester.

ENG 102 Process Writing (Composition II) (3 credits)

This course develops fully the steps of process writing—explore, focus, order, develop, and clarify with workshops and individual conferences. English 102 concentrates on the writing of a few long papers. Analytical reading skills, library research for supporting evidence, and individual tutoring through the Learning Center for individual problems in writing are also important parts of the course. Prerequisite: ENG 101 or permission of instructor. Offered every semester.

ENG 103 Analytical Writing (Composition III) (3 credits)

This course continues the use of process writing in the area of argumentation. Critical reading skills, evaluative research techniques, including the research paper, and the fundamentals of persuasion are the major areas of concentration. (N.B. Upon successful completion of English 103, students are eligible to sit for the College Writing Proficiency Examination, a College graduation requirement.) Prerequisite: ENG 102. Offered every semester.

ENG 212 Public Speaking (3 credits)

This course is designed to help students develop abilities for all speaking situations, including skills in organization and delivery. The evaluation and improvement of voice, diction, articulation, and posture are also studied. Prerequisite: ENG 102. Offered every semester.

ENG 213 American Literature I (3 credits)

English 213 is a survey of major American writers from 1620 through the Civil War. Authors of Colonial, Enlightenment, and Romantic periods in American literature are considered with the emphasis on their historical backgrounds. Prerequisite: ENG 101 or permission of instructor. Offered every fall.

ENG 214 American Literature II (3 credits)

English 214 is a survey of major American writers from the 1870's through the contemporary age. Emphasis in this course is on the role of the individual and the artist in an increasingly industrialized and technological culture. Prerequisite: ENG 101 or permission of instructor. Offered every spring.

ENG 215 Survey of the Theatre (3 credits)

ENG 215 is the study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 220 Business Communication (3 credits)

ENG 220 is a practical introduction to the preparation of business correspondence, employment applications and resumes, and formal research reports. Emphasis is placed on written communication skills. Prerequisite: ENG 103. Offered every semester.

ENG 223 English Literature I (3 credits)

This is a survey of English literature including the works of Beowulf, Chaucer, Shakespeare, Milton, Swift, Pope, and Johnson. This course examines the history and evolution of English literature as well as a variety of literary types. Prerequisite: ENG 101 or permission of instructor. Offered every fall.

ENG 224 English Literature II (3 credits)

This course covers the Romantic, Victorian and Modern literary periods. It examines the works of the Romantic poets, Victorian novelists and Modern literary artists including Shaw, Joyce and Eliot. Prerequisite: ENG 101 or permission of instructor. Offered every spring.

ENG 225 Introduction to Poetry (3 credits)

ENG 225 is an introduction to the study and appreciation of poetry. It seeks to give students a grasp of the nature and variety of poetry, means of reading it with appreciative understanding, and ideas on how to evaluate it. The focus is on the work of English and American poets, both traditional and modern. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 226 Contemporary Poetry (3 credits)

English 226 is a survey of contemporary poetry, mainly American and English. Specific content varies with each offering. Prerequisite: ENG 101 or ENG 225 or permission of instructor. Offered every other year.

ENG 234 Modern Authors (3 credits)

ENG 234 introduces students to literature of the modern age, roughly late 19th century to the present. Depending on the term, the course is organized around different literary themes or movements. Prerequisite: ENG 101 or permission of instructor. Offered every other year.

ENG 301 World Mythology (3 credits)

This is a course in World Mythology with special emphasis on the “hero’s quest” myth as it is manifested in various cultures. Students will be asked to explore the meanings of mythological figures, motifs, and references from a variety of perspectives. Offered as needed.

ENG 305 English Grammar (3 credits)

This is a course in English syntax. Its main goal is to describe the ways in which sentences are formed in current English. Its overall purpose is to ensure an understanding of English rules and structure that is active and specific rather than passive and vague. This course is required for English and English Education majors and serves as a liberal arts elective for non- majors. Prerequisites: ENG 103 or junior or Senior Standing. Offered as needed.

ENG 316 Contemporary Drama (3 credits)

ENG 316 is a consideration of modern plays from Twentieth-century literature. The American, British, Russian, Scandinavian, and Irish theaters are among those studied. Prerequisite: ENG 102 or permission of instructor. Offered every other year.

ENG 319 Shakespeare (3 credits)

Students in ENG 319 study selected Shakespearean comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked. Prerequisite: ENG 102 or permission of instructor. Offered every three semesters.

ENG 320 Special Topics in English (3 credits)

This course is meant to allow instructors to experiment with new course offerings. Specific content may be offered on a one-time basis only, after approval by the Humanities/Social Science Chairperson. A course description and syllabus will be posted in the Registrar’s Office. Prerequisite: ENG 102 or permission of instructor. Offered as needed.

ENG 330 Seminar in Advanced Writing (3 credits)

ENG 330 is a course of study for students seeking experience in writing beyond freshman composition. Various models of writing are studied and practiced. Prerequisite: B grades in ENG 102 and ENG 103 or permission of the Department Chairperson. Offered every three semesters.

ENG 331 American Business in Literature (3 credits)

By applying humanistic perspectives to the business world, ENG 331 examines the ways in which important American writers express and critique the values, styles, rituals, symbols, psychology, and history of business. This course includes the close readings of imaginative literature, stories, poems and plays. Prerequisite: ENG 102. Offered every other year.

ENG 332 The Nature Writers (3 credits)

This course introduces students to the prose and poetry by major British and American writers and naturalists who observe nature vividly and who write about human's relationship to the natural environment. Prerequisite: ENG 102. Offered every other year.

ENG 333 Introduction to Linguistics (3 credits)

ENG 333 is an introduction to selected topics in English linguistics including dialects, usage, history, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered. Prerequisite: ENG 102. Offered every three semesters.

ENG 336 Thoreau and His Contemporaries (3 credits)

This course considers the works of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Other members of the Concord School are also discussed. Prerequisite: ENG 102. Offered every other year.

ENG 342 Non-Fiction Prose (3 credits)

This course examines non-fiction literature as a literary genre with sub-genres, as a reflection of the social and cultural milieu in which it is produced, and as a reflection of a writer's style. Readings include reportage, history, biography, journals, travel writing. Prerequisite: ENG 102. Offered every other year.

ENG 450 Seminar in American Literature (3 credits)

This course emphasizes research and analytical skills in American Studies. The specific subject matter will vary according to the judgment of the instructor, who will select a particular focus from the whole range of American Literature. Emphasis will be on the intensive study of a literary master with particular interest in historical and cultural milieu. It will serve as both a final course in American Studies and as an introduction to the techniques and formats of graduate education, independent research and analysis presented to a body of one's peers. The course will serve as a capstone for English and English Education majors, as well as an elective for Humanities majors or seniors. Prerequisite: Senior Standing. Permission of instructor required for non-majors. Offered as needed.

Fine Arts

FAS 121 Survey of Western Art History (3 credits)

This course focuses on understanding and appreciating the visual arts, particularly painting. Emphasis is placed on the economic and intellectual history of each period, as it influenced the art of the era. Slides are used to illustrate course material. Offered every three years.

FAS 223 History and Literature of Music (3 credits)

FAS 223 is a broad study of music from the early Greeks to modern day including classical, electronic, and popular music. One of the themes is the correlation of the music of the past with that of the present. Offered every three years.

FAS 224 Music in the Romantic Period (3 credits)

FAS 224 studies the importance of the Romantic Period in music. Music of the Renaissance, Baroque, Classical and 20th century are presented in a very condensed form to illustrate characteristics of and comparisons to the unique age of Romantic music. Offered every three years.

FAS 225 Useful Photography (3 credits)

Useful photography reviews the various kinds of still cameras and the ways in which the use of light, visual impact, and optical effects can be employed by the student. The student is encouraged to take photographs during the term, and to develop applications of the knowledge to practical situations. Offered only in the Division of Continuing Education.

FAS 227 History of Jazz• (3 credits)

This course details the history of jazz and jazz styles. Attention is paid to the interrelationships between jazz and other elements of American culture. Students will gain experience in purposeful listening that will enhance their ability to enjoy not only jazz but music generally. Offered every three years.

FAS 276 American Music (3 credits)

This course deals with all aspects of American music from the sacred music of the New England colonies (1620) to the present. The student is given a basis for the awareness, realization, and understanding of our musical culture. No musical background is presumed. Offered every three years.

FAS 330 Introduction to Film (3 credits)

This course involves the viewing and analysis of representative films—fictional, documentary and experimental. Students become acquainted with film theory, basic terminology, film history, aesthetics and production techniques through three lectures and two scheduled viewing hours per week. Offered every other year.

FAS 340 Modern Art (3 credits)

This course presents an introduction to the major artists, works, and stylistic periods of modern art, relating them to historical and cultural contexts of the twentieth century. It aims to stimulate the appreciation of art in students who have had little or no exposure to the subject. Offered as needed.

Freshman Experience**FEX 100 Freshman Experience Seminar (3 credits)**

This course offers an opportunity for freshmen to become familiar with and adjust to the collegiate experience. Broad issues of human development as they pertain to the transition from high school to college are explored. Also included are issues related to the nature, purpose and processes of postsecondary education with particular emphasis on the freshman year. Career planning, study skills, communication skills and interpersonal relationships are also major components of the course. Offered as needed.

Finance**FIN 101 Personal Finance (3 credits)**

This course introduces the student to the concepts involved in budgeting, capital budgeting, cash flow, and investments at the personal level. The course also provides valuable practical knowledge in the field of personal finance. (Not open to Economics/ Finance majors) Offered only in the Division of Continuing Education.

FIN 220 Introduction to Investments (3 credits)

Various investment vehicles, including stocks, bonds and commodities, are introduced and examined. The course emphasizes the decision-making process that underlies all investment decisions. Prerequisites: ECO 201, ECO 202, MAT 111 or MAT 150. Offered every semester.

FIN 320 Introduction to Business Finance (3 credits)

This course is designed to survey the corporate finance discipline, to examine the financial management of corporations, to develop skills necessary for financial decision-making, and to acquaint students with money and capital markets and institutions. Prerequisites: ECO 201, ECO 202, MAT 111. Offered every semester.

FIN 322 Risk Management and Insurance (3 credits)

This course examines the concept of risk, principles of risk management, private and social insurance mechanisms, and the insurance industry. Special attention is given to business and personal risks associated with loss of income, the ownership of property, and legal liability. Students are required to prepare and submit a written business and/or personal plan of risk management. Prerequisites: ECO 201, ECO 202. Offered as needed.

FIN 324 Security Analysis (3 credits)

This course offers an opportunity for the student to examine modern theories and approaches in the area of portfolio selection, security analysis and bond management. Particular emphasis is placed on integrating modern portfolio selection models with traditional valuation theory and analysis. Prerequisites: FIN 220, FIN 320, ECO 201, ECO 202. Offered every year.

FIN 336 Multinational Corporate Finance (3 credits)

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated including an analysis of the criteria for choices among alternative foreign investments. The effects of international corporate financial planning are examined including such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices. Prerequisites: ECO 201, ECO 202 and either FIN 320 or FIN 435, Junior/Senior Standing, or permission of instructor. Offered every year.

FIN 435 Financial Policy and Decision-Making (3 credits)

This course is designed to pursue financial decision-making under real world considerations of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within the firm and managing the capital structure. Prerequisites: ECO 201, ECO 202, MAT 111 and either FIN 320 or ACC 306. FIN 435 will be offered only in the fall, except in special situations. Writing Intensive Course.

Fashion Merchandising**FMK 101 Basic Design and Color Theory (3 credits)**

This course examines the basic principles of design including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. Offered every spring.

FMK 202 Fashion Merchandising (3 credits)

Fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores are studied. Merchandising systems, assortment plans and inventory control methods are analyzed. A field trip to New York City's market district is a possibility. Prerequisites: MKT 113, MKT 222. Offered once a year. Writing Intensive Course.

FMK 203 Retail Sales Promotion (3 credits)

This course includes both personal and non-personal phases of sales promotion. The preparation of advertising and the design and execution of window and department displays are covered as well as special promotional events. Prerequisites: MKT 113, MKT 222, FMK 202, or permission of instructor. Offered every spring.

FMK 204 Product Analysis and Design (3 credits)

Textile information pertinent to merchandising, analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics are included in this course. Correct concepts of color and design are explored and exposure to non-textile materials used in the fashion industry is given. Offered every spring.

FMK 490 Fashion Merchandising Cooperative Education (3 credits)

The student shall have the option of (1) working as a Cooperative student anywhere in the United States 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. Prerequisite: Consent of the Career Development Center.

Geography**GEO 201 World Geography (3 credits)**

This is a course that emphasizes the importance of global location and topography on the people who inhabit the various continents and regions of the Earth. Students will be involved in projects designed to make them familiar with their planet and aware of its many features and how those features influence human lives. Offered every other year.

Government**GOV 109 Introduction to Politics (3 credits)**

Introduction to Politics examines theories of government, the nature of state, and the citizen. The course surveys American government, comparative politics, and international relations. Offered every year.

GOV 110 American Politics (3 credits)

GOV 110 is the study of policy-making in the American national political system. Emphasis is placed on interest groups, PACS, and on the activities of sub-governments in the formulation of policy. Offered every year.

GOV 311 International Relations (3 credits)

The study of international politics is considered from a national interest perspective. The means of formulating and executing policy in the context of a system of sovereign states is emphasized. Included as well is a consideration of the influence of recent entrants in international relations such as multi-national corporations, the European Economic Community and OPEC. Prerequisite: GOV 109, or GOV 110, or Junior Standing. Offered every other year.

GOV 313 Comparative Government (3 credits)

In GOV 313 the political systems of various countries of the world are studied and compared through an analytical approach which accentuates participation, policy and political culture. Specific countries are selected for study according to the interests of both prospective students and the instructor. Prerequisite: GOV 109, or GOV 110, or Junior Standing. Offered every other year.

GOV 314 Political Theory (3 credits)

GOV 314 is an analytical survey and study of major political and social theories in western culture from Plato to Marx, emphasizing the historical and fundamental concepts of freedom and justice in the modern state. Prerequisites: GOV 109, GOV 110, or PHL 110. Offered every three years.

GOV 316 Constitutional Freedoms (3 credits)

This course studies the fundamental freedoms and liberties protected by the United States Constitution, and the structure and operations of the judiciary within the American political process. Prerequisite: GOV 109, or GOV 110, or Junior Standing. Offered every other year.

GOV 317 Politics and the Media (3 credits)

GOV 317 examines the relationship between the information media and the political system. Issues addressed include various models of the press, media roles in political education, propaganda, election campaigns, and First Amendment issues. Students are expected to volunteer to work a minimum of 20 hours in a presidential primary campaign. Prerequisite: GOV 109, or GOV 110, or COM 226, or permission of instructor. Offered every four years to coincide with the presidential elections.

GOV 350 Business, Government and Public Policy (3 credits)

This course addresses the relationship that exists between business interests and governments, both domestic and foreign, that may impinge on their operations. Issues addressed begin with an understanding of the lobbying rights involved that drive lobbying and campaign finance, and continue through a study of the regulation of business by government. Prerequisite: GOV 109 or GOV 110. Offered every other year.

History**HIS 109 Ancient and Medieval History (3 credits)**

HIS 109 is an appreciation of those ideas, values, trends, and movements in Ancient and Medieval history that contribute significantly to Western civilization and world culture. Emphasis is placed on the civilization of Egypt, Mesopotamia, Greece, Rome and Western Europe. Offered every year. HIS 110 Modern European History (3 credits) HIS 110 is an appreciation of those ideas, values, trends, and movements in Nineteenth and Twentieth-century European history that have shaped and influenced contemporary civilization. The focus is primarily on Western Europe. Offered every year.

HIS 110 Modern European History (3 credits)

HIS 110 is an appreciation of those ideas, trends, and movements in Nineteenth and Twentieth-century European history that have shaped and influenced contemporary civilization. The focus is primarily on Western Europe. Offered every year.

HIS 213 American History I (3 credits)

HIS 213 studies the political, economic, and social development of the American people from the Colonial period to the end of the Civil War. Special attention is given to the Colonial era, early national period, Jacksonian Democracy, and the Civil War. Offered every year.

HIS 214 American History II (3 credits)

HIS 214 studies the political, economic, and social development of the United States from the end of the Civil War to the present. Special attention is given to the period following World War II. Offered every year.

HIS 218 American Diplomatic History (3 credits)

HIS 218 studies the development and implementation of the foreign policy of the United States from 1900 to the present. Considerable time is spent on analyzing the conflict between ideals and national self-interest of American diplomatic policies. Offered every other year.

HIS 220 Europe in the Twentieth Century (3 credits)

HIS 220 studies European history from the point of view of civilization in a constant state of crisis. World War I, the insecure 1920's and 1930's, World War II, and the Cold War era since 1945 are the subjects of study. Offered every other year.

HIS 224 Introduction to Canada (3 credits)

This course on the history of Canada embraces the period from 1500 to the present, focusing on the evolution of the two founding nations while examining the development of Canada in the North American context. Canada is studied from a historical, political, regional, economic and cultural perspective with special attention given to relations with the United States. Offered every three years.

HIS 241 World War II (3 credits)

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930's which contributed to the outbreak of World War II. Offered every other year.

HIS 245 America Since 1945 (3 credits)

HIS 245 is a study of the Cold War period, including the Korean and Vietnam Wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations but includes more recent administrations. Also considered are the New Frontier, the Great Society and the Civil Rights movement of the 1960's. Offered every other year.

HIS 315 Russian/Soviet Society in the Twentieth Century (3 credits)

This course studies Russian/Soviet history from 1905 to the present with emphasis on revolutionary traditions, government and politics, culture and religion, and social philosophy. Prerequisites: Junior standing and completion of a core course in political science (GOV), sociology or history. Offered every three years.

HIS 430 Seminar in Civil War (3 credits)

The battles and campaigns that represented the important turning points of the Civil War are discussed with considerable attention to the factors that brought about the war. Prerequisite: HIS 213 or permission of the instructor. Offered every three years.

HIS 476 Seminar on American Revolution (3 credits)

This course deals with the events and factors which led to the outbreak of rebellion, the Revolution, and the period of nation-making which followed national independence. Offered every three years.

Hotel**HTL 112 Introduction to the Hospitality Industry (3 credits)**

The history and development of the hospitality industry from Greek and Roman times to the present day are covered. The organization and functions of modern operations, contrasting differences and similarities of resorts, hotels, and restaurants are discussed. Students develop an awareness and understanding of industry terminology. Offered every year.

HTL 215 Hotel Information Systems (3 credits)

A systems approach is used to examine the flow of information which occurs as a guest makes a reservation, checks into, occupies, and checks out of a hotel. The course contains an in-depth analysis of current manual and computer-based systems that facilitate the flow of information in a hotel. Prerequisite: CIS 100. Offered every year.

HTL 314 Promotional Activities (3 credits)

This course studies the methods and tools used by hotels to promote business externally and internally. Included as a major part of the course is a study of the process of identifying primary and secondary markets, and feasibility studies for hotel construction. Prerequisite: MKT 113. Offered every year. Writing Intensive Course.

HTL 320 Hospitality Managerial Accounting (3 credits)

This course emphasizes the methods and procedures of internal control for hotels and restaurants. Management tools available to interpret and analyze data which contribute to more effective decision making are also examined. Prerequisite: ACC 210. Offered every year.

HTL 416 Law of the Hospitality Industry (3 credits)

An examination of the common and statutory laws applicable to the hospitality industry. Included are discussions of the innkeeper's duties and responsibilities to the guests, the duty to maintain the property, the duty to receive travelers, the vicarious liability for employee actions, and the liability for guests' property. Offered every year.

HTL 418 Seminar (3 credits)

This is a senior level course designed to bring together theory, practical knowledge, and individual experience from other course work and industry. Case studies of hotel and restaurant operations provide a framework for discussion of current problems and activities in the hospitality industry. Prerequisite: Senior Standing. Offered every year. Writing Intensive Course.

HTL 421 The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry (3 credits)

This course provides the student with an understanding of the importance of maintenance, energy and energy costs. Discussion of decision-making processes regarding planning, use of energy systems and cost-cutting measures in their operation are studied. The interaction of management, engineering and maintenance are also explored. Offered as needed.

HTL 429 Hotel Administration (3 credits)

The course considers the analysis of theories, principles, and techniques of hotel management. Subjects include principles of organizing, formulating goals and objectives, decision-making processes, staffing, employee/guest relations and labor management negotiations. Emphasis is on problems and issues encountered by management. Offered as needed.

HTL 490 Cooperative Education (3 credits)

This provides a guided Cooperative Education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to Hotel majors only. Prerequisite: Consent of the Career Development Center. Offered every year.

HTL 491 Cooperative Education (12 credits)

Guided Cooperative Education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to Hotel majors only with permission of the Department Chairperson. Prerequisite: Consent of the Career Development Center.

Note: A Cooperative Education Experience for all Hotel/Food and Beverage/Tourism students is mandatory. Students will normally be required to take HTL 490 Cooperative Education, for (3) three credits. However, students may, with the permission of the department chairperson, take in its place HTL 491 Cooperative Education for (12) twelve credits. HTL 490 involves work experience over one summer and HTL 491 involves work experience over an academic semester and one full summer.

Humanities

HUM 230 Changing Roles of Men and Women in Western Society (3 credits)

HUM 230 is an interdisciplinary course based on the critical study of short stories, plays and poems written by and about women. Letters and historical-sociological essays concerning the role of women in society will also be studied. Some of the representative writers in the course include Adams, Wollstonecraft, Mill, Woolf, Hemingway, Meade, and Mailer. One course objective is to summarize women's social and economic roles. Offered every other year.

HUM 301 Introduction to the Humanities I: Greece through the Renaissance (3 credits)

Assuming little or no previous exposure to its content, this course offers vocabulary, understanding, and appreciation of the visual arts, music, literature, and ideas in the context of changing cultural environments, including ancient Greece and Rome, the Medieval Period and the Renaissance. May be taken independently of HUM 302. Offered every year.

HUM 302 Introduction to the Humanities II: Baroque through Modern (3 credits)

Continuing Humanities 301, this course introduces visual arts, music, literature, and ideas in various cultural environments, including the Baroque, Enlightenment, Romanticism, post-Romanticism, and Modernism. May be taken independently of HUM 301. Offered every year.

HUM 320 Special Topics in Humanities (3 credits)

This course is meant to allow instructors to experiment with new course offerings. Specific contents may be offered on a one-time basis only, and only after approval by the Humanities/Social Sciences Chairperson. A course description and syllabus will be posted in the Registrar's Office. Offered as needed.

Marketing

MKT 113 Introduction to Marketing (3 credits)

This course examines the basic functions involved in the exchange process designed to meet customer's needs. Such functions include marketing research, product design, promotional activities, distribution, and pricing. Offered every semester.

MKT 222 Principles of Retailing (3 credits)

This course studies the basics of retailing with emphasis on the development of retail institutions, merchandising, pricing, and contemporary problems of retailers in today's business environment. Prerequisite: MKT 113. Offered every spring.

