

33rd yr.

1964-65

N.H. COLL.
ARCHIVES

NEW HAMPSHIRE

College

OF ACCOUNTING

AND COMMERCE

88 HANOVER STREET

MANCHESTER, N. H.

03101

FOUNDED IN 1932

BY H. A. B. SHAPIRO, C.P.A.

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

Co-educational



Catalogue for
Thirty-third year

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

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

New Hampshire College of Accounting and Commerce
88 Hanover Street 625-9013 Manchester, N. H.

Incorporated in the State of New Hampshire

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



New Hampshire College of Accounting and Commerce, was founded in 1932 to provide Northern New England with a College that would fully meet the needs of the growing business communities. Located in Manchester, New Hampshire's largest industrial city, the College has been able to provide superior training in Accounting, Business Administration, and Secretarial Science for ambitious and intelligent young men and women.

In order to better meet the demand of industry and government, NHCAC has in its curricula courses designed to broaden and enrich the educational and cultural background of its students.

It is the aim of the College not only to train students for a position, but also to teach them the importance of good citizenship, responsibility, co-operativeness, and reliability.



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

Chapter 428
State of New Hampshire

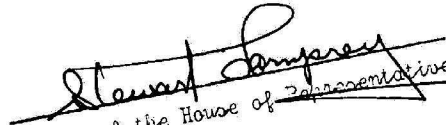
In the Year of Our Lord One Thousand Nine Hundred and sixty-three


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


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

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

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


Speaker of the House of Representatives


President of the Senate


Governor

Approved June 24, 1963
Effective date June 24, 1963

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COLLEGE CALENDAR

DAY DIVISION

| | 1963-64 | 1964-65 | 1965-66 |
|--------------------------------------|---|---------------------------------------|----------------------------------|
| First Semester begins | September 9 | September 9 | September 9 |
| Thanksgiving Recess | November 28 & 29 | November 26 & 27 | November 24 & 25 |
| Christmas Vacation Classes resume | December 23 Monday, January 6 | December 23 Monday, January 4 | December 23 Monday, January 3 |
| First Semester Exams | January 27-31 | January 25-29 | January 24-28 |
| First Semester ends | January 31 | January 29 | January 28 |
| Second Semester begins | February 3 | February 1 | January 31 |
| Washington's Birthday | February 22 (no school Feb. 24) | February 22 | February 22 |
| Spring Vacation Classes resume | April 6-10 Monday, April 13 | April 5-9 Monday, April 12 | April 4-8 Monday, April 11 |
| Memorial Day | May 30 (Saturday) (no school June 1) | May 30 (Sunday) (no school May 31) | May 30 |
| Second Semester Exams | June 15-19 | June 14-18 | June 13-17 |
| Second Semester ends | June 19 | June 18 | June 17 |
| Graduation | June 21 | June 20 | June 19 |
| Summer School begins | June 22 | June 21 | June 20 |
| Independence Day | Saturday | July 5 (no classes) | July 4 |
| Summer School ends | August 14 | August 16 | August 15 |

EVENING DIVISION

| | | | |
|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Registration Week | September 9-13 | September 9-11 | September 8-10 |
| First Semester begins | September 16 | September 14 | September 13 |
| Thanksgiving Recess | Wednesday, Nov. 27 (no classes) | Wednesday, Nov. 25 (no classes) | Wednesday, Nov. 25 (no classes) |
| Christmas Vacation Classes resume | December 23 Monday, Jan. 6 | December 23 Monday, Jan. 4 | December 22 Monday, Jan. 3 |
| First Semester ends | January 22 | January 20 | January 19 |
| Second Semester begins | January 27 | January 25 | January 24 |
| Spring Vacation | April 6-10 | April 5-9 | April 4-8 |
| Second Semester ends | June 1 | June 7 | June 1 |

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE PLAN

NHCAC offers one-year, two-year and four-year courses in Accounting, Secretarial Science, Business Management and allied subjects. Completion of the four-year program will lead to the Bachelor of Business Science Degree, completion of the two-year program will lead to the Associate in Business Science Degree, and completion of the one-year program will lead to the receipt of a Diploma. The course of study is mapped out according to the student's needs and aptitudes, with due consideration to the best opportunities for employment. The quiet atmosphere of the school, as well as the laboratory and lecture method of instruction, is conducive to individual attention and individual progress—the rate of progress depending upon the initiative, ability, and application of the student.