MKT 320 Sales Management (3 credits)

This course analyzes the sales function in modern business. The course consists of a study of management of field sales forces with special emphasis on structural planning as well as on operational control over recruiting, retention, supervision, motivation, and compensation of sales personnel. Prerequisite: MKT 113, Junior standing, or permission of instructor. Offered once a year. Writing Intensive Course.

MKT 322 International Retailing (3 credits)

This course will compare and contrast retail institutions in selected foreign countries with those in the United States. An examination of the social, economic and political influence on the development of retailers in foreign countries is conducted. A look at how retailing trends spread from culture to culture is considered. Examinations of the similarities and differences in merchandising, sales promotion, pricing, and personal selling policies of retailers around the globe are examined. Prerequisite: MKT 222. Offered as needed.

MKT 327 Retail Site Selection and Facilities Planning (3 credits)

This course is concerned with store location research and begins with an analysis of urban areas - their functions, land use patterns, spatial organization, and the urban economy. Also featured in this course are concepts of store layout and design as they relate to proper marketing strategy in a retail environment. Importance of atmospherics, internal traffic patterns, and effective positioning of merchandise within a store are stressed. Prerequisite: MKT 222. Offered as needed.

MKT 329 Principles of Advertising (3 credits)

This course is designed to give students an understanding of advertising, and of the role the media play in advertising strategy. This course focuses on the planning, research, and creative skills needed to reach promotion objectives. Prerequisites: MKT 113, ENG 103. Offered every semester.

MKT 331 Industrial Marketing (3 credits)

This course explores the concepts of how a business organization buys, how the market is evaluated, how the industrial marketing mix is established, how industrial marketing plans are developed and how to sell to the private industrial, institutional, and governmental markets. Prerequisites: MKT 113, MKT 320, or permission of instructor. Offered every other year.

MKT 335 Sales and Persuasion (3 credits)

This course develops for the student an understanding of, and practical ability to use intelligent, ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life. Prerequisite: MKT 113. Offered once a year.

MKT 337 Marketing Research (3 credits)

This course introduces the student to the techniques of gathering, analyzing, and using information to aid marketing decision-making. Student projects may be required. Prerequisites: ENG 103, MKT 113, MAT 220. Offered every semester.

MKT 345 Consumer Behavior (3 credits)

This course explores the behavior that consumers display in searching, purchasing, using, evaluating, and disposing of products. Prerequisites: MKT 113, ADB 125, PSY 108. Offered every semester.

MKT 350 Consumerism (3 credits)

This course explores current issues and problems in marketing. The emphasis is on identifying crucial issues, exploring all possible viewpoints, and examining remedies in order to facilitate the development of students' own positions on those issues. Prerequisite: MKT 113. Offered as needed.

MKT 428 Advertising Research & Media Measurement (3 credits)

This course applies marketing research techniques to the field of advertising. Topics covered include: research of an advertising campaign; and a survey of the research companies and reports used in evaluating the success of the advertising effort. Prerequisites: MKT 329, MKT 337. Offered as needed.

MKT 429 Advertising Campaigns (3 credits)

This advanced course in advertising and promotion covers the application of marketing strategies and theories to the development of a complete, multi-media advertising campaign. Aspects covered include: the gathering of primary and secondary marketing research data, the establishment of an integrated marketing strategy plan, the development of creative exhibits in both the strategy print and broadcast media, and the construction of a media traffic plan. Prerequisites: MKT 329, MKT 337, MKT 345, or permission of instructor. Offered as needed.

MKT 432 Marketing Strategies and Policies (3 credits)

Marketing Strategies and Policies is the capstone course of the undergraduate marketing curriculum. It focuses primarily on decisions required of marketing executives as they seek to develop, implement, and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environ-

ments. Prerequisites: MKT 113 and the completion of four of the following courses: MKT 222, MKT 320, MKT 329, MKT 331, MKT 337, MKT 345, MKT 442. Senior Standing. Offered every spring. Writing Intensive Course.

MKT 433 Multinational Marketing (3 credits)

The development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution, and production activities is covered. International similarities and differences in marketing functions, as related to the cultural, economic, political, social, and physical dimensions of the environment are examined. Also considered are the changes in marketing systems as well as the adoption of marketing philosophies and practices to fill conditions in different countries. Prerequisites: MKT 113, ECO 202. Offered once a year.

MKT 442 Retail Management (3 credits)

An advanced level course beyond the scope of MKT 222, this course is geared to the retailing major. Inventory planning and control, operational budgeting, interpreting consumer demand, mall management, and overall coordination of merchandising policies within a retail framework are covered. Many different management styles are observed and discussed. Prerequisite: MKT 222. Offered every spring. Writing Intensive Course.

MKT 448 Special Topics in Marketing (3 credits)

This course is an in-depth investigation into specialized research and application areas within the realm of marketing thought and theory. Topics may differ each time the course is offered. Prerequisites: MKT 113, and permission of the instructor. Offered as needed.

MKT 480 Independent Study (3 credits)

Independent study allows the student to investigate any marketing subject not incorporated into the curriculum or to do in-depth study or research in a specialized area of marketing. Prerequisite: permission of instructor, Department Chairperson and Academic Dean.

MKT 490 Marketing Cooperative Education (12 credits)

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where marketing principles and practices can be learned firsthand. Prerequisites: Open to Marketing majors only with permission of the Career Development Center.

MKT 495 Retailing Cooperative Education (12 credits)

This closely supervised on-the-job-training combines classroom theory with business experience. Students spend one semester working in an environment where retailing principles and practices can be learned firsthand. Prerequisites: Open to Retailing majors only with permission of the Career Development Center.

Mathematics

MAT 050 Fundamentals of Mathematics (3 credits)

This course includes a review of basic arithmetic and an introduction to elementary algebra. Offered every semester. (This course carries 3 credits which apply to the GPA; however, the credits do not count toward degree requirements).

MAT 100 Business Mathematics (3 credits)

MAT 100 surveys the mathematical techniques essential to everyday business life. Operating statements, interest calculations, taxes, payroll, pricing, consumer credit and the metric system are all included among the topics at the discretion of the instructor. (Cannot be used as an elective by students who have completed MAT 110 or MAT 111 or MAT 150.) Offered as needed.

MAT 105 Merchandising Mathematics (3 credits)

MAT 105 surveys the mathematics essential in the maintenance of the retail store—operating statements, mark-up and mark-down, average maintained mark-up, turnover, open-to-buy, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed MAT 110 or MAT 111 or MAT 150. A waiver of this restriction is awarded for four-year Retailing majors.) Offered every fall.

MAT 110-111 Finite Mathematics I & II (3 credits each)

This sequence is designed to give the student a review of algebra and a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, math of finance, and matrix theory are investigated. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisites: MAT 110-None MAT 111-MAT 110 or equivalent. Offered every semester.

MAT 112 Mathematics for Hospitality Administration (3 credits)

This applied mathematics course includes a variety of quantitative skills required by professionals in the hospitality field. (Open only to students enrolled in the Bachelor of Applied Science in Hospitality program). Offered as needed.

MAT 150 Honors Finite Mathematics (3 credits)

Honors Finite Mathematics is a one-semester course that includes material usually covered in two semesters by MAT 110 and 111. The course is designed for those students with a strong mathematics background in algebra. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111). Prerequisite: Permission of the Mathematics Department Chairperson. Offered every fall.

MAT 210 and MAT 211 Calculus I and Calculus II (3 credits)

These courses include the traditional topics found in each most Calculus I and II courses. These include, but are not limited to limits, continuity, differentiation, natural log and exponential functions, trig functions, integration, techniques of integration, multivariate calculus, Taylor series, and differential equations. The numerous applications, however, where appropriate focus on business and economics.

Prerequisites: For MAT 210: MAT 111 or MAT 150

For MAT 211: MAT 210

Offered as needed.

MAT 220 Statistics (3 credits)

MAT 220 is a fundamental course in the application of statistics including descriptive statistics, probability distributions, hypothesis testing and basic linear regression. (A student who has completed MAT 250 may not register for MAT 220). Prerequisite: MAT 111 or equivalent. Offered every semester.

MAT 250 Honors Statistics (3 credits)

This course is designed to provide a challenge for the MAT 150 student. Applications and some theories of statistics are presented in greater depth than in MAT 220. (A student who has completed MAT 220 may not register for MAT 250). Prerequisite: MAT 150 or permission of instructor. Offered as needed.

MAT 251 Honors Business Calculus (3 credits)

This course is designed to provide a continued challenge for the MAT 150 student. Applications and some theory of statistics are discussed in greater depth than in MAT 210. As a result, more time can be allocated to theory and a variety of applications to business and economics. (Students who have completed MAT 210 may not register for MAT 251). Prerequisite: MAT 150 and exposure to high school calculus or permission of the instructor. Offered every fall.

MAT 300 Regression Analysis (3 credits)

Beginning with a review of hypothesis testing, the course quickly moves into a study of regression analysis of residuals, multiple regression, polynomial regression, indicator variables, and analysis of variance (as an extension of regression). Experience using interactive statistical packages is provided. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 305 Introduction to Quantitative Methods (3 credits)

This course develops the use of probability models in management decisions. Topics will be chosen from the following: quality control, Bayesian Decision Theory, Markov Chains, linear programming, inventory control, queuing theory, replacement theory and simulation. The course may integrate computer work with classwork (at the discretion of the instructor). Prerequisites: MAT 220 and CIS 100 or equivalent. Offered as needed.

MAT 310 Non-Parametric Statistics (3 credits)

This is an introductory course in non-parametric statistical techniques as they apply to business applications. Various procedures are examined based on the scales of measurement. Independent and dependent sampling tests for 2 and sample cases are examined. SPSS and STATPAK are generally used to expand on the examples. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 315 Modern Algebra (3 credits)

Algebra is concerned with sets of objects and operations on these sets. This course will take students beyond the real number and polynomials to groups and other algebraic structures. In a modern, or abstract algebra course, one assumes a small number of basic properties as axioms and then proves many other properties from the axioms. This will assist the student in becoming more proficient at proof-writing. Prerequisite: MAT 211 or permission of instructor. Offered as needed.

MAT 320 Discrete Structures (3 credits)

This course studies those mathematical structures whose objects and operations can be efficiently manipulated by computers. The techniques of groups, rings, fields, and combinatorics (graph theory and counting) will be used to study structures appropriate to computer science, error correcting codes, logic circuits, sorting algorithms, automata, and formal languages. Prerequisite: MAT 111 or MAT 150. Offered as needed.

MAT 330 Modern Geometry (3 credits)

Geometry is one of the classical subjects taught not only to mathematics majors, but at one time, to all students. Most people associate classical Euclidean Geometry with the subject, but the subject has progressed far beyond Euclid. Modern geometry in its union with algebra and analysis has provided the seed for many areas of modern mathematics. This course will survey these areas and give the student a real sense of the new directions to which the subject leads. Prerequisite: MAT 211 or permission of instructor. Offered as needed.

MAT 410 Historical Trends in Mathematics (3 credits)

While one can know and do mathematics without a historical base, just as one can paint without knowing art history, or play the guitar without knowing music history, it is important for a teacher to have some perspective to know how his or her field evolved to its present state. This course will give the student a general history of the development of mathematics, some sense of the difficulties that have been encountered and the questions that have been raised, an appreciation of the genius and creativity that some of the great mathematicians have exhibited, and a realization that mathematics is done by real people. Prerequisite: MAT 211 or permission of instructor. Offered as needed.

New Hampshire College Seminar

NHC 100 PRO Seminar (3 credits)

This course is for Continuing Education students re-entering the educational system. Topics covered in this seminar include self- knowledge, establishing personal goals, developing effective study skills, beginning the development of research skills, and practice in communications skills. Offered only in the Division of Continuing Education.

Office Administration

OAD 101 Shorthand I (3 credits)

To give the student a thorough knowledge of fundamentals of speedwriting, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered as needed.

OAD 102 Shorthand II (3 credits)

Designed to increase the student's shorthand vocabulary, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Prerequisite: OAD 101 or permission of instructor. Offered as needed.

OAD 110 Typewriting I (Theory and Speed up to 35 Words per Minute) (3 credits)

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis in the formation of correct habits as a foundation for speed and accuracy are discussed. This course focuses on basic letter forms, tabulations, and manuscripts. Offered as needed.

OAD 111 Typewriting II (35-50 Words per Minute) (3 credits)

Arrangements of business letters and envelopes, carbon copies, stencils, and masters, tabulation and statistical matter, and rough drafts are included as drills to increase speed and accuracy. Prerequisite: OAD 110 or permission of instructor. Offered as needed.

OAD 112 Keyboarding for Information Processors and Microcomputers (1 credit)

Designed as a 20-hour course, keyboarding prepares students for the growing variety of jobs which require keyboarding skills to input information accurately and quickly. Keyboarding is for data processing students who cannot type by touch; for students interested in positions as data entry operators; for managers with executive work stations, for people in many occupational areas (medicine, law, sales, accounting, travel industry, farming, education) now requiring keyboarding skills. Alpha, number and symbol keys are taught, stressing accuracy and increased speed at the keyboard. Grading is pass-fail. Offered as needed.

OAD 220 Word Processing I (3 credits)

The application of Word Processing Systems and transcription skills in today's offices are reviewed. Students learn machine transcription, dictation, and text-editing on the mainframe and microcomputer. Prerequisite: OAD 110. Offered as needed.

OAD 221 Word Processing II (3 credits)

Students learn further word processing equipment and applications. They learn management skills in correspondence or administrative tasks by implementing a word processing center. Prerequisite: OAD 220. Offered as needed.

OAD 230 Office Simulation (3 credits)

Fundamental skills and knowledge in the operation of basic office machines, filing, letter and memo writing, and human relations are examined. Efficiency, organization, and versatility are stressed, and application of the basic skills learned in all previous OAD courses is the thrust of this course. Students role-play in an office environment from the manager to the clerk. Offered as needed.

OAD 231 Office Administration I (3 credits)

Students learn the general functions of an office manager's job: organization, policies, and communication principles. Also, the concrete areas of office location, workflow and layout, environment furniture and equipment, forms and records, and data and word processing are studied. Offered as needed.

OAD 232 Office Administration II (3 credits)

Students learn the basic principles and processes to staffing, training, working with the handicapped, and motivating the office worker to improve morale. Systems and procedures, job evaluations, job standards, and management reports are also studied. Offered as needed.

Philosophy**PHL 110 Introduction to Philosophy (3 credits)**

This course provides a general introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present. Offered every year.

PHL 214 Logic Language and Argumentation (3 credits)

PHL 214 is the study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization. Offered only in the Division of Continuing Education.

PHL 216 Business Ethics (3 credits)

Business Ethics examines a philosophical study of moral issues in business. Topics include such issues as corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality vs. loyalty to employer, as well as theoretical issues such as capitalism vs. socialism. Offered every year.

PHL 230 Comparative Religion (3 credits)

PHL 230 is a study of the origins of religion, how humans manifest religious spirit in the most primitive periods of history, how religious spirit refines itself in accordance with the rise of this level of consciousness. The course also reviews the emergence of various world religions and the reasons for their differences as well as similarities. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Mohammedanism. Offered every other year.

Psychology**PSY 108 Introduction to Psychology (3 credits)**

PSY 108 is an introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence, behavioral deviation, perception, learning, and human development. It provides a basis for further study in related areas. Offered every semester.

PSY 211 Human Growth and Development (3 credits)

PSY 211 studies physical and psychological development from the prenatal period to death. In addition, the course considers the human patterns of development. Prerequisite: PSY 108. Offered every year.

PSY 215 Psychology of Abnormal Behavior (3 credits)

This course offers students an opportunity to better understand human behavior. It also studies the similarities and differences between normal and abnormal reactions to environmental stimuli. Prerequisite: PSY 108. Offered every other year.

PSY 220 Resident Life Psychology (3 credits)

This course explores the psychological and social development of college students living in residence halls at college. Through discussion, written/oral projects and experiences, students will examine their first-hand job applications in the light of theories of student development, organizational theory and group-work. Open to students in the Resident Assistant Program. Offered as needed.

PSY 313 Psychology of Individual Adjustment (3 credits)

PSY 313 studies the dynamics of adjustment to problems of modern living which includes those adjustments students have made, are making and will make. Research information and self-understanding are emphasized. Prerequisite: PSY 108. Offered every other year.

PSY 316 Psychology of Personality (3 credits)

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation. Prerequisite: PSY 108. Offered every other year.

PSY 317 Reading and Research in Psychology (3 credits)

Seminar and/or individual meetings. Prerequisites: 6-9 hours in Psychology including PSY 108 (at least 3 hours at NHC) and permission of instructor. Offered as needed.

PSY 320 Psychology of Individual Differences and Special Needs (3 credits)

This course provides knowledge and understanding of exceptional children and adolescents. The approach is both theoretical and practical. Prerequisite: PSY 108. Offered every other year.

PSY 331 Human Sexuality (3 credits)

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some use is made of the techniques and knowledge from the biological and social sciences, and the Humanities. Personal insights as well as academic achievement are expected results of this course. Prerequisite: PSY 108. Offered every other year.

Restaurant (Food and Beverage)**REST 109 Food Purchasing (3 credits)**

An examination of the various grades, types and varieties of fresh and processed fruits, vegetables, meats, fish, shellfish, poultry, dairy products, and various sundry items, and the methodology of purchasing food in large quantities. Additional topics include wholesale and retail cuts of meat, standard purchasing procedures, specifications, centralized procurement, and container sizes. Comparisons are made between the various types of frozen and canned fresh fruits and vegetables. Offered every year.

REST 110 Quantity Food Production I (3 credits)

Three Lecture/Laboratory hours, 1 lecture hour. This is a beginning course in the theory and preparation of haute cuisine. Students will prepare appetizers, stocks, soups, sauces, vegetables, meats, poultry, fish, shellfish, salads, salad dressings, and pasta products. The relationship of herbs and spices to various dishes are studied. The course also includes the theory and preparation of breads, rolls, pies, cookies, and other baked products. Sanitation, safety, equipment, and usage are stressed. Offered every year.

REST 111 Quantity Food Production II (3 credits)

Three Lecture/Laboratory hours, 1 lecture hour. This is an advanced course in the theory and preparation of haute cuisine under conditions of quantity food production management. Special emphasis is placed on both classical and

international dishes. The course covers such areas as complete menus and menu planning which evolve around the different kinds of foods found in other countries. Classical pastries and desserts are also included. Prerequisites: REST 109 and REST 110. Offered every year.

REST 319 Restaurant Management (3 credits)

This course is designed to provide instruction in operational restaurant management. Included are the history and development of restaurants, food production and menus, size, scope and classification of restaurants, principles of American, French, Russian and English services, principles of menu making, layout and design of restaurant, marketing and sales promotion, management of personnel and human relations, and food and beverage control procedures. Offered every year.

REST 422 Beverage Management and Control (3 credits)

This course covers the operation and management of cocktail lounges and bars. It includes layout and design of the facility, equipment used to operate it, control procedures, mixology, customer relations, staffing, marketing the facility, sanitation procedures, and regulations affecting operations. Offered every year.

REST 424 Wines and Beverages (3 credits)

This course covers the history and development of wines, beers and spirits from ancient to modern times. Areas of study include major wine and beverage producing regions, techniques and production, wine and beverage merchandising, world wide laws and regulatory bodies which govern product distribution, wine labels, and supply and demand equilibrium. Grape varieties and the effect of vintage years on prices are also covered. Prerequisite: Legal Age. Offered every year.

REST 430 Management of Institutional Feeding Operations (3 credits)

This course introduces the student to areas of the hospitality industry outside the normal hotel/restaurant dining room area. Areas covered include schools, nursing homes, outside catering, commercial cafeterias, and airline feeding. Special problems involving these organizations are explored. The course considers staffing, logistical, and nutritional needs. Offered as needed.

REST 450 Experimental Foods (3 credits)

This laboratory course is designed to review and evaluate existing techniques for food production, judging, quality and cost, convenience foods and new techniques. The product's adaptability to specific restaurant operations is examined. Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every other year.

REST 451 Nutrition (3 credits)

The changes in consumer dining habits mandate an awareness of the importance of proper nutrition in menu offerings. Included in the course are an examination of food requirements for the aged, special needs diets and health conscious groups. Specific topics covered include balanced diets, vitamin and mineral needs, low cholesterol menu items, low sodium menu items, and special needs diets. These are discussed in conjunction with the need for appetizing menu items and tasteful foods. Prerequisites: HRM 109, HRM 110, and HRM 111. Offered every year.

REST 490 Cooperative Education (3 credits)

This provides a guided Cooperative Education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to Food and Beverage majors only. Prerequisites: Consent of the Career Development Center. Offered every year.

REST 491 Cooperative Education (12 credits)

Guided cooperative education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to Food and Beverage majors only with permission of the Department Chairperson. Prerequisite: Consent of the Career Development Center.

Note: A cooperative education experience for all Food and Beverage students is mandatory. Students will normally be required to take REST 490 Cooperative Education, for (3) three credits. However, students may, with the permission of the Department Chairperson, take in its place REST 491 Cooperative Education for (12) twelve credits. REST 490 involves work experience over one summer and REST 491 involves work experience over an academic semester and one full summer.

Science**SCI 110 Survey of the Physical Sciences (3 credits)**

SCI 110 studies selected topics in the areas of chemistry, physics, geology, and astronomy, and the impact of these areas of study in our society. Offered as needed.

SCI 111 Survey of the Biological Sciences (3 credits)

In this course selected topics within the various biological sciences are studied. Ecology in our modern society, as well as historical developments, are considered. Offered as needed.

SCI 112 Principles of Physical Science I (3 credits)

A study of the basic concepts of physical science. Topics covered include: the influence of the scientific method in understanding science, energy and motion; Newtonian Physics; the solar system; the universe and geology. Offered as needed.

SCI 113 Principles of Physical Science II (3 credits)

A continuation of the study of the basic concepts of physical science. Topics to be covered include: electricity and magnetism, heat, atoms and molecular theory of the atom, chemical reactions and basic organic chemistry. SCI 112 is not required for SCI 113. Offered as needed.

SCI 115 Contemporary Health (3 credits)

Contemporary Health will expose the student to the three major dimensions of health - physical, emotional and social. Issues such as health, nutrition, substance abuse, infectious diseases, and stress management will be discussed. The student will learn to relate a knowledge of health intelligently to the social issues of our day. Offered as needed.

SCI 119 Environmental Issues (3 credits)

By examining major environmental problems, the student is made aware of current and possible future issues from the perspectives of society, business and the individual. Offered as needed.

SCI 120 Energy and Society (3 credits)

This course surveys various forms of energy which are available in an industrial society. The environmental impact as well as the continued availability of each form of energy will be discussed. Special emphasis will be given to conservation of energy sources and the development of alternative sources of energy in the home and industry. Offered as needed.

Social Science

SCS 444 Information Sources and Research in the Social Science (3 credits)

This course serves as the capstone for Social Science majors. It draws upon the knowledge gained in the social science concentration as well as the liberal arts core as the foundation for a guided research project in one of the social sciences. Prerequisite: Senior standing. Offered as needed.

Sociology

SOC 112 Introduction to Sociology (3 credits)

This course studies the organization of social behavior and relationship of society and social conditions. Emphasis is placed on culture, norm stratification, systems, structure, social institutions, and social change. Offered every semester.

SOC 213 Sociology of Social Problems (3 credits)

Analysis of contemporary social problems in American and other societies; for example, economic limitations, class and poverty issues, race and ethnic relations, sexism, ageism, environmental, and population concerns. Prerequisite: SOC 112 or permission of instructor. Offered every year.

SOC 317 Sociology of the Family (3 credits)

SOC 317 is the sociological examination of the family institution in America and other societies. Both traditional and nontraditional family patterns are studied to provide a structure for understanding sex, marriage, family, and kinship systems. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 324 Crime and Violence in American Society (3 credits)

This course examines the nature, causes and consequences of crime and violence in American society. Methods for detecting, preventing and treating criminal behavior are also discussed with a specific examination of local criminality and agencies of control. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 326 Sociology of Deviant Behavior (3 credits)

SOC 326 is the sociological analysis of the nature, cause, and societal reactions to deviance such as mental illness, suicide, drug and alcohol addiction, and sexual deviations. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 328 Aging in Modern Society (3 credits)

This course is the examination of basic social processes and problems of aging. Social and psychological issues are discussed as well as issues involved with death and dying. Prerequisite: SOC 112 or permission of the instructor. Offered every other year.

SOC 330 Minority Relations (3 credits)

This course examines minority relations in America and other societies including the nature of minority-dominated interaction, the sources and operation of prejudice and discrimination, and the typical reactions of minorities to their disadvantaged position. Prerequisite: SOC 112 or permission of instructor. Offered every other year.

Culinary**TCI 109 Food Purchasing (3 credits)**

This course exposes the student to the duties of stewardship and all related purchasing functions. Selecting purveyors, ordering, receiving, storage and issuing are examined as well as all the specifications and paperwork involved. The student is also introduced to examination of grades, types and varieties of fruits, vegetables, meats, fish, and sundry products. An overall view of the food purchasing function is not only studied but actually practiced by the student. Offered once a year.

TCI 110 Culinary Skills and Procedures (3 credits)

As the foundation course for a student's culinary career, Culinary Skills and Procedures emphasizes mastering the use of tools, techniques, and vocabulary which apply to the kitchen environment. Extensive classroom lectures, demonstrations, and hands-on production assist the student in focusing attention on detail, neatness, and following correct procedure. This class also develops proper attitudes towards the culinary profession in accordance with the Institute's high standards. Offered twice a year.

TCI 111 Food Production (3 credits)

Food Production continues TCI 110 with lectures and demonstrations to strengthen the student's background and knowledge of cooking techniques and their application to a variety of products. Sauce production and meat fabrication will also be studied in more detail. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110 or permission of instructor. Offered once a year.

TCI 112 A.M. Pantry/Sanitation (3 credits)

This lab course covers breakfast cookery, salad preparation, sandwich preparation, basic sausage making, and the process of making, purchasing, storing, and displaying cheese. Students are lectured to on a specific technique at the beginning of class, and then allowed to practice the technique before incorporating it into a recipe during lab time. Plate presentation and garnish will be required for each day's product. In addition, sanitation and safety as they apply to the workplace are studied. The fundamentals of food-service sanitation and the techniques of proper sanitation practices, safety practices, and first aid are discussed. The development of an appropriate professional attitude towards food-service sanitation and safety is stressed. Students may qualify for National Restaurant Association certification. Offered once a year.

TCI 113 Bakeshop I (3 credits)

This course defines basic baking terminology, ingredients, and methods. Basic techniques are applied to the actual production of baked items including danish, breads, pies, and puff pastries. The student will be able to analyze the components of baked products and evaluate the finished products against industry standards while developing an appropriate professional attitude toward the baking/culinary field. Offered once a year.

TCI 114 Bakeshop II (3 credits)

This course is a continuation of TCI 113, Bakeshop I. A lecture and lab format is used to introduce students to techniques used in the production of cakes, appropriate icings, cookies, and miscellaneous dessert preparations. Prerequisite: TCI 113 or permission of instructor. Offered once a year.

TCI 126 Mathematics (3 credits)

This course reviews the computational arithmetic skills required for accurate food service preparation, operation, and management. Emphasis is placed on methods used to solve mathematical problems which relate to food service operations. Topics covered include operations with whole numbers, fractions, decimals, percents, weights and measures, recipe conversion, menu pricing, food cost, inventories, break-even analysis, and financial statements. Use of a calculator is stressed. Offered once a year.

TCI 127 Nutritional Cooking (3 credits)

Through this course the student will develop knowledge towards a cohesive concept of health. Because the majority of all diseases and illnesses is directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for him/herself. Contemporary nutritional theories are applied in the production lab where students practice various dietary menus. Offered once a year.

TCI 217 Classical Cuisine (3 credits)

In Classical Cuisine, students are exposed to styles of culinary preparation developed by the father of modern day classical French cuisine, August Escoffier. Through the use of Escoffier's kitchen brigade system and his standardization of cooking procedures; the student will learn the importance of the intricacies of detail in each and every procedure. The student will further be exposed to the demographics of the regions of France and to the cuisine of those regions that have shaped our modern French techniques. A production menu will be developed and the results served in our Culinary Institute Dining Room which allows our students to develop skills and techniques which are acquired in a hands-on environment. Offered once a year.

TCI 218 International Cuisine and Service (3 credits)

In this production class, the student prepares the cuisine of six different nationalities. Mid-Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced, and then a set menu is provided for service in the Culinary Dining Room. All facets of a country's cuisine from appetizers through desserts are studied. Prerequisites: TCI 110, TCI 111, TCI 217 or permission of instructor. Offered once a year.

TCI 220 Garde Manger (3 credits)

The presentation of this course is as diverse as the industry's position of Garde Manger. The student is introduced to the food show competition in both hot and cold food disciplines through in-house competitions which emphasize the development of the student's eye for quality and aesthetics. Basic ice carving, buffet layout, and design with extensive cold food work, including chaud froid and aspic are taught. Prerequisites TCI 110, TCI 111, TCI 217. Offered once a year.

TCI 223 Senior Seminar (3 credits)

An elective course in which students are introduced to career possibilities, develop an understanding of new hospitality industry software, and sharpen resume writing and interviewing skills in preparation for Career Day. Opportunities to hear professionals discuss the food service industry as well as participate in lab demos will also be provided. Offered as needed.

TCI 226 Cooperative Education Seminar I (2 credits)

Cooperative Education Seminar I prepares students for full participation in their Cooperative Education Experience. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science, psychology) to the workplace. Students are assisted in finding a Cooperative Education Experience best suited to their individual needs and career aspirations. Requirements for receiving academic credits for the Cooperative Education Experience are set forth in this course. Prerequisite: none. Offered once a year.

TCI 233 Bakeshop III - Classical Baking (Elective)(3 credits)

Through the use of lecture, demonstration and student participation in baking labs, the student should become more proficient in baking techniques learned in the previous two courses. More emphasis will be placed on classical terms, desserts, terminology, equipment and techniques. Specific emphasis is on decorative projects. Prerequisites: TCI 113 and TCI 114. Offered as needed.

TCI 235 Regional Cuisine (3 credits)

This course explores the historical implications of, and their effect on, the development of regional American cuisines. The diverse ethnic backgrounds, regional availability, and their role in the development of truly American dishes are explored. The student will assemble and produce menus which encompass cuisine from a region's earliest beginnings to a variety of food that is prepared today. Offered once a year.

TCI 236 Cooperative Education Seminar II (1 credit)

Cooperative Education Seminar II is a required post-cooperative education course combining class and conference time. Class time is devoted to readings and discussions of the social sciences which affect the Cooperative Education Experience. Oral presentations of the Cooperative Education projects will be scheduled. Conference time centers on the updating of resumes for career placement and finalizing and evaluating the written portion of the Cooperative Education project. Prerequisites: TCI 226, TCI 390. Offered once a year.

TCI 237 Menu/Facilities Planning (3 credits)

Understanding that a menu is the focal point of any food service operation, proper menu planning is vital for success. This class is structured to give the student a firm working knowledge in menu writing techniques. Color, layout, design, and merchandising tools as they pertain to different establishments are discussed. The student participates in actual menu design and facilities layout of a food service establishment according to his/her own specifications as part of a class project. Offered once a year.

TCI 240 Bakeshop IV Advanced Pastry (3 credits) (elective)

This practical lab course introduces students with an interest in baking to more advanced mediums used in decorative pastry items. Each class session begins with a discussion of a specific medium and the scientific principles governing its manipulation. Students are presented with a basic recipe and technique and are given lab time to develop their skill with each medium. Ways to incorporate the item of the day into a more elaborate showpiece are taught as well. Prerequisites: TCI 113, TCI 114 or permission of instructor. Offered as needed.

TCI 241 Food and Literature (3 credits)

Food and Literature is a course designed to develop critical reading/ thinking skills through the analysis and discussion of literar and journalistic selections that contain, to some degree, the theme of hospitality/food. Selections will span several genre: poetry (including mythology), novel, short story, non-fiction. The text serves as initial reference for historical context with other resources providing a broad choice of readings for critical analysis and enjoyment. Offered as needed.

TCI 243 Dining Room Management I (3 credits)

The principles of proper dining room service and management are presented. Techniques of good customer relations and product merchandising are stressed. Practical exercises in American service and its variations with Russian and banquet services allow the student to gain an understanding of the interaction between the "Back of the House" and the "Front of the House." Mixology and beverage management are also examined. Offered once a year.

TCI 244 Chef as Teacher (3 credits)(elective)

This course focuses on the preparation of students for the role they will have as teachers in the food service industry. Seniors are presented theories and methods of teaching. Senior student teachers then develop and present three full menu lesson plans one-on-one to professional educators from various academic disciplines at New Hampshire College. Formal and informal evaluation sessions are conducted during the dinners at the conclusion of each class. Prerequisite: Permission of TCI Staff. Offered as needed.

TCI 245 Catering (3 credits) (elective)

This course discusses the requirements and demands of establishing and maintaining both on- and off-premise catering businesses. Skills in planning for a successful catering company are developed through the preparation of a business plan and a market study. Weekly lab sessions are utilized to teach canapes and hors d'oeuvre preparation as well as attractive platter garnishing and buffet set-ups. Students are required to organize, prepare and serve a catered function as a class project. Prerequisites: TCI 110, TCI 111, or Staff Approval. Offered as needed.

TCI 250 Dining Room Management II (3 credits)

This is a combined lecture and lab course. Students are involved in lab weeks in the study and preparation of tableside cooking, in addition to running an actual dining room utilizing hand service. Lecture weeks are spent discussing supervision as it applies specifically to the hospitality industry. A case study method is used to encourage students to participate in problem solving and decision making in the context of a dining room supervisory role. Prerequisite: TCI 243. Offered once a year.

TCI 390 Culinary Cooperative Education

Cooperative Education is an integral part of the student's development in the field of Culinary Arts. It is in this phase of his or her education that the student spends a minimum of 600 hours working in a bona fide restaurant or other food service operation utilizing the skills and theories that have been developed in the first year of culinary education. The grading of this course comes in three forms: an employer evaluation, an on-site in-field evaluation by a TCI instructor, and a written report by the student which correlates the classroom education to actual hands-on learning. The goals of the course are to aid the student to

- Develop appropriate work values and habits
- Gain confidence for future employment
- Test career choices early and realistically
- Gain understanding of human relations
- Apply what has been learned in the classroom.

Prerequisite:none. Offered once a year.

Travel and Tourism**TOUR 115 Introduction to Tourism (3 credits)**

The history, development and international implications of world tourism are explored. Included in the topics discussed are the sociology of tourism, tourism components, the economic role of tourism, and marketing of tourism. Offered every year.

TOUR 119 Travel Management (3 credits)

This course will acquaint the student with the trends, operations, management procedures and practices of travel agencies. There will be substantial hands-on work utilizing programs and tools currently in use in the travel industry. Additionally, studies of the interrelationships with other aspects of the travel and tourism industries will be examined through simulations and guest lecturers. Offered every year.

TOUR 205 International Travel and Tourism (3 credits)

The purpose of this course is to familiarize the student with overseas travel and the various recreational cultures. Public data will be utilized to examine trends in tourism on a global scale and utilize methods to predict and capitalize on current and future trends. A survey of major international travel and tourist destinations will be introduced to acquaint the student with the various opportunities found abroad. Offered as needed.

TOUR 225 National and Regional Tourism (3 credits)

This course utilizes public and private data to analyze in-depth the features of local and national travel and tourism. A survey of attractions will be made in order to provide case analyses of the development and diversity of travel and recreational opportunities in the United States for domestic as well as foreign travelers. Emphasis will be placed on new product development and changes in the regional and national markets. Offered as needed.

TOUR 311 Tourism Planning and Policy Development (3 credits)

This course analyzes travel patterns and market forces and their economic, environmental, social, and political impact. This provides the framework for the in-depth investigation of public policy and the interrelationships between community and recreational development. Local, national, and international cases will be explored to enhance the examination. This course utilizes public and private data to analyze in-depth the features of local and national travel and tourism. A survey of attractions will be made in order to provide case analyses of the development and diversity of travel and recreational opportunities in the United States for domestic as well as foreign travelers. Emphasis will be placed on new product development and changes in the regional and national markets. Offered as needed.

TOUR 401 Convention and Meeting Management Planning (3 credits)

The objective of this course is to acquaint the student with the methods and accouterment used in successful meeting and convention management. Students will be required to develop and present a major project detailing the planning and administration of a conference from conception to fulfillment. Offered as needed.

TOUR 428 Resort Development (3 credits)

Resort Development is becoming an increasingly important part of the Hospitality Industry. This course will acquaint the student with the process of developing a full scale resort complex, from conception to management of the completed project. Various types of resort complexes are studied, including amusement resort complexes, sport resorts of various types, and health resorts. Included in the course content are the history and evolution of resorts, land use and development, target markets for resorts, feasibility and investment analysis, and financial analysis of the project. Computer simulations and formal case studies will be utilized. Prerequisite: Senior standing or permission of the instructor. Offered as needed.

TOUR 490 Cooperative Education (3 credits)

This provides a guided Cooperative Education work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to Travel and Tourism majors only. Prerequisite: Consent of the Career Development Center. Offered every year.

TOUR 491 Cooperative Education (12 credits)

Guided Cooperative Education work experience for integrating study and experience. Students will spend one academic semester and one full summer working at approved hotels and restaurants. An individual learning project will be assigned. Open to Travel and Tourism majors only with permission of the Department Chairperson.

Note: A cooperative education experience for all Travel and Tourism students is mandatory. Students will normally be required to take TOUR 490 Cooperative Education, for (3) three credits. However, students may, with the permission of the Department Chairperson, take in its place TOUR 491 Cooperative Education for (12) twelve credits. TOUR 490 involves work experience over one summer and TOUR 491 involves work experience over an academic semester and one full summer.

Reserve Officers Training Corps Programs

Note: This program is offered at the University of New Hampshire.

The Army and Air Force offer Reserve Officers Training Corps (ROTC) programs leading to a commission as a second lieutenant in their respective services. Both programs are open to men and women. Students in either ROTC program may pursue any University curriculum that leads to a baccalaureate or higher degree.

Two and four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. In addition to on-campus ROTC course requirements, students must attend an officer preparatory training session for a part of one summer, between their junior and senior years.

ROTC is open to all students pursuing a baccalaureate degree who have a minimum of two academic years or more remaining within their degree program. Entering freshman may pre-register for Military Science 413 (AROTC) or Aerospace Studies 415 (AFROTC). Sophomores desiring to enter ROTC should check with either the Army or Air Force enrollment advisers located in Zais Hall.

Two-year ROTC programs are open to students who have two academic years of study remaining at the University. Applicants for the two-year program must attend a six-week training session during the summer immediately before their entry into ROTC, prior to their junior year.

Aerospace Studies (AERO), Reserve Officer Training Corps

Professor of Aerospace Studies: Lt. Col. John A. LaMontagne

Assistant Professors: Capt. Timothy S. Burke, Capt. Gary Grover

Leadership Laboratory is required each semester of all Air Force ROTC students seeking commissions as second lieutenants in the U.S. Air Force upon graduation. Students taking Air Force ROTC courses for credit, but not seeking commissions, need not register for this lab.

301 Leadership Laboratory (0 Credit)

This command and staff leadership laboratory is taken by all AFROTC cadets throughout enrollment in AFROTC. Included in this program are Air Force customs, courtesies, drills, ceremonies, career opportunities, and the life and work of a junior officer. Student leadership potential is developed in a practical supervised laboratory. Students participate in field trips to Air Force installations.

415 The Air Force Today I (1 credit)

This course covers the development, mission, and organization of the Air Force as an instrument of the U.S. national defense policy.

416 The Air Force Today II (1 credit)

The major Air Force commands, roles of separate operating agencies, organization, systems, and operations of strategic defense, and general purpose aerospace forces are examined in this course.

541 The Development of Air Power I (1 credit)

Topics such as the nature of warfare, the development of air power from balloons and dirigibles through World War II are discussed.

542 The Development of Air Power II (1 credit)

The development of air power from post-World War II through the peaceful use of air power in Berlin, the Cuban crisis, the air war in Southeast Asia, and the research and development of present and future aerospace vehicles are presented.

671 Air Force Management and Leadership I (4 credits)

This is an integrated management course emphasizing the individual as a manager in the Air Force. Motivation, behavior, leadership, communication, group dynamics, and decision making in a changing environment are studied. Air Force case studies are presented.

672 Air Force Management and Leadership II (4 credits)

Organizational and personal values, management of forces in change, organizational power, politics, managerial strategy, and tactics are analyzed. Air Force case studies are included in Air Force Management and Leadership II.

681 National Security Forces in Contemporary American Society (3 credits)

This course focuses on the Armed Forces as part of American society, emphasizing civil-military relations in context of U.S. policy formulation and implementation. Requirements for adequate national security forces are analyzed. The political, economic, and social constraints on the national defense structure as well as the impact of technological and international developments on strategic preparedness, are examined.

682-683 The Military Profession (1 credit each semester)

This course focuses on attitudes toward the military, socialization processes, role of the professional military leader-manager, and military justice and administrative law.

Military Science (Army), Reserve Officer Training Corps

Professor of Military Science: Lt. Col. Jeffery L. Kimball

Assistant Professor: CPT Thomas S. Vandal, CPT Timothy D. Bond, CPT Mark J. Moeller, CPT William W. Walker

All Military Science courses consist of classroom instruction combined with a two hour leadership laboratory held every other week at the University of New Hampshire.

413: The Defense Establishment and National Security (1 credit)

Introductory course designed to broaden the students' perspective about the Army. Covers the development of ROTC, the Army, career fields available within the military, and fundamental leadership/ management skills.

414: Military Skills I (1 credit)

Introduction to fundamental map readings and land navigation skills.

501: Military Skills II (2 credits)

Designed to teach the student more advanced military skills, to include military map interpretation, first aid training, leadership, and rifle marksmanship.

502: American Military History (2 credits)

This course focuses on the use of military forces as an instrument of national policy from the American Revolution to the Persian Gulf War.

601: Military Leadership and Management I (2 credits)

This is an integrated leadership course designed to teach the student about group dynamics, interpersonal communications, counseling, leadership styles, and the application of theory to practice.

602: Military Leadership and Management II (2 credits)

Further studies in leadership principles and theory with emphasis on the theory of training methods and functions of management.

611: Seminar on Leadership & Management I (2 credits)

Examination of the fundamentals of military law, the law of war, and professional ethics. Further development of the student's leadership and management skills.

612: Seminar on Leadership and Management II (2 credits)

Examination of the military skills and professional knowledge required of a second lieutenant. Emphasis on various Army management systems and the new lieutenant's responsibilities.



**GRADUATE SCHOOL
OF BUSINESS**

ALUMNI HALL

The Graduate School of Business

New Hampshire College's graduate programs in business have played a significant role in the institution's ongoing evolution. Inaugurated in 1974, the graduate business curriculum was originally conceived and developed as an evening degree program, serving primarily non-traditional students already engaged in full-time employment. While this focus continues to be a conspicuous force in the life of the graduate school, it has been complemented by the establishment of a full-time day graduate program in 1982. There are now over 1,700 students enrolled in the graduate school.

A separate school within the College since 1981, the Graduate School of Business shares several characteristics with the other academic divisions. It believes in the importance of maintaining an effective working relationship with a broad range of companies, public agencies and departments, and other public and private organizations. It encourages an active interchange of perspectives and experience between the classroom and the work place, and promotes interaction between active practitioners and both faculty and students. In addition, the graduate school is committed to the objective of community education, and offers its programs at several satellite locations in addition to on-campus, thereby extending the opportunity for more advanced education in business-related disciplines to working adults at times and sites not accessible in more traditional degree programs.

The full-time day program has introduced other elements to these relationships, not only through a wider diversity of backgrounds and outlooks, in and out of the classroom, but also through the growing involvement of day graduate students in institutional life, as student consultants, tutors, resident assistants, and in other responsibilities.

Approximately one-half of the full-time enrollment consists of international students, underscoring the College's commitment to pluralistic education, and contributing additional perspectives on management in the context of other cultures. A significant number of day students, both international and domestic, are persons who have taken leaves of absence from their places of employment to pursue their degrees on an accelerated basis.

Graduate Education in Business

In addition to the characteristics which it shares with other parts of the College, the graduate school is particularly committed to the following:

- To provide deeper and broader understanding of the dimensions and relationships which operate in the affairs of business organizations. The common core of courses is an explicit statement of this commitment, recognizing the overall functional and organizational context of business institutions.

- To enhance skills and techniques to be used in pragmatic approaches to both immediate problems in organizational administration and longer-range issues and concerns of regional, national, and global scale. Students are expected to become familiar with analytical tools and related resources, and in their effective application in decision-making and policy formulation. As students progress through their graduate curricula, they acquire further skill in integrating their prior skills and perspectives into new situations.
- To embrace both the concepts of global interdependence and the growing necessity of effective social and transcultural interaction. The graduate school early recognized, through its international business program, the importance of an awareness of the world-wide economic system, and continues to emphasize this awareness and an explicit sense of the intercultural environment of both domestic and multinational business enterprises.
- To promote ongoing professional education. This is reflected in the commitment of the faculty and staff to their own intellectual and professional growth; in the continued enrollment of practicing managers and executives in the graduate programs; and in the graduate school's cooperation with the educational objectives of companies, professional societies, and other bodies.
- To sustain a high quality of teaching and academic excellence. Both full-time and adjunct faculty members are selected not only on the basis of academic credentials and professional competence, but also for their ability to work effectively with students in responding to the challenge of graduate studies and for their commitment to a stimulating academic environment. These traits are maintained and enhanced by regular interaction of full-time and adjunct instructors, within and beyond their academic disciplines, and by the specific input of representatives of the business community into the processes of curriculum and program development.