NHCAC instructors have college and university degrees plus years of teaching experience, but fully as important, is their training in the business world. They have had practical business backgrounds in all of the courses which they teach.

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

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

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

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

NHCAC was accredited in 1963 by the Accrediting Commission for Business Schools as a Junior College of Business. ACBS has been designated as a Nationally Recognized Accrediting Agency by the United States Office of Education.

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

LOCATION

The College, centrally located at 88 Hanover Street, occupies the entire second floor of the Athens Building, and recently obtained additional classroom space at 83 Hanover Street and 99 Hanover St. both of which are directly across from the main building. It is within walking distance of the Manchester City Library, the Currier Gallery of Art, the Institute of Arts and Sciences, the N. H. Historical Society, the Young Men's Christian Association, the Young Women's Christian Association, and the Hampshire House.

FACILITIES

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

GUIDANCE

The New Hampshire College of Accounting and Commerce maintains a strong and efficient Personnel and Guidance Department under the direct supervision of Miss Ann Shapiro, Director of Student Personnel Services. During the college year, each student is invited to call on the Guidance Department at any time he needs advice or counseling. Mr. George McElroy, who is head of the Manchester Probation Department, is also available for counseling services.

PLACEMENT SERVICE

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

Because of the outstanding record NHCAC students have made, the college is justly referred to as, "The College of Successful Graduates."

PART-TIME EMPLOYMENT

Every year many of the students have the opportunity to defray their expenses through part-time employment, which the placement depart-

ment helps secure for those who need assistance. We strongly advise students not to do more outside work than is absolutely necessary.

ORIENTATION

Time is provided at the beginning of the school year for the student to plan his course.

Placement tests are also given during this period. Social activities including an outing and an informal dance are planned by the Student Council. These, plus other activities, give the students an opportunity to become acquainted.

STUDENT COUNCIL

Student Council acts as a liaison group between the administration and the student body. It is a practical organization primarily concerned with promoting the general welfare and interests of all undergraduates. Student Council is the strongest and most influential organization in the College. It cooperates in planning, executing, and supervising the social programs of the College.

The Student Council is composed of one member from the administration, the Senior class officers, and four Freshman Representatives. The Student Council meets regularly to plan activities and consider student problems. All NHCAC students are members of Student Government Association and as such are invited to attend all Student Council meetings.

SOCIAL AND RECREATIONAL PROGRAM

Students are encouraged to participate in a healthy social life during their term of study. Supervised dances and other recreational facilities are available. The friends you make at college form an important part of your education and many of these friendships endure for a lifetime.

The social activities program is under the direction of the student body and many formal and informal parties are held throughout the school year. These include a Halloween party, parties at Thanksgiving and at Christmas, and a Spring Prom. Of interest to many are the co-ed bowling teams and the men's basketball and baseball teams.

DEAN'S LIST

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

GOLD KEY HONOR SOCIETY

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key

Honor Society during their Junior or Senior Year. Students elected during their Junior Year must have a 3.80 cumulative average. Students elected in their Senior year must have a 3.50 (A-) cumulative average.

ACCIDENT AND SICKNESS INSURANCE

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

SCHOLARSHIP AND GRANTS

H. A. B. SHAPIRO SCHOLARSHIP—A full school year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B.B.A., C.P.A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarship, aptitude for business, and need for assistance. Each applicant must be recommended by the principal of his high school. The scholarship application form must be filed with the registrar before April 20, of the current year. Seniors enrolled in any high school course in the State of New Hampshire are eligible. The applicant must attain the highest grade on a competitive test which is to be given under the supervision of Mr. George McElroy. The H. A. B. Shapiro Scholarship is registered with the United Business Schools Association.