Facilities and Activities

The administrative center of the graduate school is located at the 500-acre North Campus, in Alumni Hall, a spacious modern building; both day and evening classes are held in this facility. Alumni Hall also houses the computation center for the graduate school, including a cluster of remote terminals connected on-line with the College's IBM 4341 and related equipment at the South Campus, as well as micro-computing equipment and word-processing facilities which are also accessible for student use. These computation resources support a variety of software appropriate to business operations, including BASIC, COBOL, FORTRAN, PASCAL, and the integrated academic operating system, MUSIC. Statistical and analytical packages, simulation and modeling software, and specialized programs in a variety of academic disciplines and functional areas are accessible through the College's systems. Graduate students also make use of the collection and facilities of the H.A.B. & Gertrude C. Shapiro Library for research, preparation of presentations, and other projects and activities related to media resources and information sources.

The graduate school is also the headquarters of ongoing educational enterprises. The Journal of Educational Computing Research is a scholarly quarterly which publishes original research, reviews, and other studies related to the applications, effects, and implications of computer-based education. In addition, the graduate school is one of a number of schools throughout the United States which participate in the Small Business Institute, a program which provides advanced students with the opportunity to serve as consultants to small business operations, assisting them in resolving operational problems.

The graduate school also offers courses, primarily in the evening, at several satellite locations elsewhere in New Hampshire, at the Brunswick Naval Air Station in Maine, and at the Roosevelt Roads Naval Station in Puerto Rico. These centers are administered by on-site directors and staff; details of the specific programs available at these locations may be found in the section, "WHERE PROGRAMS ARE OFFERED."

Additional information regarding on-campus housing, health services, athletic facilities, placement, and other recreational and extra-curricular resources of the College may be found in the Student Activities section of this catalog.

Admission

Unconditional Admission

Unconditional admission to any of the Master of Business Administration programs or the Master of Science program in accounting, computer information systems or international business requires that the applicant 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. In addition, the applicant must have completed specific background preparation in the areas of accounting, economics, mathematics, statistics, business organization, data processing, marketing and law. The M.S. in CIS requires background preparation in COBOL, files, and one other advanced computer language.

If any of the above requirements have not been met, the applicant may still be eligible for limited admission, in which case, the student will be required to satisfy the deficiency in addition to meeting the requirements of his/her chosen graduate program.

Unconditional admission to the M.S. program in Business Education requires that the applicant have earned a bachelor's degree in a business discipline or in business education, or have at least one year of business teaching experience; and that the applicant present scores of either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). No minimum score is specified.

Graduate Certificate Only Admission

Applicants for the graduate certificate only programs are required to have earned a bachelor's degree from an accredited institution of higher learning, and must satisfy the specific background preparation and/or other prerequisites for the courses in the certificate programs.

Unclassified Admission

Persons wishing to be admitted in unclassified status (i.e., to enroll in one or two courses as special students) must also satisfy any specified background preparation requirements and/or prerequisites, in addition to possessing a bachelor's degree or higher from an accredited institution.

GMAT

Students admitted to the M.B.A. program and to the M.S. in Accounting or Computer Information Systems, are encouraged to submit scores on the Graduate Management Admission Test (GMAT) at the time of their admission or within six months of their admission to the graduate school.

New Hampshire College and University Council

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges and universities in New Hampshire that promotes cooperation and exchange of programs and resources.

New Hampshire College students may benefit from access to library collections as well as course work in nearby institutions on a space available basis at the following institutions: Colby-Sawyer College, Daniel Webster College, Dartmouth College, Franklin Pierce College, Keene State College, New England College, Notre Dame College, Plymouth State College, Rivier College, Saint Anselm College and the University of New Hampshire.

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 M.B.A. degree programs or the M.S. programs in accounting, computer information systems or international business; a maximum of eight semester hours may be transferred into the M.S. program in business education. Credits are transferable; grades are not. Grades earned at other institutions do not appear on the students' transcripts, nor are they calculated in the overall GPA.

The criteria for accepting a course in transfer are as follows:

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

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 Auxiliary Loan Program (ALPS). Application procedures include submission of the College Board's Financial Aid Form (FAF). Additional details are available from the Financial Aid Office.

1992-1993 Tuition and Expenses

Graduate School of Business

Full Time Day Program

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

Tuition	\$ 12,304
Graduation Fee	\$ 60
Fees (Other)	\$ 270 (approximately)
On-Campus Housing	\$ 2644 (six months)*
On-Campus Meal Plan	\$ 400 (six months)*

* Charges are based on townhouse accommodations.

On-Campus Meal Plan	\$ 1,386 (six months)
Books and Supplies	\$ 600-700 per year

The full time tuition and fees entitle students to complete sixteen courses over eighteen consecutive months from the date of initial enrollment. An additional charge at the part-time tuition rate is assessed for each course over sixteen or beyond eighteen months. When a student transfers credits from another institution, the transferred courses are not counted in the total of sixteen, nor is the tuition amount reduced.

Evening Programs

Students enrolled in the evening program may expect to pay:

Tuition	\$687/course
Fees	\$ 60

Books and supplies are sold separately.

Academic Policies

Academic Honesty

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

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

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

Class Attendance

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

Withdrawal from Courses

Until the fourth scheduled class meeting, students may withdraw from a course by completing a withdrawal form at the North Campus or any center location. The faculty member's signature is not required. After the fourth class meeting, students wishing to withdraw from a course must meet with the instructor in person to discuss the withdrawal and complete the withdrawal form. The faculty member's signature is required.

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

Non-attendance at class meetings is not construed as a withdrawal. An instructor may withdraw students from a course on the grounds of excessive (three or more) absences, and/or if, in the opinion of the instructor, they will be unable to complete the course requirements satisfactorily. Full-time day students must meet with the Academic Coordinator to approve withdrawals, and each withdrawal counts as one of the sixteen courses covered by full-time tuition.

Transcript Request

Except as provided by the Federal Education Rights and Privacy Act and in instances where students consent to release their transcripts to another party, the Registrar's Office will not furnish a transcript to any person other than to the person identified by name on the transcript.

Parents who pay the cost (in full or in part) of their child's education may request their son's/daughter's transcript. A request for a transcript must be made in writing and must include the student's signature (or parent's, where applicable).

No transcript will be furnished to a student or former student whose financial obligations to the College have not been satisfied.

Transcript Cost

There is a charge of \$3.00 per transcript.

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 North Campus offers intensive instruction to students needing more proficiency in speaking and writing English. Students who require instruction in English should be advised that their tenure at New Hampshire College could be extended by several terms and that additional tuition is charged for the ESL (English as a Second Language) and GLS (Graduate Language Study) programs.

Students who have not submitted a TOEFL score or students whose TOEFL is below 550 must have their English skills assessed upon arriving on campus. Based on the results of the assessment tests, students who need additional English language study may fall into one of two categories:

1. Assignment to the Graduate Language Study (GLS) class will occur for students who need additional work in English but whose skills are strong enough to accommodate some graduate study. Students in this group may take one or two graduate courses or prerequisites concurrently. Students with TOEFLs between 500 and 550 generally fall in this category.
2. Students who need full-time English study will be assigned to an ESL (English as a Second Language) class for one or more terms until their skills are strong enough for graduate study.

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.

Grades

Students are graded upon their performance according to the traditional system of A (4.00), A- (3.66), B+ (3.33), B (3.00), B- (2.66), C+ (2.33), C (2.00), and F (0). No credit is granted for a grade of F. Other grades include:

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

Grade Change Policy

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

Incomplete Grades

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

Repeating Courses

Graduate students may be permitted to repeat courses by petition to, and with approval of, the dean. The first grade assigned remains on the student’s record but is not used when calculating grade point average. The grade assigned for the course as repeated is also recorded, and is used in computing students’ grade point average.

Scholastic Standing

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

- Scholastic Concern (SC) - Students who, for the first time, earn a cumulative GPA of less than 3.0.
- Scholastic Warning (SW) - Students earning a cumulative GPA of less than 3.0 for two consecutive terms.
- Continued Scholastic Warning (CSW) - Students earning a cumulative GPA of less than 3.0 for three or more consecutive terms.
- Scholastic Warning-2 C's (SW/2C's) - Students earning two grades of C with a cumulative GPA of less than 3.0.
- Academic Probation (AP) - Students who have been placed on academic probation with specific probationary requirements.
- Scholastic Warning-Special (SW/SP)
 - Students receiving grades of I/F or F
 - Students whose programs may be considered in serious academic difficulty.
- Academic Dismissal - Students dismissed from the Graduate School of Business. Special letters are sent to students who are placed on academic probation or who are academically dismissed. These letters are sent by certified mail.

Internships

Internships for credit are available to full-time day M.B.A. and M.S. candidates approved by faculty for graduate-level educational work experience. These internships supplement traditional classroom experience. In many cases, compensation is not awarded; schedules are flexible and arranged to best suit students' and employers' needs.

Although the graduate school maintains relations with business and industry, non-profit organizations, and governmental agencies with which internships can be arranged, the Career Development Center, in conjunction with the graduate school, is responsible for job development and placement. Limited academic credit in lieu of course work is granted for successful completion of approved internships. A list of employers who have sponsored New Hampshire College interns is available through the dean's office.

Time Needed for Completion of the Degree Programs

Full-time day students who have satisfied all requirements for admission may be able to complete the programs on the following schedule:

Administration (M.B.A.): Four terms (one year)

Administration (M.B.A. with a Graduate Certificate option): Six terms (1 1/2 years)

Accounting (M.S.), CIS (M.S.): Six terms (1 1/2 years)

Programs offered in the day may be completed on an eighteen-month (1 1/2 year) schedule at no additional charge if at least nine courses have been successfully completed in the first twelve months after initial enrollment. Day students who have not satisfied all background preparation requirements will require one or two additional terms to complete their programs.

Evening students who have satisfied all requirements for admission may be able to complete the programs on the following schedule:

Administration (M.B.A.): Seven terms (1 3/4 years)

Administration (M.B.A.) with a Graduate Certificate option: Eight terms (two years)

Accounting (M.S.) and CIS (M.S.): Eight terms (two years)

The M.S. program in business education requires four to six terms for completion. All degree requirements must be completed within eight years from the date of admission.

Graduation Requirements

To qualify for a graduate degree, students must complete the courses prescribed, and the number of hours of credit required in the program of study, with a minimum overall grade point average of 3.0 and no more than two grades of C+ or lower. All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Scholastic Standing Committee and must be based on good cause.

Graduation

The Graduate School of Business awards degrees twice a year. Students who complete their degree requirements at the end of Terms I or II (December or March) are awarded their degrees in March. Students who complete their degree requirements at the end of Terms III or IV (June or August) are awarded their degrees in September.

Students must complete all degree requirements no later than the end of the last full term before graduation (for example, a potential March graduate must have completed all requirements by the end of Term II). In addition, students must submit a formal graduation petition form no later than the following dates: For March graduation—submit petition before November 1st. For September graduation—submit petition before May 1st.

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.

Program Outlines

Master of Business Administration Degree

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

The M.B.A. can be specialized with a graduate certificate, requiring a minimum of 14 graduate courses which include the entire core curriculum (11 courses).

The basic M.B.A. program requires 13 graduate courses, which include 11 core courses and two electives. Students who did not have specified business courses as undergraduates, or equivalent work experience, may need additional background. These courses are available at the graduate school and are scheduled on the same twelve-week format as the three-credit graduate courses.

Required Courses for Basic M.B.A.:

MBA500	Information Sources, Research Methods, and Communication Techniques
HRM500	Human Behavior in Organizations
ACC 500	Managerial Accounting
ECO 500	Managerial Economics
FIN 500	Financial Management
MBA510	Quantitative Analysis for Decision Making
MBA600	Production and Operations Management
CIS 500	Computer Information Systems
MKT500	Marketing Strategies
MBA670	Business, Government, and the Environment
MBA700	Policy Formulation and Administration
and two graduate business electives (or MBA 740 Thesis Option)	

Graduate Certificates

The graduate certificate options in accounting, artificial intelligence/expert systems, computer information systems, finance, health administration, international business, marketing, personnel administration/industrial relations, school business administration, or taxation may be taken as an independent program of graduate study by persons already possessing a graduate business degree who wish to enhance or update their skills in a specific business discipline, and those holding a bachelor's degree qualifying on the basis of educational background and professional experience. Undergraduate preparation in accounting, data processing, or marketing is required for graduate certificates in these areas. The Graduate Certificate Program may also be taken concurrently with the M.B.A. as outlined below.

Successful completion of the certificate program requires that the student attain at least a 3.0 GPA with a maximum of one C level grade in those courses within the certificate program.

M.B.A. with Graduate Certificate Option

Completion of an M.B.A. with a graduate certificate option requires:

- A minimum of 14 courses, to include 11 core courses. The overall GPA must be a minimum of 3.0 with no more than two grades of C+ or lower in all courses completed.
- In addition, only one of the allowed grades of C+ or lower may be in the Graduate Certificate Courses, with a minimum of 3.0 in those courses.
- Depending upon prerequisite requirements, some Graduate Certificates may require more than eighteen months to complete. Students should confirm with an advisor the minimum time required for completing a particular Graduate Certificate given their individual circumstances. Full-time day students incur additional tuition charges for any course taken beyond eighteen months or exceeding sixteen courses.

Note: An M.B.A. with two Graduate Certificates requires a minimum of 18 courses. However, the Graduate School cannot guarantee against scheduling conflicts for students who are pursuing two Graduate Certificates simultaneously.

Graduate Certificate in Accounting

Courses required for the certificate-only option:

ACC 510	Managerial, Budgeting and Cost Accounting I
ACC 600	Managerial, Budgeting and Cost Accounting II
ACC 610	Financial Reporting I
ACC 620	Financial Reporting II
ACC 630	Financial Reporting III
ACC 640	Auditing
TAX 650	Federal Taxation of Individuals

Graduate Certificate in Artificial Intelligence/Expert Systems

Courses required for the certificate-only option:

- CIS 500 Computer Information Systems
- CIS 650 Data Base Design
- CIS 660 Artificial Intelligence
- CIS 690 Building Knowledge-based Expert Systems
- CIS 700 Projects in Artificial Intelligence/Expert Systems

Graduate Certificate in Computer Information Systems

Courses required for the certificate-only option:

- CIS 510 Advanced CIS
- CIS 600 Computer Architecture and Software Systems
- CIS 610 Information Analysis and System Development
- CIS 620 System Design
- CIS 650 Data Base Design

Graduate Certificate in Finance

Courses required for the certificate-only option:

- ACC 500 Managerial Accounting
- FIN 500 Financial Management
- FIN 600 Advanced Financial Management
- FIN 640 Investment Analysis and Portfolio Management
- INT 620 Multinational Corporate Finance
and
One finance elective

Graduate Certificate in Health Administration

Courses required for certificate-only option:

- HRM500 Human Behavior in Organizations
- HRM630 Topics in Health Administration
- HRM700 Seminar in Health Administration
- MBA670 Business, Government and the Environment
and any two of the following:
- HRM600 Human Resource Management
- HRM610 Labor Relations and Arbitration
- ACC 500 Managerial Accounting
- FIN 500 Financial Management
- MKT500 Marketing Strategies
- MKT660 Marketing Strategies for Non-Profit Organizations

Graduate Certificate in International Business

Courses required for the certificate-only option:

- INT 610 Multinational Corporate Environment
- INT 700 Multinational Business Strategy
and any two of the following:
- INT 600 Multinational Corporate Management

INT 620 Multinational Corporate Finance*

INT 640 Multinational Market Strategies

*Note: ACC 500 Managerial Accounting and FIN 500 Financial Management are prerequisites for Multinational Corporate Finance.

Graduate Certificate in Marketing

Courses required for the certificate-only option:

MKT500 Marketing Strategies
and any four of the following:
MKT610 Advertising Management
MKT620 Consumer Behavior
MKT630 Market Research
MKT640 Industrial Marketing
MKT650 Retailing
MKT660 Marketing Strategies for Non-Profit Organizations
MKT670 Product Management
INT 640 Multinational Market Strategies

Graduate Certificate in Personnel Administration/Industrial Relations

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
HRM600 Human Resource Management
HRM610 Labor Relations and Arbitration
HRM620 Compensation and Benefits Management
MBA670 Business, Government, and the Environment,

Note: One additional graduate business elective is required for students pursuing the MBA with the Graduate Certificate in Personnel Administration/Industrial Relations.

Graduate Certificate in School Business Administration

Courses required for the certificate-only option:

HRM500 Human Behavior in Organizations
HRM610 Labor Relations and Arbitration
MBA660 Management of Not-for-Profit Organizations
MBE 710 Seminar for School Business Administrators I
MBE 720 Seminar for School Business Administrators II

Graduate Certificate in Taxation

Courses required for the certificate-only option:

TAX 650 Federal Taxation of Individuals
TAX 655 Federal Taxation of Corporations, Partnerships, Estates and Trusts
TAX 665 Estate and Gift Taxation
TAX 670 Tax Research Methodology/Practices & Procedures
TAX 700 Special Topics in Taxation

The Master of Science Degree in Accounting

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

The M.S. in Accounting can be combined with the M.B.A. as a dual degree. The second master's degree from the Graduate School of Business requires a minimum of seven courses beyond the first master's degree.

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

Required Courses:

ACC 510	Managerial, Budgeting and Cost Accounting I*
ACC 600	Managerial, Budgeting and Cost Accounting II*
ACC 610	Financial Reporting I*
ACC 620	Financial Reporting II
ACC 630	Financial Reporting III*
ACC 640	Auditing*
ACC 700	Seminar in Accounting Theory
CIS 500	Computer Information Systems
FIN 500	Financial Management
HRM500	Human Behavior in Organizations
MBA500	Information Sources, Research Methods, and Communication Techniques
MBA510	Quantitative Analysis for Decision Making
MBA600	Production and Operations Management
MBA610	Business Law
TAX 650	Federal Taxation of Individuals
TAX 655	Federal Taxation of Corporations, Partnerships, Estates and Trusts

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

The Master of Science Degree in Business Education

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

Required Courses:

MBA500	Information Sources, Research Methods, and Communication Techniques (3 credits)
MBE 500	Research Methods in Business Education (1 credit module). May be taken concurrently with or subsequent to MBA 500.

- MBE 600 Current Literature*
- MBE 610 Improvement of Instruction*
- MBE 620 Curriculum Development*
- MBE 640 Microcomputers in Business Education*
- and
- One graduate education elective* (or MBA 740 Thesis Option)
- and
- Two graduate business electives (three credits each)

*Four credit courses

Areas of Certification

- Comprehensive Business Education
- Comprehensive Marketing Education

To receive certification in either of the areas listed above, students must successfully complete the basic Master of Science in Business Education Program, and:

- Substitute MBE 650 Vocational Student Organization and Cooperative Work Experience for the four credit education elective.
- Complete eight (8) credits of MBE 700 Student Teaching.
- Document 2,000 hours of work experience in the field of certification.
- Meet other competencies as determined by the Coordinator of the program.

The Master of Science Degree in Computer Information Systems

The Master of Science degree in Computer Information Systems is designed for students who wish to pursue a career in the analysis, design and management of computer-based information systems. The program will meet the needs of students currently involved in a computer-related occupation, as well as those who wish to move into the field from another career specialty.

The M.S./CIS program has as its goals:

- Establishing a firm foundation in both the theory and practice of computerized information system analysis, design and management.
- Exposing students to the most current tools and approaches.
- Enabling students to develop additional technical competency through internships and area concentrations within the M.S. curriculum.

Required Courses:

- ACC 500 Managerial Accounting
- CIS 510 Advanced CIS
- CIS 600 Computer Architecture and Software Systems
- CIS 610 Information Analysis and Systems Development
- CIS 620 Systems Design
- CIS 630 Computer Simulation and Modeling
- CIS 640 Data Communications and Networking
- CIS 650 Data Base Design
- CIS 700 Projects in CIS
- FIN 500 Financial Management

MBA500	Information Sources, Research Methods, and Communication Techniques
MBA510	Quantitative Analysis for Decision Making
MBA600	Production and Operations Management and Three CIS Electives

A comprehensive examination is required of all M.S./CIS students.

The Master of Science Degree in International Business

The Master of Science degree in International Business is designed to prepare students for positions of leadership in the international operations of a multinational corporation. The thirteen-course, thirty-nine credit program is designed to teach students how to direct and manage businesses in a multinational environment with differences in political, economic, financial and regulatory systems.

Required Courses:

ACC 500	Managerial Accounting
ECO 500	Managerial Economics
ECO 610	Fiscal and Monetary Practices and Policies
FIN 500	Financial Management
INT 600	Multinational Corporate Management
INT 610	Multinational Corporate Environment
INT 620	Multinational Corporate Finance
INT 640	Multinational Marketing Strategies
INT 650	International Trade and Competitiveness
INT 660	International Negotiations
INT 700	Multinational Business Strategy
INT 750	Seminar in Multinational Business
MKT500	Marketing Strategies

Competency in one of the following languages must be demonstrated: French, German, Japanese, or Spanish.

Where the Programs are Offered

All ten M.B.A. programs and the M.S. program in Accounting, Business Education, Computer Information Systems, or International Business are offered at the North Campus in Hooksett. The other locations offer the courses leading to these degrees:

Concord, New Hampshire: Basic M.B.A. Program in Administration
130 Pembroke Road
Concord, NH 03301
603-225-8230

Laconia, New Hampshire: Basic M.B.A. program in Administration
2 Airport Road, P.O. Box 5285
Weirs Beach, NH 03247
603-524-3527

Nashua, New Hampshire: Basic M.B.A. program in Administration; Graduate Certificate in Personnel Administration/Industrial Relations
546 Amherst Street
Nashua, NH 03063
603-881-8393

Portsmouth, New Hampshire: Basic M.B.A. program in Administration; Graduate Certificate in Personnel Administration/Industrial Relations; M.S. in Business Education
150 Greenleaf Avenue
Portsmouth, NH 03801
603-436-2831

Salem, New Hampshire: Basic M.B.A. program in Administration; Graduate Certificate in International Business
19A Keewaydin Drive
Salem, NH 03079
603-893-9600

Brunswick, Maine: Basic M.B.A. program in Administration; Graduate Certificate in Personnel Administration/Industrial Relations, and Marketing; M.S. in Business Education
Brunswick Naval Air Station
Box 4
NAS Brunswick, ME 04011
207-725-6486

Ceiba, Puerto Rico: Basic M.B.A. program in Administration
Naval Station Roosevelt Road
PSC 1008, Box 3602
FPO AA 34051
809-865-8598

When the Programs are Offered

These programs are offered in twelve-week terms starting in September, December, March, and June. Students are admitted to any of the day programs primarily in September and March; admission to the evening programs is in September, December, March, and June at all locations.

The M.S. program in business education is offered at the north campus in Hooksett during the regular twelve week term. Courses are also offered during a four week summer term starting in July. In addition, the M.S. Business Education program is offered at the Brunswick and Portsmouth Centers.