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

HOUSING

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

HOMework

Home study is required. Two factors, the course and the student, determine the amount of time required for home study. Members of the faculty are available for extra help. Classrooms are open every afternoon until 4:30 p.m.

Grading System

Grades are recorded and submitted to students at the end of each semester. Students may obtain their grades at other times only at the discretion of the instructor.

Warnings of unsatisfactory progress are given semi-annually. These are mailed in November and April.

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

A = 90-100 Excellent; B = 80-89 Good; C = 70-79 Fair; D = 60-69 Poor; F = Below 60 Failing Grade; Inc—Incomplete; WP = Withdrew Passing; WF = Withdrew Failing.

The student must remove an incomplete grade, by completing the required assignments, within one month from the completion of the course. Otherwise, the incomplete grade will be changed to an F.

In order to arrive at a single scale value to assist in determining the general quality of a student's academic work, the system of grade points is employed. According to this method, letter grades are given the following numerical value:

A—4 B—3 C—2 D—1 F—0

The grade-point average is determined by multiplying the grade-point value by the total number of semester hours for the particular course, summing the products, and dividing by the total number of semester hours. For example, if a student in one semester earned 6 hours of A credits, 6 hours of B credits, 3 hours of C credits, and 2 hours of D credits, the grade-point average would be calculated as follows:

| Grade Points | Crs. | Quality Points |
|-----------------|-------|-------------------|
| A | 4 x 6 | — 24 |
| B | 3 x 6 | — 18 |
| C | 2 x 3 | — 6 |
| D | 1 x 2 | — 2 |
| | <hr/> | <hr/> |
| | 17 | 50 |

$$50 \div 17 = 2.94 \text{ Grade-point average}$$

Although "D" (1.0) is a passing grade, a student must maintain a "C" (2.0) average in order to receive a diploma or enter into the second year program. A student with a 1.8 or higher average at the end of the first year may enter the second year program on probation. In order to

enter the third and fourth years, a student must have a 2.0 overall average as well as a 2.0 (C) average in the major area. All programs require a 2.0 (C) average to be eligible for graduation.

GRADUATION

Degrees:

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

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

Diplomas:

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

PROGRAM REVISION

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

The Library



DAY DIVISION

ACCOUNTING AND BUSINESS MANAGEMENT

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

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

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

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

SECRETARIAL SCIENCE

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

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

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

DAY DIVISION PROGRAMS

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

Accounting
Business Management
Secretarial Science

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

Accounting Secretarial Science
Business Management (Executive, Legal,
 Medical or Admin-
 istrative)

Diploma Programs

(approximate length of time—20 months)

Junior Accounting

(approximate length of time—10 months)

Secretarial Stenographic
Senior Bookkeeping I. B. M. Clerical
ing

BACHELOR OF BUSINESS SCIENCE DEGREE PROGRAMS

Accounting

Business Management

Secretarial Science

ACCOUNTING

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-------|----------------------|-------|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Electives (2)* | 6 |
| Typewriting 1 | 1 | | |
| Electives (1)* | 3 | | |
| | <hr/> | | <hr/> |
| Total | 17 | Total | 16 |

Second Year

| First Semester | | Second Semester | |
|------------------------|-------|------------------------|-------|
| | Cr. | | Cr. |
| Acct. 3 (Intermediate) | 4 | Acct. 4 (Intermediate) | 4 |
| Acct. 7 (Systems) | 4 | Acct. 9 (Taxes) | 4 |
| Acct. 8 (Cost) | 4 | Acct. 10 (Auditing) | 4 |
| Electives (1)* | 3 | Business Machines | 1 |
| | | Electives (1)* | 3 |
| | <hr/> | | <hr/> |
| Total | 15 | Total | 16 |