Classes routinely meet for three hours once each week. Saturday classes are offered at the North Campus and at the centers in Concord, Nashua, Portsmouth, and Salem, New Hampshire.

Calendar

Academic Year 1992-1993

Term I

September 14, 1992-December 5, 1992

Term II*

December 7, 1992-March 13, 1993

Term III

March 22, 1993-June 12, 1993

Term IV

June 14, 1993-August 28, 1993

*Holiday, December 20, 1992 to January 3, 1993; classes resume Monday, January 4, 1993.

Course Descriptions

ACC 500 Managerial Accounting (3 credits)

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

ACC 510 Managerial, Budgeting and Cost Accounting I (3 credits)

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

ACC 600 Managerial, Budgeting and Cost Accounting II (3 credits)

A continuation of ACC 510. Prerequisite: ACC 500 Managerial Accounting and permission of the instructor or ACC 510 Managerial, Budgeting and Cost Accounting I.

ACC 610 Financial Reporting I (3 credits)

An examination of the theory and practices of financial accounting with emphasis on asset and liability, measurement and reporting. Prerequisite: ACC 500 Managerial Accounting and permission of the instructor or ACC 510 Managerial, Budgeting and Cost Accounting I.

ACC 620 Financial Reporting II (3 credits)

A continuation of ACC 610. Topics include stockholders' equity, income measurement, income taxes, pensions, leases and statement of changes in financial position. Prerequisite: ACC 610 Financial Reporting I.

ACC 630 Financial Reporting III (3 credits)

An examination of advanced accounting topics such as partnerships, consolidations, insolvencies, estates and trusts. Prerequisite: ACC 620 Financial Reporting II.

ACC 640 Auditing (3 credits)

A study of the concepts and methods of professional audit practice. Prerequisite: ACC 620 Financial Reporting II.

ACC 700 Seminar in Accounting Theory (3 credits)

Extensive survey of historic and contemporary accounting literature to provide students with an appreciation of the development and current status of generally accepted accounting principles, and issues relating to their application. Prerequisite: ACC 630 Financial Reporting III.

CIS 500 Computer Information Systems (3 credits)

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

CIS 510 Advanced Computer Information Systems (3 credits)

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

CIS 600 Computer Architecture and Software Systems (3 credits)

An introduction to modern computer digital logic, machine architecture and software systems. It includes operating systems software principles and applications as well as the interrelationships between hardware and machine assembly language software. Various components of mainframe and microcomputers are examined along with business applications/configurations. Background preparation: three credit hours in BASIC, and Files. Prerequisite: CIS 500 Computer Information Systems or CIS 510 Advanced CIS.

CIS 610 Information Analysis and Systems Development (3 credits)

Focuses on the tools and techniques of systems analysis which underlie the development of information systems. Using the life cycle as a point of departure, the course will examine approaches for capturing and modeling information gathered during analysis and for managing and controlling project development. Students will get a working understanding of methods for analyzing information needs and specifying application system requirements. They will also be exposed to issues of group dynamics and individual behavior which affect the processes studied. Prerequisites: CIS 500 Computer Information Systems or CIS 510 Advanced Computer Information Systems.

CIS 620 Systems Design (3 credits)

Designed to integrate the areas of computer technology, systems analysis, and systems design in designing large scale computer-based application-oriented information systems. The course provides the knowledge and skills necessary to develop a logical design and implement an operational system from that design. Attention will focus on program design, file design, systems testing, and implementation and evaluation. Prerequisites: three credit hours in COBOL; CIS 600 Computer Architecture and Software Systems, (may be taken concurrently), CIS 610 Information Analysis and Systems Development, and CIS 650 Data Base Design.

CIS 630 Computer Simulation and Modeling (3 credits)

Theory and practice of discrete system simulation. Simulation/modeling techniques and methodologies illustrated by business and industrial applications; computer and network modeling, inventory simulation, financial planning, queuing systems. Queuing theory applications as well as programming application using GPSS/H. Prerequisite: CIS 500 Computer Information Systems or CIS 510 Advanced CIS, and MBA 510 Quantitative Analysis for Decision Making, and CIS 610 Information Analysis and Systems Development.

CIS 640 Data Communications and Networking (3 credits)

Examination of the elements of communications networks including common carrier offerings, terminal types, multiplexing and concentrator offerings, vendor protocols, and system design considerations. Prerequisites: CIS 500 Computer Information Systems, or CIS 510 Advanced CIS, CIS 650 Data Base Design, and CIS 610 Information Analysis and Systems Development.

CIS 645 Local Area Network Design, Implementation and Management (3 credits)

This course focuses on the theory and development of computer applications using local area network technology. Students will be introduced to different LAN technologies, communication architectures, LAN standard and configurations, LAN software, LAN security and LAN management using selected Network Operating System Environments. Prerequisites: CIS 640 Data Communication and Networking and CIS 650 Data Base Design

CIS 650 Data Base Design (3 credits)

Design, development and implementation of Data Base Management Systems (DBMS). Course emphasizes relational DBMS architecture using SQL. Students design and implement projects on multiple platforms. Object oriented database design is introduced. Prerequisite: CIS 500 Computer Information Systems or CIS 510 Advanced CIS.

CIS 655 Database Application Development with C Programming (3 credits)

This course focuses on how to develop advanced multi-user database applications using C and SQL. The course emphasizes hands-on project work using VAX SQL and VAX C. Students will learn to develop host language programs,

handle run-time errors and optimize database processing by manipulating system parameters. Prerequisite: CIS 600 Computer Architecture and Software Systems and CIS 650 Data Base Design.

CIS 660 Artificial Intelligence (3 credits)

Concepts, techniques, applications and implications of artificial intelligence theory and technology. Topics include: knowledge representation, heuristic search in problem-solving and game-playing, automatic deduction and expert systems. Fifth Generation business, industrial and governmental applications using Prolog. Prerequisite: CIS 500 Computer Information Systems or CIS 510 Advanced CIS

CIS 670 Topics in CIS (3 credits)

An advanced topic of current interest in computer-based information systems will be covered in depth. Students will have the opportunity to complete a paper or project. Prerequisite: CIS 620 Systems Design.

CIS 680 EDP Auditing (3 credits)

A study of the process, tools, and techniques used in auditing computer-based information systems and in evaluating their internal controls. Prerequisite: CIS 500 Computer Information Systems or CIS 510 Advanced Computer Information Systems.

CIS 690 Building Knowledge-Based Expert Systems (3 credits)

Theoretical and practical aspects of the design, construction, implementation and evaluation of expert systems. Expert systems in business and industry are built using state-of-the-art expert system shells such as VPExpert. Knowledge engineering and knowledge acquisition are studied. Intelligent interfaces to spreadsheets and databases are also studied. Prerequisite: CIS 660 Artificial Intelligence.

CIS 700 Projects in Computer Information Systems (3 credits)

This is the capstone course in the MS/CIS program. It includes a comparative study of various systems analysis, design and development methodologies. A comprehensive project is required using a state-of-the-art data base language such as SQL. Current and emerging hardware and software developments in the field are examined. Prerequisites: CIS 620 Systems Design, and CIS 630 Computer Simulation and Modeling or CIS 640 Data Communication and Networking.

CIS 750 Projects in Artificial Intelligence/Expert Systems (3 credits)

This is the capstone course in the AI/ES advanced certificate program. Using state-of-the-art expert system shells and/or artificial intelligence programming languages, students will conduct a major project taking a knowledge-based problem from conceptualization to design, to knowledge engineering, to software development and implementation. Prerequisite: CIS 690 Building Knowledge-based Expert Systems.

ECO 500 Managerial Economics (3 credits)

Managerial economics is the application of economic theory and the tools of decision science to examine how an organization can achieve its aims or objectives most efficiently in the face of constraints. Background preparation: six credit hours in economics and mathematics, three credit hours in statistics, or equivalent. Prerequisite: MBA 510 Quantitative Analysis for Decision Making recommended.

ECO 600 Public Finance (3 credits)

A study of financial decision-making within federal, state and local government units with respect to expenditures and taxes, fees, and money and capital markets as sources of funds to finance government operations. Prerequisites: FIN 500 Financial Management and six credit hours of undergraduate economics or equivalent.

ECO 610 Fiscal and Monetary Policies and Practices (3 credits)

Examines the performance of the national economy and its impact on the firm. Students will analyze the formulation and impact of monetary and fiscal policies and their relationship to the money and capital markets. Background preparation: six credit hours in economics or equivalent.

FIN 500 Financial Management (3 credits)

A study of financial decision-making in the setting of the firm, including its relationships with financial markets and institutions. Background preparation: six credit hours in economics or equivalent. Prerequisite: ACC 500 Managerial Accounting.

FIN 600 Advanced Financial Management (3 credits)

This course covers the policy options available to financial managers in the areas of working capital management as well as long term decisions involving capital budgeting, capital structure, dividend policies and warrants and convertibles. Extensive use is made of cases so that students can deal with the problems faced by firms in the real world of business. Prerequisite: FIN 500 Financial Management.

FIN 620 Money and Capital Markets (3 credits)

This course analyzes the processes at work within the U.S. financial system. Students will study the nature of its major participants, their objectives and procedures for assessing opportunities and for pricing risk. Furthermore, students will analyze the role of the financial system in the allocation of credit to the different sectors, its responsiveness to economic activity and its continuous adaptation to changing needs. Emphasis will be placed on the role and functions of the federal reserve system. Background preparation: six credit hours of undergraduate economics or equivalent. Prerequisite: FIN 500 Financial Management.

FIN 640 Investment Analysis and Portfolio Management (3 credits)

A study of the techniques used to assess the value of securities, and the methods used in the management of investment portfolios, with primary focus on stocks and bonds in terms of their valuation, risk-return measurement, diversification, and other aspects of portfolio theory. Prerequisite: FIN 500 Financial Management and MBA 510 Quantitative Analysis for Decision Making.

FIN 660 Mergers, Restructuring and Corporate Control (3 credits)

Mergers and corporate restructuring raise important issues for business decisions and public policy formulation. Short term financial considerations, strategic alliances, the recycling of global capital and the advent of both new players and the European boom, all can influence restructuring activity. The course will expand the traditional subject matter of mergers and acquisitions to include takeovers and related issues of corporate restructuring, corporate control, and changes in the ownership structure of firms. The course will examine both the theoretical and applied aspects related to restructuring activity at the global level. Prerequisites: FIN 500 Financial Management.

HRM 500 Human Behavior in Organizations (3 credits)

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

HRM 600 Human Resource Management (3 credits)

Development of more effective managers and staff specialists in the ways of managing human resources through best use of recruiting, selection, training, career development, and other current, contemporary methods. Introduction to the areas of compensation, collective bargaining, affirmative action, and the regulatory environment as they relate to today's human resource applications in actual organizations. Prerequisite: HRM 500 Human Behavior in Organizations.

HRM 610 Labor Relations and Arbitration (3 credits)

A study of both public and private labor relations and methods of dispute resolution, stressing labor agreement administration, grievance procedures, and arbitration. Examination of the history of union-management relations, bargaining, and negotiation strategies. The limitations of the use of power are also studied. Prerequisite: HRM 500 Human Behavior in Organizations required. HRM 600 Human Resource Management recommended.

HRM 620 Compensation and Benefits Management (3 credits)

An examination of the compensation and benefits functions within the organizational structure and how they impact the management function. Topics include job analysis, surveys, wage scales, incentives, benefits, HRIS systems, and pay delivery administration. The students design a compensation and

benefits program as a course outcome. Prerequisites: HRM 500 Human Behavior in Organizations, required, and HRM 600 Human Resource Management, recommended.

HRM 630 Topics in Health Administration (3 credits)

This course focuses upon the management skills required for the complex environment in health care provider organizations. Topical areas emphasize the goal of developing strategies which balance organizational structure, organizational planning and political factors affecting managerial implementation of health programs. Prerequisites: HRM 500 Human Behavior in Organizations and MBA 670 Business, Government and the Environment.

HRM 700 Seminar in Health Administration (3 credits)

This course focuses on the politics and policy issues of health care provider organizations. Areas of emphasis are: developing a strategic plan, management of resources and marketing health services. Prerequisite: HRM 630 Topics in Health Administration.

INT 600 Multinational Corporate Management (3 credits)

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

INT 610 Multinational Corporate Environment (3 credits)

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

INT 620 Multinational Corporate Finance (3 credits)

A study of problems of financing and reporting international operations with particular emphasis upon evaluation of risk, and strategies of funding in international monetary relationships. Prerequisite: FIN 500 Financial Management.

INT 640 Multinational Marketing Strategies (3 credits)

A study of the particular issues involved in identifying and developing relationships with international markets. Prerequisite: MKT 500 Marketing Strategies.

INT 650 International Trade and Competitiveness (3 credits)

The conceptual and practical aspects of international trade and competitiveness are examined. Theories of international trade, commercial policies and ways to improve international competitiveness are studied. Prerequisites: ECO 500 Managerial Economics and ECO 610 Fiscal and Monetary Practices and Policies.

INT 660 International Negotiations (3 credits)

The issues and problems inherent in conducting business across different cultures are examined. Students develop skills and strategies necessary for effective negotiation with people from different cultures and societies. Prerequisite: INT 600 Multinational Corporate Management.

INT 700 Multinational Business Strategy (3 credits)

This is a capstone course for the International Business Certificate. The course integrates various aspects of international business and focuses on formulation of international business strategy. Emphasis is on case studies that cut across various functional disciplines. Prerequisite: INT 610 Multinational Corporate Environment.

INT 750 Seminar in Multinational Business (3 credits)

This course focuses on current issues in international business. It provides students with an opportunity to research topics of their interest in international business. Recommended as one of the last courses in the MS in International Business program. Prerequisite: INT 600 Multinational Corporate Management and INT 610 Multinational Corporate Environment.

MBA 500 Information Sources, Research Methods, and Communication Techniques (3 credits)

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

MBA 510 Quantitative Analysis for Decision-Making (3 credits)

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

MBA 600 Production and Operations Management (3 credits)

Study of the concepts of production and operations, and of a variety of methods and techniques used in their management. Background preparation: six credit hours in economics. Prerequisite: MBA 510 Quantitative Analysis for Decision-Making or permission of the instructor.

MBA 610 Business Law (3 credits)

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

MBA 630 Entrepreneurship and Small Business Management (3 credits)

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

MBA 650 Consulting (3 credits)

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

MBA 660 Management of Non-Profit Organizations (3 credits)

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

MBA 670 Business, Government and the Environment (3 credits)

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

MBA 680 Franchising (3 credits)

An in depth study of franchising including research, analyses, evaluation, financing and legal requirements of existing and potential franchises. Also included are methodologies of the franchise agreement, the operating manual, the Uniform Franchise Offering Circular (UFOC) and research and marketing theory and practice. The course includes preparation of a franchise research paper based on a real or proposed franchise. The course also examines international franchising and trends in franchising. Background preparation: three credit hours in marketing and business law, or equivalent.

MBA 700 Policy Formulation and Administration (3 credits)

An application of learned skills, and a testing, distillation, and integration of insights gained from preceding courses and other sources. Prerequisites: Successful completion of at least ten graduate courses (eight for full-time day students). In addition, all background prerequisites must be satisfied, as well as the following courses: MBA 500, ACC 500, FIN 500, MBA 510, and CIS 500.

MBA 710 Internship (3 credits)

A limited program of internships is available for full-time day students to enhance their educational experience through appropriate, work-oriented activity in selected environments. Internships are administered by the Career Development Center and are supervised by faculty members. Prerequisites: Minimum grade point average of 3.0; completion of at least eighteen credits; and permission of a sponsoring full-time faculty member.

MBA 740 Thesis Option (4 or 6 credits)

Students may substitute six credit hours of thesis credit in lieu of two elective courses in the M.B.A. program, or four credit hours in lieu of one graduate education elective in the M.S. in 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.

MBA 750 Independent Study (3 credits)

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

MBE 500 Research Methods in Business Education (1 credit)

Development of awareness and evaluation of available sources of information applicable to business education. Prerequisite: MBA 500 Information Sources, Research Methods and Communication Techniques—may be taken concurrently.

MBE 600 Current Literature (4 credits)

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

MBE 610 Improvement of Instruction (4 credits)

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

MBE 620 Curriculum Development (4 credits)

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

MBE 630 Administration and Supervision (4 credits)

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

MBE 640 Microcomputers in Business Education (4 credits)

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

MBE 650 Vocational Student Organization and Cooperative Work Experience (4 credits)

A course that investigates and discusses current issues in both business and vocational education. Examples of topics to be included are the effective employment of youth organizations in a program and the efficient running of a cooperative work experience program. The class members are expected to apply, in a practical sense, the principles discussed in the course by helping to administer the NH State DECA Career Development Conference.

MBE 660 Mainstreaming in Business Education (4 credits)

This course provides knowledge and understanding of exceptional children and adolescents in American schools. Discussion of various handicaps and conditions and strategies for the teacher to use in dealing with these conditions is the focus of the course. While applications to the business education classroom are the focus of this course, it is a generic course in the field.

MBE 700 Student Teaching (8 Credits)

A practical application of the theories learned in the business education program. Students will be assigned to a high school for a period of eight weeks. Active teaching of at least three class periods per day, plus other assigned duties, will begin promptly. Supervision is by the Graduate School of Business and grading is a letter grade.

MBE 710 Seminar for School Business Administrators I (3 credits)

This course focuses on the management skills required for the complex environment of school business administration. Emphasis is upon developing those skills necessary for performance in the role of a school business administrator as a prelude to an actual field experience in the second seminar course.

MBE 720 Seminar for School Business Administrators II (3 credits)

This course focuses on the practical application of the skills required to be certified as a school business administrator. The major focus of the course is on a field experience with a practicing school business administrator. Areas of emphasis include budget development, contract bidding, information processing, human resource management and financial reporting. Prerequisites: HRM 500 Human Behavior in Organizations, HRM 610 Labor Relations and Arbitration, MBA 660 Management of Not-for-Profit Organizations and MBE 710 Seminar for School Business Administrators I.

MKT 500 Marketing Strategies (3 credits)

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

MKT 610 Advertising Management (3 credits)

Addresses the specific activities involved in managing a campaign including research, media selection, copy writing, layouts and the role of ad agencies. Prerequisite: MKT 500 Marketing Strategies.

MKT 620 Consumer Behavior (3 credits)

Addresses the psychological, as well as sociological, foundations of consumer behavior; how firms research these “roots” and then design strategies on the basis of what they learn. Prerequisite: MKT 500 Marketing Strategies.

MKT 630 Market Research (3 credits)

Addresses the value of research as well as identification of the problem to be resolved. Numerous mathematical analysis techniques will be incorporated into the course as well as research design issues. Prerequisites: MKT 500 Marketing Strategies and MBA 510 Quantitative Analysis for Decision Making.

MKT 640 Industrial Marketing (3 credits)

Addresses the very real distinctions from consumer marketing as well as sales force management material. Prerequisite: MKT 500 Marketing Strategies.

MKT 650 Retailing (3 credits)

Addresses the fundamentals of merchandising and promotion from the perspectives of the proprietor and the chain-store manager. Incorporates the topics of franchising, telemarketing and research. Prerequisite: MKT 500 Marketing Strategies.

MKT 660 Marketing Strategies for Non-Profit Organizations (3 credits)

Applications of marketing concepts and practices to not-for-profit organizations and explorations of sources of financial support and strategies for their development. Prerequisite: MKT 500 Marketing Strategies.

MKT 670 Product Management (3 credits)

Addresses the growing role of product managers within the marketing organization and their role in new product development and management. Prerequisite: MKT 500 Marketing Strategies.

TAX 650 Federal Taxation of Individuals (3 credits)

The theory and practice of federal income taxation of individuals.

TAX 655 Federal Taxation of Corporations, Partnerships, Estates and Trusts (3 credits)

Theory and practice of federal income taxation of corporations, partnerships, estates and trusts. Prerequisite: TAX 650 Federal Taxation of Individuals.

TAX 660 Tax Factors in Business Decisions (3 credits)

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

TAX 665 Estate and Gift Taxation (3 credits)

Deals with federal taxation of gratuitous transfers during taxpayer's lifetime and property transfers at death. A study will be made of relevant statutes and regulations. Prerequisites: TAX 650 Federal Taxation of Individuals.

TAX 670 Tax Research Methodology/Practice & Procedures (3 credits)

Course explores methods and techniques of federal tax research. In addition, students will learn the rules and procedures for representing clients before the IRS. Prerequisite: TAX 650 Federal Taxation of Individuals.

TAX 700 Special Topics in Taxation (3 credits)

An in-depth study of special topics in federal taxation. Major current problem areas of taxation will be explored. Prerequisites: TAX 650 Federal Taxation of Individuals; TAX 655 Federal Taxation of Corporations, Partnerships, Estates and Trusts; and TAX 670 Tax Research Methodology/Practice & Procedures.

Business Foundation Courses

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

GSB 400 Accounting

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

GSB 410 Microeconomics

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

GSB 415 Macroeconomics

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

GSB 420 Mathematics

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

GSB 425 Statistics

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

GSB 430 Marketing

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

GSB 440 Business Law

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

GSB 450 Data Processing

Introduction to data processing designed to provide students with a basic understanding of computer technology. This is six week course.

GSB 455 COBOL/FILES

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

GSB 460 Advanced BASIC

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

GSB 480 Business Teaching Methodology

Designed to provide students with basic teaching methodology as it applies to business subjects at the secondary and post-secondary levels. Required for students seeking state certification through the MS in Business Education program who have had no previous methods course.

Concluding Remarks

Since the first Master of Business Administration degree was awarded by New Hampshire College in 1975, the number of graduates of the M.B.A. and M.S. programs has grown to more than two thousand men and women actively engaged in careers in business and industry, public service, and other professional enterprises, both in the United States and in more than a dozen other countries.

This substantial breadth of alumni representation in employment and geography provided the Graduate School of Business with a clearer sense of its responsibility to ensure quality in its response to current educational needs, and to maintain an effective capacity to identify and respond to developing needs.

Community Economic Development Program

The Community Economic Development Program has three components:

- An academic program in Community Economic Development (CED) offering a master's degree.
- An academic program in International Community Economic Development (ICED) offering a master's degree in Community Economic Development with an International Specialization.
- A series of short-term training programs offering intensive instruction over a 12-week period for the international module and 9 months for the weekend module. Participants successfully completing the training will be awarded a certificate.

Program Purpose

The degree programs were created to provide specific technical skills in finance, management, legal structures, organizational systems, housing development, business development, cooperatives and land use for people working with community-based agencies and for groups representing the interests of low-income people in urban and rural settings.

The CED Program views community development as a strategy for addressing economic problems in communities and societies faced with "changing business, social and personal needs." Such development calls for social and economic activities and programs which promote total community benefit rather than individual financial gain. The program promotes community development efforts through:

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

The program emphasizes a learner-centered model of education based on the following principles:

- Education should promote critical thinking and empower the learner to act effectively.
- Experience is a rich source for learning. As such, the awareness of students' prior experience should be integrated into the learning process.
- The learner should be an active participant in the planning, implementation and evaluation of his or her learning experience.
- Cultural diversity and a respect for cultural diversity enhances the learning process.