Third Year

| First Semester | | Second Semester | |
|-----------------------|-------|----------------------------|-------|
| | Cr. | | Cr. |
| Acct. 11 (Government) | 4 | Acct. 12 (Data Processing) | 4 |
| Electives (3)* | 9 | Electives (3)* | 9 |
| B.A. (Intro. to Bus.) | 3 | Elective (1)** | 3 |
| | <hr/> | | <hr/> |
| Total | 16 | Total | 16 |

Fourth Year

| First Semester | | Second Semester | |
|--|-------|--|-------|
| | Cr. | | Cr. |
| Acct. 5 (Advanced and C.P.A. Problems) | 5 | Acct. 6 (Advanced and C.P.A. Problems) | 5 |
| B.A. 14 (Corp. Finance) | 3 | B.A. 15 (Money and Banking) | 3 |
| Electives (2)* | 9 | Electives (3)* | 9 |
| Elective (1)*** | | | |
| | <hr/> | | <hr/> |
| Total | 17 | Total | 17 |

*Electives must be selected from General Education Courses.

**Electives must be selected from Business Administration Courses.

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

BUSINESS MANAGEMENT

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-------|----------------------|-------|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Electives (2)* | 6 |
| Typewriting 1 | 1 | | |
| Electives (1)* | 3 | | |
| | <hr/> | | <hr/> |
| Total | 17 | Total | 16 |

Second Year

| First Semester | | Second Semester | |
|------------------------|-------|---------------------------------|----------|
| | | | |
| Acct. 13 (Manag. Cost) | 4 | B.A. 10 (Industrial Management) | 3 |
| Acct. 9 (Taxes) | 4 | B.A. 9 (Sales Mgt.) | 3 |
| B.A. 3 (Salesmanship) | 3 | B.A. 2 (Retailing) | 3 |
| B.A. 5 (Cr. and Col.) | 3 | Electives (1)** | 3 or 4 |
| Business Machines | 1 | Electives (1)* | 3 |
| Electives (1)* | 3 | | |
| | <hr/> | | <hr/> |
| Total | 18 | Total | 15 or 16 |

Third Year

| First Semester | | Second Semester | |
|------------------------------------|-------|--------------------------|----|
| | | | |
| B.A. 12 (Insurance 1) | 3 | B.A. 13 (Insurance 2) | 3 |
| B.A. 10 (Introduction to Business) | 3 | B.A. 11 (Personnel Mgt.) | 3 |
| Electives (3)* | 9 | Math 15 (Statistics) | 3 |
| | <hr/> | Electives (3)* | 9 |
| Total | 15 | Total | 18 |

Fourth Year

| First Semester | | Second Semester | |
|-----------------------------|-------|---------------------------|-------|
| | | | |
| B.A. 4 (Investments) | 3 | B.A. 15 (Money & Bank) | 3 |
| B.A. 14 (Corporate Finance) | 3 | B.A. 16 (Small Bus. Mgt.) | 3 |
| Electives (2)* | 9 | Electives (3)* | 9 |
| Elective (1)*** | | | |
| | <hr/> | | <hr/> |
| Total | 15 | Total | 15 |

*Electives must be selected from General Education Courses.

**Elective must be selected from Business Administration Courses or Accounting.

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

SECRETARIAL SCIENCE

BACHELOR OF BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-----|----------------------|-----|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 8 (Bus. Math) | 3 | B.A. 7 (Law 2) | 3 |
| B.A. 6 (Law 1) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Typing 2 | 2 |
| Typing 1 | 1 | Electives (1)* | 3 |
| Electives (1)* | 3 | | |
| Total | 17 | Total | 15 |

Second Year

| First Semester | | Second Semester | |
|----------------|-----|--------------------|-----|
| | Cr. | | Cr. |
| Acct. 8 (Cost) | 4 | Acct. 9 (Taxes) | 4 |
| Shorthand 1 | 3 | Shorthand 2 | 3 |
| Typing 3 | 2 | Business Machines | 2 |
| Electives (2)* | 6 | Secretarial Duties | 3 |
| | | Electives (1)* | 3 |
| Total | 15 | Total | 15 |