The Master's Degree In CED

Academic Standards

Admission

For the master's level, the admission requirements include: evidence of the successful completion of a bachelor's degree, two years work experience in community development or a related field, and a completed application form and a personal statement. NOTE: Non-native speakers must pass an English proficiency test (TOEFL exam) with a score of 550 or better.

Admission requirements for students with non-traditional preparation (e.g., students without bachelor's degrees) involve a more extensive application process, including: completed application, personal statement as described in the application packet, copies of any official transcripts of undergraduate work completed, personal visit and interview, writing sample (a 4 to 6 page written essay, at the time of the interview, which responds to a CED problem and requires the applicant to think and write as well as problem-solve), a minimum of five years community economic development or community service experience, current involvement in an on-going community economic development project, a full faculty review and approval of the application, a sustained 3.0 GPA in the first term.

How to Request an Application for the Community Economic Development Programs

To request an application for admission contact: Michael Swack, Community Economic Development Program, New Hampshire College, 2500 North River Road, Manchester, NH 03106-1045 USA Phone: (603) 644-3103 (603) 668-2211 or FAX phone: (603) 644-3130.

Financial Aid

Limited scholarship money is available from the CED Program. American students may qualify for financial assistance from the federal government. The College maintains a fully-staffed financial aid office to assist students applying for federal financial aid programs.

Fees

Weekend Program: \$1,600/term X 4 terms = \$6,400, \$60 computer fee

International Program: \$750 per course; \$100 computer fee

Short-term training:

Weekend module:

International module:

Academic Progress

All students must maintain a 3.0 GPA to remain in good standing while in the program.

Graduation Requirements

In order to graduate, students must complete 36 credits in residence at New Hampshire College with a GPA of 3.0. Students must also complete the applicable required courses (described below).

Program Description — Weekend CED Track

Courses in this track are offered one three-day weekend each month, for a seventeen-month period beginning in September. This seventeen-month program is divided into four 4-month terms. During each three-day weekend, a student takes three courses (6 classroom hours for each course) and meets with a project group. Each course offers two credits and meets once a month for four months. The project work earns four credits per term. Students must take 7-10 credits per term.

Degree Requirements

Satisfactory completion of the equivalent of 20 credit hours of courses, and a major project (16 credits) that carries throughout the entire seventeen-month program. (This project is linked to students' specific areas of interest in CED and often to students' current employment.)

Total: 36 credits at New Hampshire College, with a cumulative GPA of 3.0

Curriculum: The curriculum for the Weekend CED track includes the following required courses:

CED 701	Introduction to Community Economic Development
CED 703	Managerial Accounting
CED 704	Financing CED
CED 705	Financial Management
CED 706	Business Development
CED 707A&B	Organizational Management for Community Organizations (two terms)
CED 790	Project in CED (four terms)

In addition, students select from a variety of courses, which include:

CED 507	Housing and Land Policy
CED 522	Micro-Enterprise Development
CED 702	Law and Community Development
CED 708	Development of Cooperatives
CED 709	Fundraising, Marketing and Promotion
CED 710	Housing Development
CED 722	Negotiation Strategies
CED 723	Training of Trainers

Course Descriptions - National Track

CED 502 Training of Trainers (2 credits)

This course covers the principles and methods of adult education, with an emphasis placed on equipping students with the abilities to become effective trainers when they return to their local communities. Through the acquisition of a variety of techniques, the participants will learn to transfer skills to members of their communities in specific areas of development.

CED 507 Housing and Land Policy (2 credits)

Community economic development often involves land. This course includes legal, institutional, economic, political and environmental factors which affect land use.

CED 521 Perspectives in International Development (1 credit)

A two-day seminar that looks at the intermediary organizations that bridge the gap between the state and multilateral (public) organizations on one hand and the local, community-based (private) organizations on the other. Selected participants from the International Program are invited to join the members of the Weekend Program to provide insight from their own perspective and experience.

CED 522 Micro-Enterprise Development (2 credits)

This course looks at the characteristics of the informal sector, businesses that crowd the lowest rung of the economic scale, and examines ways of assisting these income-generating activities of the poor.

CED 701 Introduction to Community Economic Development (2 credits)

This is the beginning overview course. It includes an examination of how macroeconomic policies have a large impact on people in communities and neighborhoods, and includes an initial examination of basic economic policies and programs that can be pursued at the local level. The course will also deal with how the various CED components (law, finance, cooperatives, housing, land, management, education, organizing and business development) fit into an overall CED strategy.

CED 702 Law and Community Development (1 credit)

Tax, corporate and organizing issues of unincorporated associations, for-profit and non-profit corporations and their relationship to subsidiaries are some of the topics covered in this course. Students will also study recent court cases and their effects on community development organizations, tax laws and their effects on non-profit development organizations, and legal issues of joint venturing and syndications involving non-profit development organizations.

CED 703 Managerial Accounting (2 credits)

This course covers issues of fiscal management, financial reporting, management control and internal as well as external accountability for non-profit development organizations. This is a prerequisite for CED 705 Financial Management.

CED 704 Financing Community Development (2 credits)

This course deals with issues surrounding financial institutions, how they operate, how they should be approached, the alternatives to dealing with traditional financing, financial packaging, and basic financial calculations.

CED 705 Financial Management (2 credits)

This course includes financial information, understanding financial statements, operations planning and making and understanding investment decisions in cooperatives and community enterprises. Prerequisite: CED 703 Managerial Accounting

CED 706 Business Development (2 credits)

This course covers how an organization would go about planning and developing small business ventures. This includes a business plan, market analysis, funding sources, basic financial statements in business planning and evaluating the impact of development on community needs.

CED 707A&B Organizational Management for Community Organizations

(1 credit each)

This two term sequence of courses examines the skills required for effective management in democratically controlled community-based organizations. Students undergo a self analysis in terms of their management style and study models to be used for the diagnosis of organizations. The nature of democratic organizations is explored and strategies for implementation are reviewed and developed. In addition, one session will be devoted to successful fundraising strategies.

CED 708 Development of Cooperatives (1 credit)

Various types of cooperative models as they apply to serving the needs of low income communities in areas of housing, credit, job creation and consumer services. The course examines issues of how to organize a cooperative, membership issues, legal issues, financing, and cooperative management systems.

CED 709 Fundraising, Marketing and Promotion (2 credits)

This course focuses on analysis and promotion strategies to meet CED objectives. It includes the use of the media and techniques to market products and services in the local economy. It covers both for-profit and non-profit issues.

CED 710 Housing Development (2 credits)

This course includes market analysis and determining housing needs; site selection and control; financial feasibility reports; picking a development team; getting approval from various government entities; identifying public and private subsidies; and various forms of ownership including cooperatives and land trusts.

CED 722 Negotiation Strategies (1 credit)

This course covers negotiation techniques and strategies for CED organizations.

CED 790 Project in Community Economic Development (four credits)

A project contract is developed that clearly sets forth a problem statement, project goals, methods to achieve goals and the activities necessary to accomplish the overall project's objectives. Students are required to submit a term report at the end of each term, for three terms and a final written report at the end of the program which describes the project's results and objectives with an in-depth analysis, as well as makes conclusions/recommendations about further project work. Each student joins a project group comprised of 4-8 students for support during the program.

Short-Term Certificate Training in Community Economic Development

Module: Non-Profit Real Estate Development

This short-term certificate program is designed to target mid-career community economic development practitioners who are presently working in the area of non-profit real estate certificate program will provide academic and practical experience through classwork and through the participation in an ongoing real estate project. Readings, case studies, lectures, and individual and team exercises comprise the teaching methods of the certificate program. Program material will be based upon actual situations encountered by non-profit developers and will focus both successes and pitfalls.

The non-profit real estate certificate program will extend for a period of nine (9) months, beginning in September and concluding in May. During this nine (9) month period, participants will meet one weekend (Friday, Saturday, Sunday) each month. However, throughout the course of the program, each student will participate in a project related to non-profit real estate development, for which academic credit will be given.

Courses and Seminars Include:

- Budgeting & Financial Planning Issues in Real Estate Development (1 credit)
- Law and Real Estate Development (1 credit)
- Real Estate Finance (1 credit)
- 2 Terms of Project in CED (4 credits)
- Housing Management (1 credit)
- Housing and Land Policy (2 credits)
- Site and Construction Issues (1 credit)
- Commercial Real Estate Development (1 credit)
- Use of Computers in Real Estate Development (1 credit)

Budgeting and Financial Planning Management In Non-Profit Real Estate Development

This course will introduce the student to the various principles and practices of accounting and financial analysis used both in non-profit real estate development and community economic development. The student will become familiar with all basic financial statements relating to real estate development.

Law & Real Estate Development for Non-Profits

This course will introduce and familiarize the student with the basic legal structures relating to real estate development by Non-Profits. It will also examine legal issues involving purchase and sale contracts, construction contracts, leases and management contracts.

Real Estate Finance

This course will introduce the student to the techniques for analyzing the financial feasibility of real estate development projects.

Housing Management

Students will be introduced to the theory and practice of managing project performance, including assembling a project team, permitting, scheduling and marketing. Students will obtain a sound grasp of the principles and techniques of property management for Non-Profit real estate development.

Site and Construction Issues

This course provides a more indepth study of the problems related to the selection of a site and the construction process. Students will examine the problems associated with scheduling, negotiations with contractors, bid procedures and bringing a project in on time.

Commercial Real Estate Development

This course will present many of the issues and techniques covered in the other courses, but will be designed specifically for those who are interested in commercial real estate development by Non-Profits.

Use of Computers in Real Estate Development

The student will be introduced to the use of computer software for developing pro-formats, financial projections, scheduling and collections.

Program Description—International CED Track (ICED)

The degree offered for this track is also a Master of Science in CED with a specialization in international development. It is a one year residential program. The program is divided into three 12-week terms.

Degree Requirements

Satisfactory completion of the equivalent of twelve 3 credit hour courses spread over three semesters, for a total of 36 credits with a cumulative grade point average of 3.0.

Curriculum

The curriculum for the International CED track includes the following required courses. Each course provides three credits.

ICD	501	Accounting
ICD	503	Research and Evaluation Methods
ICD	504	Economics and Development
ICD	509	Financial Management for Cooperatives and Community Enterprises

ICD 515	Organizational Management for Community Organizations
ICD 529	Project Design and Management
ICD 533	History and Philosophy of Development

In addition, the student then selects from a variety of courses which include:

ICD 502	Training for Trainers
ICD 506	Appropriate Technology and Development
ICD 507	Housing and Land Use
ICD 508	Development Finance
ICD 511	Health Planning and Policy for Development
ICD 512	Cooperative Development
ICD 522	Micro-Enterprise Development
ICD 721	Development as a Tool for Conflict Resolution

Field trips are an integral part of the program. Participants visit a variety of community economic development projects throughout the New England area as well as attend conferences and workshops covering related topics.

Course Descriptions - International Program

ICD 501 Accounting (3 credits)

This course covers issues of generating basic financial information, financial reporting and financial control in community-based enterprises. This is a prerequisite for ICD 509: Financial Management.

ICD 502 Training for Trainers (3 credits)

This course covers the principles and methods of adult education, with an emphasis placed on equipping students with the abilities to become effective trainers when they return to their local communities. Through the acquisition of a variety of techniques, the participants will learn to transfer skills to members of their communities in specific areas of development.

ICD 503 Research and Evaluation Methods (3 credits)

This course will examine a variety of community survey techniques, management information systems and evaluation methodologies necessary for effective project design and implementation.

ICD 504 Economics and Development (3 credits)

Addresses the economic problems faced by developing countries and examines a variety of community approaches to problems. A variety of economic development paradigms will be examined ranging from traditional through growth with equity: to the more radical such as dependency theory and neo-Marxism. Case studies will help participants examine what the impacts of these approaches are when found in their field work.

ICD 506 Appropriate Technology and Development (3 credits)

Much has been made lately about the role of appropriate technology for development. The question has been raised — What is the meaning of “appropriate”? Why are different technologies more appropriate for developing countries than for developed? These questions and the issue of technological transfer will be explored in this course.

ICD 507 Housing and Land Use (3 credits)

This course will summarize the main trends in the global phenomenon of urbanization as it affects the Third World. Participants will examine the major issues and problems of providing affordable shelter to the urban poor and will develop tools which will help assess shelter quality and needs at the local level.

ICD 508 Development Finance (3 credits)

This course explores financial institutions, how they operate and how they should be approached. Special emphasis is on the design and operation of development finance institutions and how they can promote community-based economic development efforts.

ICD 509 Financial Management (3 credits)

Participants develop skills in understanding financial information, operations and planning, investment decisions and how to weigh trade-offs between social benefits and financial returns. Prerequisite: ICED 501 Accounting

ICD 511 Primary Health Care Policy in Developing Countries: Issues of Programming and Planning (3 credits)

This course is a general orientation to the program planning issues of developing countries. The course will cover a number of innovative preventive health models and treatment programs supported by the international health organizations plus alternative approaches to administering and financing these programs. Through lectures, readings, group discussions and a written project in Management by Objectives (MBO), participants will be enabled to conceptualize and produce a workable health program.

ICD 512 Cooperative Development (3 credits)

This course will study in-depth a number of producer, consumer, credit, housing and marketing cooperatives; how they were formed and how they are managed. Discussion will center around the benefits and burdens of using cooperatives as a development tool.

ICD 514 Strategies for Expanding the Participation of Women in the Health of their Communities: Women, Development and Ecology (3 credits)

In the developing world, destruction in the form of deforestation, rapid population growth, and unsanitary use of water contribute to the growing problems in our environment. Almost all rural women in the developing world are solely responsible for the care of their families - for their health, procurement and preparing food, and gathering firewood and water, often at great distances from their homes.

That the quality of life can be better is unknown to most of these women because of their lack of exposure to nonformal education, as promoted by Paolo Freire's "conscientization." This course will closely look at the role of women in the development process and suggest ways of facilitating change through learner-centered, participatory methodologies. Particular attention will be paid to the use of natural resources; water and sanitation and their relation to good health; income generation; and family planning.

ICD 515 Organizational Management for Community Organizations (3 credits)

This course is designed to equip community workers with the necessary tools to manage community-based organizations. It provides strategies for decision-making, planning, budgeting and personnel management.

ICD 516 Maternal/Child Health: Realities, Priorities and Service Delivery for Community-Based Organizations (3 credits)

This course will introduce the participants to the fact that the woman is the determining factor in the success of maternal/child health projects in the developing world. Obstacles to success - factors such as low standards of education for women, cultural attitudes, frequent pregnancies and resultant anemia as well as other maternal health problems and their causes - would be analyzed. Focus will also be on common health problems among children with particular attention to the six immunizable diseases: measles, whooping cough, poliomyelitis, tetanus, tuberculosis, and diphtheria. Participants will be given practical exercises to help them understand the continuing constraints to maternal/child health in the developing world and to help them devise community-oriented solutions.

ICD 521 Perspectives on International Development Policy (3 credits)

The course provides a general overview of the issues confronting international development today. Students will be expected to gain a general understanding of the major international issues and to tie these issues directly into the context of their own local community experience. As the program unfolds, other courses will examine in more depth many of the proposed solutions to these problems.

ICD 522 Micro-Enterprise Development I (3 credits)

This course will look at the characteristics of the informal sector businesses that crowd the lowest rung of the economic scale and examine ways of assisting these income generation initiatives of the poor. Participants will also study how to design and manage a financial and technical assistance intermediary to provide credit, management and organizational assistance to "micro-scale" economic enterprises.

ICD 529 Project Design and Management (3 credits)

This course offers a critical analysis of the processes of designing and managing development programs and projects in developing countries. It will examine organizational structures and a variety of approaches to project design, implementation, management, administration and evaluation.

ICD 533 History and Philosophy of Development (3 credits)

Provides participants with an overview of the issues surrounding development. Participants will examine their own assumptions as well as those formed by colleagues and counterparts in the field. The course is intended to form the basis of a common language which connects participants to a world-wide network of practitioners of CED.

ICD 721 Development as a Tool for Conflict Resolution (3 credits)

This course will look at the underlying causes of conflict and the processes by which conflict escalates. Students will examine effective methods for resolving conflict, utilizing CED as an effective tool. Case studies will be used to examine how cooperation is working effectively through the implementation of CED efforts.

ICD 722 Curriculum Development and Application for Appropriate Community Health Practices (3 credits)

This course also takes a practical approach: students will work with health project documentation (available from USAID through ICD) or with documentation they have brought with them to design an appropriate health education curriculum based on country needs, and could cover any facet of education and/or training for primary health care.

Each step of the curriculum writing process will be reviewed by the instructor and presented to course participants for feedback and revision. Instruction will include the teaching of various approaches such as competency-based training and micro-teaching methodology.

All participants are required to demonstrate a proficiency in the use of basic computer programs before successful completion of the program. Short, non-credit courses are offered in Lotus, D-Base and Word Perfect. Participant use these programs in many of the courses.

Short-term Certificate Training in Community Economic Development

The short-term training certificate program is designed to target mid-career community economic development practitioners. The program is primarily geared to those working or interested in working overseas. The program attracts qualified applicants (with or without degrees) from many of the same sources as the master's degree program. Therefore, the student pool includes applicants from private voluntary organizations, community-based organizations and government. These are people who, for a variety of reasons, choose not to enter the degree program.

For the most part, courses offered in the short-term program will be those offered in the degree program. Further, the program is structured to allow individual organizations to participate in the selection of a variety of additional offerings such as courses, trips, attendance at conferences, special tutoring or specialized mini-technical training to result in a targeted training package that will have an immediate impact on their organizations when trainees return to their communities. These individually designed training packages are geared to the overall objective of institutional capacity building.

The core of the short-term training consists of the courses offered over the regular 12-week academic term for the master's program plus seminars and special workshops which tie the theme of each training program into a whole. Each of the three terms offers a particular focus, e.g., training of trainers, financial management, project development. Upon successful completion of the 12-week program, the trainee will be awarded a certificate. In some cases the trainee may choose to remain for two additional terms in pursuit of the master's degree. In such cases, the trainee must apply and be considered as any other applicant to the graduate program.

Certificate Requirements

Completion of 12 academic credits and any required seminars designed for the particular short-term training session.

Curriculum

The curriculum is designed to provide training modules for those working in local development organizations, individuals who will be transferring these skills to cooperatives, micro-enterprises, worker-owned industries, and community-based economic development initiatives. Integrated training modules will be developed in a variety of program areas, responding to the training needs of the participants. Examples of two of these training modules are:

Module I: Project Management and Design

Courses and Seminars Include:

- History and Philosophy of Development
- Project Design and Management
- Organizational Management
- Research and Evaluation
- Use of Computers for Project Implementation
- Management of Cooperatives
- Introduction to Accounting and Financial Management
- Training of Trainers

Classroom work and field trips are geared toward the needs of mid-career project managers involved with local development, community based cooperatives and worker owned industry. The program provides specific technical skills in finance, management, organizational systems, business development and organization of cooperatives. Classroom instruction is tailored to be directly relevant to the participants' work and their community development experience.

Module II: Training of Trainers

Courses and Seminars Include:

- History and Philosophy of Development
- Training of Trainers
- Materials Development
- Project Design and Management
- Use of Computers as a Training Tool
- Evaluation Methods
- Micro-Enterprise Development

Accounting and Financial Management Marketing

Classroom work and field trips are geared to the needs of trainers of people involved in local development activities. The program provides applied training to those preparing and implementing applied training initiatives. It is designed to serve the needs of programs serving micro-entrepreneurs, worker owned businesses, limited equity housing schemes and cooperatives. Classroom instruction is tailored to be directly relevant to the participants' work and their management and community development experience.

In addition to the actual course work, the participants will visit with local development agencies in New England in order to observe model projects in the field.

Module III: Applied Strategies for Health Promotion in Developing Countries

Courses and Seminars Include:

- Project Design and Management
- Research and Evaluation
- Accounting for Community-Based Projects
- History and Philosophy of Development
- Primary Health Care Policy in Developing Countries
- Curriculum Development and Application for Appropriate Community Health Practices
- Strategies for Expanding the Participation of Women in the Health of their Communities: Women, Development, and Ecology
- Maternal/Child Health: Realities, Priorities and Service Delivery for Community-Based Organizations

This short-term training program is relevant to practitioners seeking appropriate knowledge about and skill development in health promotion; working in primary health care and health care delivery; needing health training skills at all levels: village and community organizers, trainers or trainers, program officers, and supervisors. It is also geared for those practitioners who would like to seek insight into and perspective on the role of women in the community and in the environment and those who are seeking a program with direct applicability to health-related projects in developing countries.

In addition to the actual coursework, the participants will visit with local health agencies in the Boston area. Additionally, resource speakers and lecturers are invited frequently to the classes.