Third Year

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

Fourth Year

| First Semester | | Second Semester | |
|-----------------------------|-----|-----------------------------|-----|
| | Cr. | | Cr. |
| Shorthand 5 or 7 | 3 | B.A. 4 (Investments) | 3 |
| Typing 5 or 7 | 2 | Spanish 13 (Inter. Spanish) | 3 |
| Spanish 12 (Inter. Spanish) | 3 | Electives (1)** | 3 |
| Electives (2)* | 9 | Electives (3)* | 9 |
| Elective (1)*** | | | |
| Total | 17 | Total | 18 |

*Electives must be selected from General Education Courses.

**Elective may be selected from Business Administration or Accounting Courses.

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

ASSOCIATE IN BUSINESS SCIENCE DEGREE PROGRAMS

Accounting
Business Management
Executive Secretarial

Legal Secretarial
Medical Secretarial
Administrative Secretarial

ACCOUNTING

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|------------|----------------------|------------|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Electives (2)* | 6 |
| Typewriting 1 | 1 | | |
| Electives (1)* | 3 | | |
| <hr/> | | <hr/> | |
| Total | 17 | Total | 16 |

Second Year

| First Semester | | Second Semester | |
|------------------------|----|------------------------|----|
| | | | |
| Acct. 3 (Intermediate) | 4 | Acct. 4 (Intermediate) | 4 |
| Acct. 7 (Systems) | 4 | Acct. 9 (Taxes) | 4 |
| Acct. 8 (Cost) | 4 | Acct. 10 (Auditing) | 4 |
| Electives (1*) | 3 | Business Machines | 1 |
| | | Electives (1)* | 3 |
| <hr/> | | <hr/> | |
| Total | 15 | Total | 16 |

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

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

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

Accounting Class



BUSINESS MANAGEMENT

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-----|----------------------|-----|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Electives (2)* | 6 |
| Typewriting 1 | 2 | | |
| Electives (1)* | 3 | | |
| Total | | Total | |
| | 18 | | 16 |

Second Year

| First Semester | | Second Semester | |
|------------------------|-----|---------------------------------|----------|
| | Cr. | | Cr. |
| Acct. 13 (Manag. Cost) | 4 | B.A. 10 (Industrial Management) | 3 |
| Acct. 9 (Taxes) | 4 | B.A. 9 (Sales Mgt.) | 3 |
| B.A. 3 (Salesmanship) | 3 | B.A. 2 (Retailing) | 3 |
| B.A. 5 (Cr. & Cols.) | 3 | Elective (1)** | 3 or 4 |
| Business Machines | 1 | Electives (1)* | 3 |
| Electives (1)* | 3 | | |
| Total | | Total | |
| | 18 | | 15 or 16 |

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

**Electives: Elective may be selected from Business Administration Courses, General Education Courses, or Accounting 7.

EXECUTIVE SECRETARIAL

Associate in Business Science Degree

First Year

| First Semester | | Second Semester | |
|----------------------|-----|----------------------|-----|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Shorthand 2 | 3 |
| Shorthand 1 | 3 | Typewriting 2 | 2 |
| Typewriting 1 | 1 | Electives (2)* | 6 |
| Electives (1)* | 3 | | |
| Total | | Total | |
| | 17 | | 18 |

Second Year

| First Semester | | Second Semester | |
|---------------------|-----|---------------------|-----|
| | Cr. | | Cr. |
| Acct. 8 (Cost) | 4 | Acct. 9 (Taxes) ** | 4 |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| Shorthand 3 | 3 | Business Machines | 1 |
| Shorthand 4 | 3 | Secretarial Duties | 3 |
| Typewriting 3 | 1 | Shorthand 5 | 3 |
| Electives (1)* | 3 | Electives (1)* | 3 |
| Total | | Total | |
| | 14 | | 17 |