Additional Information

Entry Dates

- Weekend Program: September
- International Program: September, January
- Short-term training: September, January, May

College Directory

Trustees of the College

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Chairman of the Board of Trustees
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Hooksett, NH

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Secretary of the Board of Trustees
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

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Chairman
Summa Four
Manchester, NH

Judith Bouley
Educator
University of New Hampshire
Durham, NH

Bradford E. Cook, Esq.
Assistant Secretary to the Board of Trustees
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

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Marketing Manager
International Business Machines Corporation
New York

Ralph Farmer
President (Retired)
Merchants Savings Bank
Manchester, NH

Timothy J. Fletcher
Timothy J. Fletcher & Company
Manchester, NH

William S. Green, Esq.
Chancellor Emeritus
Attorney at Law
Sheehan, Phinney, Bass + Green
Manchester, NH

James Masiello
President
The Masiello Group
Keene, NH

Charles J. Mitchell
Director of Counseling Services
New Hampshire College
Manchester, NH

David D. Myler
Vice President of Human Resources
American Electric
Memphis, TN

Charles Palm, C.P.A.
Controller
First NH Bank
Manchester, NH

Richard Pantano
Library Director, Associate Professor
New Hampshire College
Manchester, NH

Russell Pelletier
District Manager
Friendly Corporation
Tewksbury, MA

Rev. Placidus H. Riley, O.S.B.
Professor of Theology
St. Anselm College
Manchester, NH

Stephen Singer
Senior Vice President
Merchants Rent a Car, Inc.
Hooksett, NH

Thomas Space
Financial Planner
Connecticut Mutual Insurance
Bedford, NH

Raymond Truncellito, C.L.U.
Mutual Benefit Life Insurance Company
Manchester, NH

Albert B. Wight
President (Retired)
Sanders Associates
Nashua, NH

Trustee Emeritus

Gertrude C. Shapiro
President Emeritus
New Hampshire College
Manchester, NH

Administration of the College

Richard A. Gustafson
President
B.A., M.Ed., Boston University
Ph.D., University of Connecticut

Burton S. Kaliski
Dean of the Undergraduate School and
Continuing Education
B.B.A., City College of New York, Baruch
School
M.S., State University of New York at
Albany
Ed.D., New York University

George J. Larkin, Jr.
Vice President for Student Affairs
B.S., M.Ed., Ph.D., Boston College

Jacqueline F. Mara
Dean of the Graduate School of Business
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

John C. Miles
Vice President for Finance and
Administration; Treasurer
B.S.B.A., Rockhurst College
M.B.A., Central Missouri State University

Dorothy S. Rogers
Vice President of Institutional Advancement
B.S., Simmons College

Undergraduate School

Administration

Burton S. Kaliski
Dean, Undergraduate School & Continuing
Education
B.B.A., City College of New York, Baruch
School
M.S., State University of New York at
Albany
Ed.D., New York University

C. Richard Erskine
Associate Dean, Undergraduate School
B.A., M.A.T., University of New Hampshire
Ed.D., Vanderbilt University

Roberta M. Banfield
Administrative Coordinator
B.M., Notre Dame College
M.Ed., Rivier College

Faculty

Douglas H. Armstrong
Assistant Professor
A.A.S., Johnson & Wales
*1985

Eleanor H. Barnes
Chairperson, Department of Computer Informat
Systems
Professor of Computer Information Systems
B.S.I.E., Northeastern University
M.B.A., University of New Hampshire
1968

Frank J. Barnes
Associate Professor of Computer Information
B.S.E.E., Arizona State University
M.B.A., University of New Hampshire
1969

William E. Beane
Assistant Professor of Business
Administration/Humanities
B.Ed., Keene State College
M.A., Middlebury College
1965

Robert Begiebing
Professor of English
B.A., Norwich University
M.A., Boston College
Ph.D., University of New Hampshire
1977

Martin J. Bradley
Instructor in Business Administration
B.S., Lyndon State College
M.Ed., Notre Dame College
1982

David R. Bradt
 Professor of English
 B.A., State University of New York
 at Binghamton
 M.S. Iona College
 Ph.D., Washington State University
 1978
 Sabbatical Spring 1993

Vicki Connell
 Instructor in Culinary Arts
 A.A.S., University of New Hampshire
 B.S. New Hampshire College
 1985

David E. Cox
 Instructor in Mathematics
 B.A., Southwest Baptist University
 M.S., University of Oklahoma
 1990

Robert R. Craven
 Professor of English and Humanities
 B.A., M.A., City College of New York
 Ph.D., University of Rhode Island
 1977

Lori DeConinck
 Instructor in Psychology
 A.S., Notre Dame College
 B.S., New Hampshire College
 M.A.C.P., Rivier College
 1975

Paul Dittmer
 Chairperson, Department of Hospitality
 Management
 Associate Professor of Hotel/Restaurant
 Management
 B.A., Michigan State University
 B.A., Colorado College
 M.B.A., University of Massachusetts at
 Amherst
 1976

Julia M. DiStefano
 Professor of English
 B.A., Queens College
 M.A., Hunter College
 M.A., Ph.D., State University of New York
 at Stony Brook
 1980

William J. M. Dolbow
 Assistant Professor of Mathematics
 B.S., M.S., Worcester Polytechnic Institute
 1988

John K. Evans
 Associate Professor of Business
 Administration
 B.A., St. Anselm College
 M.A., University of New Hampshire
 Ed.D., Boston University
 1980

Robert H. Fleeson
 Professor of English
 B.A., Yale University
 M.A., University of New Hampshire
 1967

John P. Fleming, APR
 Professor of English and Communication
 A.B., Merrimack College
 M.A., Southern Illinois University
 M.Ed., Notre Dame College
 M.S., Boston University College of
 Communication
 Ph.D., Bowling Green State University
 1981

Eleanor Dunfey Freiburger
 Associate Professor of English and Ethics
 B.A., Emmanuel College
 M.A., University of San Francisco
 1984

Lynda R. Gamans
 Associate Professor of Fashion
 Merchandising
 B.A., University of New Hampshire
 M.Ed., Notre Dame College
 1980

James L. Grace, Jr.
 Chairperson, Department of Business
 Administration
 Professor of Business Law
 B.S., St. Joseph's College
 Ed.M., Temple University
 J.D., Franklin Pierce Law Center
 Ed.D., University of Pennsylvania
 1970

Yvonne C. Hall
 Associate Professor of Economics/Finance
 B.S.B.A., Florida Technological University
 M.S., Ph.D., Colorado State University
 1981

John J. Harrington
 Professor of Business Administration
 B.S.B.A., Boston College
 M.S., Southern Illinois University
 Ed.D., George Washington University
 1977

Mahboubul Hassan

Assistant Professor of Economics
B.A., M.B.A., University of Dhaka
M.A.P.E., Boston University
1985

John F. Hinckley

Associate Professor of Computer
Information Systems
B.S., M.Ed., Worcester State College
1977

Carolyn Hollman

Coordinator of English Education
Professor of English
A.B., University of Michigan
M.A., University of New Hampshire
Ed.D., Vanderbilt University
1980

Ernest H. S. Holm

Chairperson, Department of
Humanities/Social Sciences
Professor of Government
A.B., Dartmouth College
M.A., Boston University
M.A.T., University of New Hampshire
Ph.D., Tufts University
1969

Alec Ingraham

Chairperson, Department of
Mathematics/Science/Education
Associate Professor of Mathematics
B.A., M.A., University of
Massachusetts-Boston
1978

Lawrence Kinsman

Associate Professor of English
B.A., State University College at Oneonta
D.A., State University of New York at
Albany
1984

Ausra Kubilius

Professor of English
B.A., Boston University
M.A., California State University
Ed.D., Boston University
1973

Louis B. Lanzillotti

Associate Professor of Accounting
B.S., M.B.A., Northeastern University
C.P.A.
1975

Robert Losik

Associate Professor of Business Administration
B.S., University of Wisconsin
M.A., University of No. Carolina
Ed.D., Vanderbilt University
1980

Judith Schmitz McKenna

Associate Professor of Communication
B.S., University of South Florida
M.S., Boston University, School of Public Comm
cation
1986

Carol Mueller

Instructor in Culinary Arts
B.S., Bridgewater State College
1989

William J. F. Murphy

Associate Professor of Accounting
B.S., Merrimack College
M.A., University of Rhode Island
C.P.A.
1975

C. Erik Nieuwejaar

Assistant Professor of Business
Administration
B.A., Concordia College
M.S., University of Minnesota
M.S., Northeastern University
1981

Nicholas Nugent

Associate Professor of Marketing
B.A., M.B.A., University of South Florida
Ph.D., Florida State University
1990

William J. Peacock

Assistant Professor of Mathematics
B.A., Loyola University
M.A.T., Emory University
1981

Laurence J. Pelletier, Jr.

Assistant Professor of Accounting
B.S., M.B.A., New Hampshire College
1980

Norton R. Phelps, Jr.

Professor of Mathematics
B.S., Springfield College
M.S., University of Utah
M.B.A., New Hampshire College
1968

Jeanette A. Ritzenthaler
 Professor of English
 A.B., Mary Manse College
 M.A., New York University
 Ed.D., Rutgers University
 1976

Don W. Sieker
 Professor of English
 A.B., M.A., San Francisco State University
 Ph.D., University of California
 1980

Jean F. Silver
 Coordinator of Business/ Marketing
 Education
 Professor of Business Education
 B.S., M.Ed., University of New Hampshire
 1964

Karen Curry Stone
 Chairperson, Department of Marketing
 Associate Professor of Marketing
 B.A., Wake Forest University
 M.A., University of Kentucky
 Ph.D., Boston College
 1983

George Teloian
 Professor of Accounting
 B.S., Boston University
 M.B.A., Northeastern University
 C.P.A.
 1962

Vernon T. Tetley
 Associate Professor of Mathematics
 B.Ed., Plymouth State College
 M.S.T., University of New Hampshire
 1968

Christopher J. Toy
 Coordinator of Mathematics Education
 Professor of Mathematics
 B.A., M.A., San Francisco State University
 1971

William H. Trueheart
 Associate Professor of Computer Informa-
 tion Systems
 B.S., Northeastern University
 M.S., Georgia Southern College
 1981

John VanSantvoord
 Chairperson, Department of Accounting
 Associate Professor of Accounting
 B.S., New Hampshire College
 M.B.A., University of New Hampshire
 1980

H. Fred Walter
 Associate Professor of Hotel/Restaurant
 Management
 B.S., Empire State College
 M.S., State University of New York at Albany
 1978

James D. Walter
 Professor of Sociology
 B.A., Kent State University
 M.A., Indiana State University
 Ph.D., Ohio State University
 1981

Charles V. A. White
 Associate Professor of Economics
 B.A., M.S., University of Connecticut
 Ph.D., Ohio State University
 1979

Steven Widener
 Chairperson, Department of Economics/Finance
 Assistant Professor of Economics
 B.A., Xavier University
 M.A., Ph.D., University of New Hampshire
 1987

Charles L. Wilbert
 Professor of English
 B.A., University of Pennsylvania
 M.A., Ohio University
 1968
 Sabbatical Spring 1993

Walter L. Zimmermann
 Professor of Psychology
 B.S., M.Ed., Springfield College
 1968

Undergraduate School Part-time Faculty

Mary Franz Allan
 A.S., B.S., Johnson and Wales

Michael Annicchiaro
 B.S., University of New Hampshire
 M.F.A., Brandeis University

Margaret Bieniek
B.A., M.A., University of New Hampshire

Lois Bradt
B.S., Indiana University
M.S., New Hampshire College

Karen Car
A.S., Johnson & Wales

Michael Ciola
A.O.S., Culinary Institute of America

David Coeyman
B.A., Montclair State College
M.P.A., Syracuse University

William Alex Colgate
B.A., Coe College
M.S., University of South Carolina
A.A.S., The Culinary Institute of New Hampshire College

Fred Dobrowolski
B.A., St. Anselm College
M.Ed., Notre Dame College

Joan Doty
B.S., Cornell University

Martha Duffy
B.A., M.A., St. Bonaventure University

John Erlman
B.A., St. Anselm College
M.S., Northwestern University

Jane E. Fallon
B.A., Eastern Oregon State University
M.A., Arizona State University

Mary Farley
B.A., M.A., Montclair State College

Thomas Foulkes
B.A., Salem State College
M.S.T., University of Missouri

Philip H. Funk, Jr.
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology

Susan Garabedian
L.P.N., New Hampshire Technical College
B.A., Notre Dame College
M.B.A., New Hampshire College

Pauline Gaffney
B.S., Carnegie Institute of Technology

R. Larry Johnson
B.S.M.E., Northeastern University
M.S., D.B.A., George Washington University

M. Howard Jones
B.A., University of Missouri at Kansas City
M.A., New York University

Arlene Kershaw
B.A., Northeastern University
M.A., University of Kansas

Joanne Lahiff
B.S., Michigan State University
M.S., Case Western Reserve University

Claire Larrabee
B.A., George Washington University
M.A., University of New Hampshire

Paul Lins
B.S., Wright State University
M.B.A., New Hampshire College

Maura MacNeil
B.A., New England College
M.F.A., Vermont College of Norwich University

Ronald H. Page
B.S., Michigan State University
M.B.A., Northeastern University

Christopher J. Poulos
B.A., St. Anselm College
M.L.A., Harvard University

Raymond Prouty
B.S., New Hampshire College

Peter A. Romein
B.S., New Hampshire College
M.Ed., Rivier College

Raymond Roy
A.O.S., Culinary Institute of America

Susan Schragle-Law
B.A., M.Ed., Ed.D. University of Massachusetts at Amherst

Robert Seidman
B.S., Rutgers University
M.S., Ph.D., Syracuse University

Pamela J. Smith-Osrow
B.S., Hofstra University
M.S., Boston University

Siobhan K. Tautkus
A.S., Beecher Junior College
B.S., Northeastern University

Plonneke D. Thoolen
B.S., "De Windroos" College for Professional Education

Frances Tishkevich
B.A., Plymouth State College
M.A., Vermont College of Norwich University

Raymond Truncellito
B.A., Dartmouth College
M.A., Columbia University

Marti J. Wolf
B.A., Hofstra University
M.B.A., Adelphi University

Susan Youngs
B.A., Luther College
M.A., Washington State University

Vincent Zuccala
B.S., North Shore Commercial College
M.S., Eastern Illinois University

Graduate School of Business

Administration

Jacqueline F. Mara
Dean
B.S., Mount St. Mary College
Ed.M., C.A.G.S., Ed.D., Boston University

Steven R. Painchaud
Associate Dean
B.A., St. Joseph's College
M.S., University of Southern Maine

Ann McCormick
Director, North Campus
B.A., Bates College
M.A., Tufts University
M.B.A., University of New Hampshire

Faculty

Eleanor H. Barnes
Chairperson, Department of Computer Information Systems
Professor of Computer Information Systems
B.S.I.E., Northeastern University;
M.B.A., University of New Hampshire
1968

Frank J. Barnes
Associate Professor of Computer Information Systems
B.S.E.E., Arizona State University;
M.B.A., University of New Hampshire
1969

Karin L. Caruso
Accounting Coordinator, Learning Center
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977

Euclid A. Dupuis, CPA
Associate Professor
B.A., New Hampshire College
M.S., Bentley College
1982

James Freiburger
Associate Professor
B.S., Loras College
M.S., University of Notre Dame
C.A.S., University of Vermont
Ph.D., University of Connecticut
1988

Philip H. Funk, Jr.
Associate Professor of Computer Information Systems
B.S., Drexel Institute of Technology
M.S., Massachusetts Institute of Technology
1982

Lynda Gamans
Associate Professor of Fashion Merchandising
B.S., University of New Hampshire
M.Ed., Notre Dame College
1980

Richard O. Hanson, CPA, CMA
Professor
A.S., Burdett College
B.S., Bellarmine College
M.B.A., New Hampshire College
1984

Gerald I. Harel
 Professor
 B.S., Hebrew University
 M.B.A., State University of New York
 M.A., Ph.D., Temple University
 1984

Ernest H. S. Holm
 Professor of Government
 A.B., Dartmouth College
 M.A., Boston University
 M.A.T., University of New Hampshire
 Ph.D., Tufts University
 1969

R. Larry Johnson
 Professor of Business Administration
 B.S.M.E., Northeastern University
 M.S., D.B.A., George Washington University
 1978

Gerald E. Karush
 Professor
 B.A., University of Pennsylvania
 M.A., Brown University
 Ph.D., University of Pennsylvania
 1981

Patricia E. Khani, CPA
 Professor
 B.S., Suffolk University
 M.S., Northeastern University
 1980

Nicholas Nugent
 Associate Professor of Marketing
 B.A., M.B.A., University of South Florida
 Ph.D. Florida State University
 1990

Jeanette A. Ritzenthaler
 Professor of English
 B.A., Mary Manse College
 M.A., New York University
 Ed.D., Rutgers University
 1976

Marc A. Rubin
 Associate Professor
 B.A., Boston University
 M.B.A., Northeastern University
 1982

Massood V. Samii
 Associate Professor
 B.S., University of Hartford
 M.B.A., Western New England College
 Ph.D., State University of New York
 1988

Paul Schneiderman
 Professor
 B.B.A., M.B.A., University of Massachusetts
 M.A., Ph.D., Clark University
 1976

Susan Schragle-Law
 Assistant Professor
 B.A., M.Ed., Ed.D. University of
 Massachusetts at Amherst
 1988

Robert Seidman
 Professor
 B.S., Rutgers University
 M.S., Ph.D., Syracuse University
 1981

Karen Curry Stone
 Associate Professor of Marketing
 B.A., Wake Forest University
 M.A., University of Kentucky
 Ph.D., Boston College
 1983

James D. Walter
 Associate Professor of Sociology
 B.A., Kent State University
 M.A., Indiana State University
 Ph.D., Ohio State University
 1981

Charles V. A. White
 Associate Professor of Economics
 B.A., M.S., University of Connecticut
 Ph.D., Ohio State University
 1979

Walter Zimmermann
 Professor of Psychology
 B.S., M.Ed., Springfield College
 1968

Adjunct Faculty Teaching Graduate Courses

David Aherrera
Systems Analyst
Oak Tree Construction Computers, Inc.
B.S., University of Philippines
M.B.A., New Hampshire College

Dhal Bharatula
Senior Industrial Engineer, Millipore
Corporation
B.S., University of Delhi
M.S., University of Toledo
M.B.A., New Hampshire College

Leon J. Bien
Vice President Key Bank
A.B., Boston College
M.A., Michigan State University

Roger W. Brown, Sr.
Vice President, Human Resources (Ret.)
Sanders Associates
B.S., University of Illinois
M.B.A., New Hampshire College

Jose Camacho
Postmaster, G.P.O.
B.B.A., University of Puerto Rico
M.B.A., Inter American University

George Carter
Assistant Principal, Timberlane Regional
High School
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Marcia Carter
Assistant Principal,
Trinity High School
B.S.Ed., Plymouth State College
M.S.Bus.Ed., New Hampshire College
Ed.D., Boston University

Angel Alicea Cosme
MIS Director, Puerto Rico Department of
Education
B.A., M.B.A., Inter American University
Ph.D., University of Connecticut

Manuel Garcia Diaz
Puerto Rico Electric Power Authority
B.S.E.E., University of Mayaguez
M.B.A., University of Mayaguez
M.S., Ph.D., Walden University

Phillip Downs
Consultant
B.A., M.A., University of Maine
Ph.D., Vanderbilt University

Gregory Driscoll
Financial Analyst, L.L. Bean
B.A., University of Southern Maine
M.B.A. College of William and Mary

Robert J. Forget, CPA
Director of Treasury Operations, Teradyne,
Inc.
B.A. Florida Atlantic University
M.B.A., University of New Hampshire

Marcia Gadzera
Chairman, Business Department, North Shore
Community College
B.S., Salem State College
Ed.M., Ed.D., Boston University

Frederick W. Graf, Jr.
Financial Administrator, Child Health Services
B.A., Yale University
M.B.A., New Hampshire College

Richard M. Guillemette
Accountant, Sanders Associates
B.S., M.B.A., New Hampshire College

William Henes
Cost Analysis Supervisor
Calcomp Display Products
B.S., Bowling Green State University
M.S., New Hampshire College

John Henry
Engineering Manager, Alcon Laboratories
B.A., M.B.A., Inter American University

Sarah C. Hubbard
President/CEO Visiting Nurses Association
of Manchester and Southern NH, Inc.
B.S., Syracuse University
M.S., University of New York, Buffalo
Ph.D., Boston University

Douglass M. Jack
Assistant Professor, Northern Essex
Community College
B.S.B.A., M.Ed., Plymouth State College
M.B.A., New Hampshire College

Mohsen Khani
Para Realty Trust
B.S., M.B.A., New Hampshire College

John A. Lighthall
Attorney
A.B., Syracuse University
J.D., Syracuse University College of Law

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

Frederick Masciangelo, CDR, U.S.N. (Ret.)
Consultant
B.S., St. Joseph's University
M.B.A., New Hampshire College

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

Keith D. Moon
Consultant
B.B.A., Niagara University
J.D., Franklin Pierce Law Center

Deepay Mukerjee
Vice President/Chief Operating Officer
Firstmark Corporation
B.S., M.S., Clarkson University
M.B.A., Cleveland State University

Robert W. O'Brien
Manager, Business Development
Maritz Performance Improvement Company
B.A., University of Massachusetts
M.B.A., Western New England College

John Parker
Bath Iron Works
A.B., Dartmouth College
M.B.A., Columbia University

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

John Rainone
Assistant Dean/Associate Professor
NH Technical College at Manchester
B.S., M.S., New Hampshire College

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

William Schubert
Marketing and Sales Representative
Elite Aluminum Company, Inc.
B.S., University of New Hampshire
M.B.A., New Hampshire College

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

Victor A. Somma, Jr.
Director of Marketing and Development,
NH Postsecondary Technical Education
System
B.A., University of Bridgeport
M.S., New Hampshire College

Patricia Spirou
Marketing Consultant
B.S., Keene State College
M.B.A., New Hampshire College

James Stopa
Assistant Director of Vocational & Adult
Education
Manchester School of Technology
B.A., M.Ed., Michigan State University

Robert Sullivan
Programmer, Bank of Boston
B.S., M.S., Boston University
M.B.A., New Hampshire College

Lee Surace
Vice President/Controller L.L. Bean
B.S., M.B.A., University of Southern
Maine

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

Samuel Townsend
International Consultant
B.A., Hamilton College
M.A., Johns Hopkins University

George Tuttle
Economic Analyst, Public Service
Company of New Hampshire
B.S., University of New Hampshire
M.B.A., New Hampshire College

William Webb
Dean of Community Education
N.H. Technical College at Stratham
B.A., State University of New York
M.P.A., Golden Gate University
M.Ed., University of New Hampshire
M.B.A., New Hampshire College

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

Gunnel White
Director, Portland Regional Vocational
Technical Center
B.S., Hermoas Malmo Sweden
M.S., State University of New York

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

Richard E. Willis
Dean, Continuing Education
Central Maine Technical College
B.A., Yale University
M.Ed., University of Maine
Ph.D., Stamford University

John Wilson
Attorney, Goff and Wilson, PA
B.A., State University of New York at
Genesco
J.D., Franklin Pierce Law Center

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

Community Economic Development

Michael Swack
Coordinator, C.E.D. Program, Professor
B.A., University of Wisconsin
M.S., Harvard University
Ph.D., Columbia University
1981

Christine A. Clamp
Professor
B.A., Friends World College
M.A., Ph.D., Boston College.
1981

G. David Miller
Associate Professor
B.A., Brown University
M.A., Northeastern University
M.S.W., University of Michigan
1986

Other Faculty Teaching Community Economic Development Courses

Clark Arrington
J.D., University of Notre Dame Law School

Jeff Ashe
B.A., University of California at Berkeley
M.A., Boston University.

Susan Brace
B.A., William Smith College
M.S., New Hampshire College

Dakota Butterfield
B.A., Rutgers University.

Ava Clough
M.A., Fairleigh Dickinson University
M.P.H., Boston University

John Davis
M.S., Ph.D., Cornell University

Jack Donovan
M.S., New Hampshire College

Karen Jacobsen
M.B.A., Boston University

Sue Karant
M.S., University of Wisconsin

Donald E. Mason
J.D., University of Miami

Susan Gilson Miller
Ph.D., University of Michigan

William A. Ninacs
M.S., New Hampshire College

Shirley Pippins

M.A., University of Illinois

Ed.D., Columbia University

Eswaran Selvarajah

M.S., Massachusetts Institute of Technology

Beverly Smith

M.B.A., Roosevelt University

Joan Sweeney

Ph.D., University of Massachusetts, Amherst

Denise Thal

B.A., Harvard University

M.P.P.N., Yale School of Management

Chuck Turner

B.A., Harvard University.

Peter White

M.S., New Hampshire College

Harry A.B. and Gertrude C. Shapiro Library

Richard Pantano

Library Director, Associate Professor

B.A., St. Anselm College

M.L.S., University of Rhode Island

Patricia A. Beaton

Public Services Librarian, Government
Documents, Assistant Professor

B.A., Salem State College

B.S.H.S., New Hampshire College

M.S., Simmons College

Edward W. Daniels

Public Services Librarian, Circulation,
Assistant Professor

B.A., University of New Hampshire

M.L.S., University of Rhode Island

David C. Dillman

Audio Visual Director

B.S., New Hampshire College

Donna Marshall

Media Graphics Coordinator

B.A., Jamestown College

Carol West

Public Services Librarian, Periodicals, Assistant
Professor

A.A., Library Science

B.S.H.S., New Hampshire College

M.S., Simmons College

Deborah E. Wilcox

Technical Services Librarian, Assistant Professor

B.A., University of New Hampshire

M.L.S., University of Rhode Island

The American Language and Culture Center

Diane Dugan

Director

B.S., Nazareth College of Rochester

M.S.H.S., New Hampshire College

M.Ed., Notre Dame College

New Hampshire TESL Certificate

1982

Lyra Bentsman

Associate Professor

B.A., M.A., Volgograd University

1982

Gary Carkin

Associate Professor

B.S., University of New Hampshire

M.A., University of New Mexico

Ph.D., Michigan State University

1982

Catherine-Ann Day

Associate Professor

B.S., Mt. Saint Mary's College

M.A., Middlebury College

C.A.G.S., Boston University

1982

Denis Hall

Associate Professor

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

1982

Learning Center

Francis G. Doucette
Director of Learning Center, Director of
Freshman Programs
B.A., Holy Apostle College
M.Ed., Northeastern University
Ed.D., Vanderbilt University
1978

Richard Colfer
Associate Director/Counselor
B.A., M.A., Glassboro State College
M.H.S., New Hampshire College
Certified Developmental Specialist, Kellogg
Institute
1980

Karin L. Caruso
Accounting Specialist/Assistant Professor
B.A., Syracuse University
M.S., State University of New York
M.B.A., New Hampshire College
1977

Pamela B. Cohen
Mathematics Specialist/Assistant Professor
B.S., Boston University
M.A., Teachers College, Columbia
University
1984

Cynthia Hagen
Writing Specialist/Associate Professor
B.A., New England College
M.A.T., University of New Hampshire
Ed.D., Vanderbilt University
1984

Christine Zimmermann
Reading Specialist/Assistant Professor
B.S., Springfield College
M.Ed., Notre Dame College
1982

* Year of appointment at NHC

Division of Continuing Education

Ronald L. Baron
Director, Salem Center
B.S., University of New Hampshire
M.B.A., New Hampshire College

Charles Warrington
Academic Advisor - Salem Continuing
Education
B.S., New Hampshire College
M.A., University of Florida

Ellen Cady
Director, Concord Center
B.A., Plymouth State College
Ed.M., University of New Hampshire

Jane T. Larkin
Director, Manchester Center
B.A., M.A., Ph.D., Boston College

Nancy Hughes
Assistant Director of Manchester Continu-
ing Education
B.S., M.S., New Hampshire College

Jeffrey Pruyne
Academic Advisor - Manchester Continuing
Education
B.A., New England College

Robert McChesney
Director, Roosevelt Roads Center
B.S., M.B.A., New Hampshire College

Diane S. Monaghan
Director, Nashua Center
B.A., College Misericordia
M.S., Millersville University

Charles S. Pettigrew
Director, Brunswick Center
B.S., New Hampshire College
M.S., University of Southern Maine
M.B.A., New Hampshire College

Adrienne Stevens
Director, Laconia Center
B.Ed., Plymouth State College
M.Ed., Rivier College

Jane Torrey
Director, Portsmouth Center
B.A., St. Lawrence University
M.S., New Hampshire College

Stephen Miller
Academic Advisor - Portsmouth Continuing
Education
B.S., Amherst College
M.Ed., Tufts University

College Administrative Staff

Suzanne J. Bienvenue
Assistant Director of Financial Aid
A.S., B.S., M.B.A., New Hampshire College

Marguerite Bourgeois
Assistant Director, Career Development
Center
B.Ed., Rhode Island College
M.Ed., Plymouth State

Rudolph D. Bourget
Director of Accounting
B.S., New Hampshire College

William Brodeur
Supervisor of Systems Programming,
Computer Center
B.S., New Hampshire College

Linda L. Broome
Manager of Payroll
B.S., New Hampshire College
M.B.A., New Hampshire College

Jeanne E. Burt
Assistant Director of Human Services
A.S., New Hampshire College

Raymond E. Cloutier
Residence Director
B.A., Assumption College

Rev. Bruce W. Collard
Director of Campus Ministry/Catholic Chaplain
B.A., Providence College
Master of Divinity, St. Mary College
Cert. of Philosophy, St. Mary College

George E. Commenator
Director of Center for International Exchange
A.B., Rockhurst College
Ph.D., Boston College

James Cross
Lead Systems Programmer/Computer Resources
A.S., New Hampshire College

Peter M. Cross
Telecommunications Director
B.S., M.S., New Hampshire College

Nancy Davis
Assistant Registrar
A.A., Fisher Junior College
B.A., New Hampshire College

Michael DeBlasi
Director of College Relations
B.B.S., New Hampshire College
M.A., Rider College

Kim Deland
Manager of Administrative Computing,
Computer Center
B.A., University of Vermont

Daryl Dreffs
Director of Computer Center
B.S., Michigan State University
M.B.A., Eastern Michigan University

Nancy Rowe Dreffs
Coordinator of Women's Athletics
Women's Basketball Coach
B.S., Plymouth State College
M.S., Michigan State University

Frank Eaton, C.P.M.
Director of Purchasing
B.S., New Hampshire College

Monique Fonner
User Liaison/Computer Center
B.S., New Hampshire College

Laurence Franco
Director of Media Services
B.S., New Hampshire College

William Gallant
Admission Counselor
B.S., New Hampshire College

Thomas Gonyea
Residential Coordinator
B.S., M.S., State University College,
Plattsburgh, NY

Leah R. Gradie
Director of Academic Computing
A.S., B.S., Bentley College

Louis Greenstein
Director of Auxiliary Services
B.S., University of Massachusetts/Amherst

Richard A. Groleau
Assistant Director of Student Activities
Operations
B.A., University of New Hampshire

Clinton A. Hanson, Jr.
Director of Financial Aid
A.B., Assumption College
M.Ed., Worcester State College

Steven W. Harvey
Director of International Admission
B.S., University of Maine
M.A., Ph.D., Boston University

Linda Hicks
Director of Food Service
A.S., Dean Jr. College

Pamela Hogan
Director of Human Resources
A.S., B.S., New Hampshire College

Deborah Hubbard
Acting Director of Student Activities
B.S., New Hampshire College

Beverly A. Joyce
Publications Manager
B.S., New Hampshire College

William Keffe
Protestant Chaplain
B.A., Western Maryland College
S.T.M., Boston University School of
Theology
M.A., Boston University

Joseph Kissell
Registrar
B.A., University of Pittsburgh
M.A., Indiana University of Pennsylvania

Darrell J. Krook
Acting Manager
A.S., NHVTC, Nashua

James M. Kuras
Career/Coop Education Counselor
B.A., Eastern Connecticut University
M.Ed., Springfield College

C. Robert Lindquist
Director of Public Relations
B.A., University of New Hampshire
M.A., Ball State University

Karen L. Lindsay
Director, Career Development Center
B.A., Westfield State College
M.S.H.S., New Hampshire College

Richard Lussier
Program Analyst/Computer Resources
B.S., New Hampshire College

Melissa McGlaughlin
Benefits Administrator/Personnel Office
A.S., Rivier College

Charles J. Mitchell
Director of Counseling Services
B.Ed., Keene State College
M.A., University of Connecticut; NCC
(Nationally Certified Counselor)

George E. Miville
Director of Public Safety
A.S., B.S., St. Anselm College

James Miville
Telecommunication Systems Analyst
B.S., New Hampshire College

Chris Morris
Director of Facilities
B.S., Nason College

Laurie Nicholson
Assistant Director of Admission
B.S., New Hampshire College

Patricia A. Nuss
Bursar, Business Office
A.S., B.S., New Hampshire College

James Olkovikas
Project Leader, Computing Resources
B.S., New Hampshire College

Kelly Olmstead
Assistant Director of Admission
B.S., State University of New York,
Plattsburg

Norma Petit
Assistant Registrar

Colleen Phelan
Assistant Director of Admission
B.A., University of New Hampshire

Joseph R. Polak
Director of Athletics/Intramural Programs
B.A., Fordham University

Brad Poznanski
Director of Admission
B.S., Springfield College

Kenneth Preve
Director of Development and Planned Giving
B.S., New Hampshire College

Raymond Prouty
Associate Director of Athletics/Athletic
Business Manager
B.S., New Hampshire College

Jacqueline Ribaudo
Director of Marketing and Program Planning
B.A., University of New Hampshire
M.A., University of Texas

John T. Rootes
Head Men's Soccer Coach
B.S., University of Nevada, Las Vegas
M.A. Georgia State University

Sheila Roy
Credit Manager
B.S., New Hampshire College

Pauline Y. St. Hilaire
Assistant Director of Admission
B.S., M.S., New Hampshire College

Robert P. Schiavoni
Director of Residence Life
B.S., New Hampshire College
M.Ed., Springfield College

Randi Schutz
Admission Counselor
B.S., Skidmore College

Stanley C. Spirou
Head Men's Basketball Coach
B.S., Keene State College
M.Ed., Antioch University

Rabbi Arthur Starr
B.A., University of Cincinnati
B.H.L., M.A.H.L., Rabbi, Hebrew Union
College

Peter C. Tufts
Head Men's Ice Hockey Coach; Head
Women's Soccer Coach
B.S., University of New Hampshire

Nancy White
Director of Health Center/Nurse
L.P.N., Moore General Hospital School of
Practical Nursing
B.S.H.S., New Hampshire College

Vincent J. Zuccala
Head Trainer
B.S., Salem State College
M.S., Eastern Illinois University

Honorary Degree Recipients

- | | | | |
|------|---|------|--|
| 1971 | Mrs. Gertrude Shapiro, Doctor of Humane Letters | 1988 | Kenneth J. Rowley, Doctor of Laws
Thomas V. Vanderslice, Doctor of Science |
| 1972 | Col. John H. Glenn, Doctor of Science | 1989 | Thomas A. Corcoran, Doctor of Laws |
| 1973 | Julian Bond, Doctor of Laws | 1990 | Raymond F. Truncellito, Doctor of Laws
Patricia Gallup, Doctor of Science |
| 1974 | Stewart L. Udall, Doctor of Laws | 1991 | Christos Papoutsy, Doctor of Laws
Hedrick L. Smith, Doctor of Humane Letters
Elton See Tan, Doctor of Laws |
| 1975 | Louis Rukeyser, Doctor of Humane Letters | 1992 | Sophia Collier, Doctor of Laws
Gary Hirshberg, Doctor of Science
Kimon S. Zachos, Doctor of Laws |
| 1976 | Nikki Giovnanni, Doctor of Humane Letters
Williams S. Green, Doctor of Laws | | |
| 1977 | Martin Agronsky, Doctor of Laws
Rev. Placidus H. Riley, Doctor of Humane Letters | | |
| 1978 | Newell S. Paire, Doctor of Laws | | |
| 1979 | Eugene S. Mills, Doctor of Laws
Charles S. Stanton, Doctor of Laws
John F. Sterling, Doctor of Laws | | |
| 1980 | Jack L. Bowers, Doctor of Laws
Norris Cotton, Doctor of Laws
Philip S. Dunlap, Doctor of Laws | | |
| 1981 | John A. Beckett, Doctor of Laws
Richard A. Fulton, Doctor of Laws | | |
| 1982 | Lotte Jacobi, Doctor of Humane Letters
Robert Rosenberg, Doctor of Laws | | |
| 1983 | Henry R. Bloch, Doctor of Laws | | |
| 1984 | Ralph W. Farmer, Doctor of Laws
Victor K. Kiam, II, Doctor of Laws
Warren B. Rudman, Doctor of Laws | | |
| 1985 | Curtis L. Carlson, Doctor of Humane Letters | | |
| 1986 | Christopher Forbes, Doctor of Humane Letters
Sakip Sabanci, Doctor of Laws | | |
| 1987 | Joachim W. Froelich, OSB, Doctor of Humane Letters | | |

Distinguished Achievement Citations

Alumni Association Distinguished Service Award

- | | |
|------|--------------------------|
| 1979 | Kenneth E. Preve '71 |
| 1980 | Chris Papoutsy '57 |
| 1981 | Richard Courtemanche '73 |
| 1982 | David D. Myler '69 |
| 1983 | Maurice Raymond '70 |
| 1984 | Robert K. Morine '71 |
| 1985 | Michael Brody '73 |
| 1987 | Gertrude Shapiro |
| 1988 | Thomas Space '74 |
| 1989 | William S. Green |
| 1990 | Dale L. Plavnick '83 |
| 1991 | Michael De Blasi '70 |

New Hampshire College Excellence in Teaching Recipients

- | | |
|-------------------|------|
| Burton S. Kaliski | 1989 |
| Robert R. Craven | 1990 |
| Marc A. Rubin | 1991 |
| Nicholas Nugent | 1992 |

Academic Advising	53	Small Business Management	103
Academic Calendar (Graduate School)	221	Sports Management	103
Academic Calendar (Undergraduate School)	4	Business Studies Curriculum (B.S.)	104
Academic Complaint	53,64	Business Teacher Education Curriculum (B.S.)	90
Academic Honesty Policy	53,208	Business Teacher Education Program	89
Academic Honors	68	Camp Synergy	26
Academic Renewal	54	Campuses	9
Academic Responsibility	56	Campus Ministry	26
Academic Review	63	Campus Visits	33
Academic Scholarship Program	42	Capstone Course	57
Academic Standards	53,137,208,235	Career Development Center	12
Academic Support Services	12	Career Planning And Placement	14
Accounting Curriculum (A.S.)	122	Caswell Scholarship	46
Accounting Curriculum (B.S.)	95	Catholic Student Assoc.(CSA)	28
Accounting Department	95	Center for International Exchange	24
Accounting Minor	96	Certificate Programs	127
Accreditation	7	Certificate Programs (Culinary)	139
Add and Drop	58	Certificate Training, CED	239,244
Admission	33,205,235	Change of Major	62
Admission-Graduate Certificate Only (G.S.B)	205	Class Cancellations	56
Admission-Culinary	137	CLEP	38
Admission-International Students	34	College Writing Proficiency Examination	57
Admission Plans	33	Communication	77
Admission Requirements	33	Communication Curriculum	78
Advance Registration	56	Commuter Club	28
Advanced Placement	36	Community Economic Development	12,234
Aerospace Studies (AERO)	199	Competency in Writing	56
Alternative Loans for Parents and Students (ALPS)	47	Computer & Information Systems Department	112
Alumni Scholarship	43	Computer Center	18
Ambassadors	27	Computer Information Systems	112
Amendment of Degree Requirements	64	Computer Information Sys. Curriculum (A.S.)	124
American Language and Culture Center	19	Computer Information Sys. Curriculum (B.S.)	113
Associate in Science Degree Programs	10	Confidentiality of Records	209
Athletic Facilities	24	Continuing Education	31
Athletics	23	Continuing Education Centers	31
Athletic Scholarships Program	43	Cooking Certificate	139
Attendance	54,208	Cooperative Education	13
Bachelor of Science Degree Programs	9,72	Cooperative Work Experience Education	
Baking Certificate	139	Scholarship	44
Barnes Scholarship	45	Core Curriculum	71,74
Basic Studies Program	14	Counseling Services	24
Basic Writing Competency Examination	56	Course Descriptions, CED	
Bibliography and In-Text Citation Styles	57	International Program	241
Business Administration Curriculum (A.S.)	123	National Track	236
Business Administration Curriculum (B.S.)	97	Course Descriptions, Graduate School	221
Business Administration Dept	97	Course Descriptions, Undergraduate School	141
Business Curriculum	71	Course Problems	53
Business Foundations in the Core	71	Credit By Examination	38
Business Studies	100	Credit Overload	59
Business Studies Concentrations:		Culinary Arts Curriculum (A.A.S)	138
Accounting	100	Culinary Institute	110,137
Business Administration	101	Culinary Society	28
Business Finance	101	Damage Deposit	51
Computer Information Systems	101	DANTES	38
Human Resource Management	101	Dean's List	68
International Management	102	DECA Scholarship	44
Marketing	102	Degrees and Programs (GSB)	213
Materials Management	102	Delta Mu Delta	68
Production and Inventory Control	102	Deposit Policies	52
Restaurant Management	103	Dismissal	63
		Early Admission	34

Economics/Finance Curriculum (B.S.)	116	Hotel Administration Curriculum (B.S.)	130
Economics/Finance Department	116	Hoyle, Tanner & Assoc. Minority Scholarship	44
Economics Minor	118	Humanities	84
Endowments	44	Humanities Curriculum	84
English	80	Humanities/Social Sciences Department	77
English Language and Literature Curriculum	81	Incompletes	62,210
English Education	82	Independent Study	62
English Education Curriculum	82	Institutional Examinations	38
Facilities and Activities (Graduate School)	204	Instructor Problems	53
Family Educational Rights and Privacy Act	inside front cover	Internal Transfer	35
Fashion Merchandising	125	International Business	105
Fashion Merchandising Curriculum (A.S.)	125	International Business Curriculum	105
Federal and State Programs	46	International Student Admission	34
Fees	50,51	Internships (G.S.B.)	211
Financial Aid	38,207,235	Interviews	33
Financial Obligations	51	Intrafraternal Council	28
Finance Minor	118	Jewish Student Association (JSA)	28
500 Level Courses	59	Kappa Delta Phi Scholarship	45
Fraternities and Sororities	28	Kappa Sigma Scholarship	45
Free and Allied Electives	72,75	Learning Center	18
Freshman Course Requirements	57	Leave of Absence	64
Full Tuition	60	Liberal Arts Core	74,76
Future Business Leaders of America Scholarship	43	Liberal Arts Curriculum	74
General Education Elements in the Core	71,75	Liberal Arts Division	74
Gold Key	70	Library	17
Governor's Success Grant	46	Loans and Jobs	46
Green Scholarship	45	Major Credits	72,75
Grades	60,210	Management Advisory Services	114
Graduate Certificates	214	Management Adv. Services Curriculum (B.S.)	115
Accounting	214	Marketing Curriculum (B.S.)	119
Artificial Intelligence/Expert Systems	215	Marketing Department	118
Computer Information Systems	215	Marketing Minor	120
Finance	215	Marketing Teacher Ed. Curriculum (B.S.)	91
Health Administration	215	Master of Business Administration Degree	213
International Business	215	Master of Business Administration w/Graduate Certificate	214
Marketing	216	Master of Science Degree in Accounting	217
Personnel Administration/Ind Relations	216	Master of Science Degree in Business Ed.	217
School Administration	216	Master of Science Degree in Computer Info	218
Taxation	216	Master of Science Degree in Int. Business	219
Graduate Education in Business	203	Master's Degree In Community Economic Development	235
Graduate Management Adm. Test(GMAT)	206	Mathematics/Science/Education Department	89
Graduate School of Business	11	Mathematics Teacher Education	93
Graduate School of Business Course Descriptions	221	Merrimack Valley Association for Counseling and Development Scholarship	44
Graduate Student Association	27	Mission	5
Graduation (G.S.B.)	212	Nassar Scholarship	45
Graduation Petition	67	NBEA Award of Merit	70
Graduation Requirements	65,212,236	New Hampshire Col & Univ Consortium	206
Graduation with Distinction	70	New Hampshire College Grants & Scholarships	42
Granite State Scholarship	43	New Hampshire College Grant Program	43
Guaranteed Access Program	47	Non Discrimination Policy	inside front cover
Guidelines for Certificate Programs	129	North London Polytechnic Program	15
Health Center	25	Off Campus Employment	48
History of the College	5	Orientation	38
Honors Program	73	Parent Loans for Undergraduate Students (PLUS)	47
Hospitality Administration (B.A.S.H.A.)	135	Part Time Day Enrollment	52
Hospitality Administration (B.A.S.H.A.)	136	Payment of College Bills	51
Hospitality Administration Division	130	Pell Grant	46
Hospitality Administration	130		

PEP	38	Testing of Students with Learning Disabilities	68
Perkins Direct Student Loan	46	Time Needed to Complete Degree	211
Petition to Walk at Graduation	67	Tours	33
Phi Delta Psi Scholarship	45	Transcript Cost	69,209
Phi Theta Kappa Honor Society	69	Transcript Request	68,208
Plourde Scholarship	44	Transfer Admission	5
President's List	68	Transfer Application	35
Privacy of Student Records	60	Transfer Credits	64,206
Program Description — International CED Track (ICED)	240	Transfer Policy	36
Program Description — Weekend CED Track	236	Travel and Tourism	133
Protestant Student Association (PSA)	29	Travel and Tourism Curriculum (B.S.)	134
Public Safety	26	Tuition and Expenses	50,138,207,235
Readmission	63	Unclassified Admission (G.S.B.)	206
Refund	51,59	Unconditional Admission (G.S.B.)	205
Reinstatement	42	Undergraduate School	5,33
Repeating Courses	62,210	Walking at Graduation	67
Reserve Officer Training Corp	199	Withdrawal from Class	58,208
Residence Life	25	Withdrawal from the College	58
Residency Requirements	64	Woodward Scholarship	46
Resident Assistants	25	Work Study	48
Resident Assistant Scholarship	43	Worksheets	64
Retailing	120	Writing and Wordprocessing	57
Retailing Curriculum (B.S.)	121	Veterans' Benefits	48
Rolling Admission	33	Who's Who Among Students	70
S.A.T. Scores	33		
Scholarships and Student Assistance	38		
Scholastic Standing	63,211		
Scholastic Warning	63		
Section 504 Compliance	55		
Self-Identification of Learning Disabilities	55		
Sexual Harrassment	inside front cover		
Shapiro Library	17		
Shapiro Scholarships	44		
Smoking, Eating and Drinking in Classrooms	68		
Social Science	86		
Social Science Curriculum	86		
Sororities	28		
Spectrum	62		
Sports Management	109		
Sports Management Curriculum	109		
Stafford Student Loan	47		
Standardized Testing Programs	38		
State Student Incentive Grant (SSIG)	46		
Student Activities	26		
Student Activities Council	27		
Student Affairs Award	70		
Student Affairs Philosophy	23		
Student Exchange Courses	36		
Student Government Association	27		
Student Organizations	27		
Student Part-Time Payroll	48		
Student Publications	29		
Students with Disabilities	55		
Supplemental Educational Opportunity Grant (SEOG)	46		
Supplemental Loans for Students (SLS)	47		
Technical Management	111		
Technical Management Curriculum (B.S.)	111		
Technical Transfer Credits	36		
Teloian Scholarship	45		



2500 North River Road
Manchester, NH 03106-1045
603-668-2211
603-645-9665 (FAX)