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

**Acct. 9 may be substituted for B.A. 7 upon approval.

LEGAL SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-----|----------------------|-----|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Acct. 2 (Principles) | 4 |
| B.A. 8 (Bus. Math) | 3 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Shorthand 2 | 3 |
| Shorthand 1 | 3 | Typewriting 2 | 2 |
| Typewriting 1 | 1 | Electives (2)* | 6 |
| Elective (1)* | 3 | | |
| Total | 17 | Total | 18 |

Second Year

| First Semester | | Second Semester | |
|---------------------|----|-----------------------|----|
| | | | |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| Business Machines | 1 | Acct. 9 (Taxes) | 4 |
| Shorthand 3 | 3 | Secretarial Duties | 3 |
| Shorthand 4 | 3 | Shorthand 6 | 3 |
| Typewriting 3 | 2 | Typewriting 5 (Legal) | 2 |
| Electives (1)* | 3 | Electives (1)* | 3 |
| Total | 15 | Total | 18 |

*Four electives must be selected from General Education courses.

MEDICAL SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|-----|---------------------------|-----|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Eng. 11 (English 2) | 3 |
| Eng. 10 (English 1) | 3 | Shorthand 2 | 3 |
| B.A. 8 (Bus. Math) | 3 | Typewriting 2 | 2 |
| Shorthand 1 | 3 | Psych. 12 (Growth & Dev.) | 3 |
| Psych. 10 (Intro) | 3 | Acct. 12 (Principles) | 4 |
| Typewriting 1 | 1 | Elective (1)* | 3 |
| Total | 17 | Total | 18 |

Second Year

| First Semester | | Second Semester | |
|--------------------------|----|-------------------------|----|
| | | | |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| Acct. 9 (Taxes) | 4 | Secretarial Duties | 3 |
| Shorthand 3 | 3 | Shorthand 4 | 3 |
| Typewriting 3 | 2 | Shorthand 7 (Medical) | 3 |
| Science 12 (Anat. & Ph.) | 3 | Typewriting 6 (Medical) | 2 |
| Business Machines | 1 | Elective (1)* | 3 |
| Total | 16 | Total | 17 |

*1 Elective must be selected from General Education Courses.

ADMINISTRATIVE SECRETARIAL

ASSOCIATE IN BUSINESS SCIENCE DEGREE

First Year

| First Semester | | Second Semester | |
|----------------------|------------|-------------------------|------------|
| | Cr. | | Cr. |
| Acct. 1 (Elementary) | 4 | Eng. 11 (English 2) | 3 |
| B.A. 7 (Bus. Math) | 3 | B.A. 1 (Intro. to Bus.) | 3 |
| Eng. 10 (English 1) | 3 | Shorthand 2 | 3 |
| Shorthand 1 | 3 | Typewriting 2 | 2 |
| Typewriting 1 | 1 | Office Machines | 2 |
| Electives (1)* | 3 | Electives (1)* | 3 |
| Total | 17 | Total | 16 |

Second Year

| First Semester | | Second Semester | |
|---------------------|-----------|---------------------|-----------|
| | | | |
| B.A. 6 (Bus. Law 1) | 3 | B.A. 7 (Bus. Law 2) | 3 |
| Shorthand 3 | 3 | Secretarial Duties | 3 |
| Shorthand 4 | 3 | Shorthand 5 | 3 |
| Typewriting 3 | 2 | B.A. 2 (Retailing) | 3 |
| Electives (2)* | 6 | Electives (1)* | 3 |
| Total | 17 | Total | 15 |

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

Typing Class



DIPLOMA COURSES

**Junior Accounting
Secretarial**

IBM Clerical

**Senior Bookkeeping
Stenographic**

JUNIOR ACCOUNTING

Diploma Course

First Year

| First Semester | | | Second Semester | | |
|----------------------|---------------|-----|----------------------|---------------|-----|
| | Clock Hrs. | Cr. | | Clock Hrs. | Cr. |
| Acct. 1 (Elementary) | 210 | 4 | Acct. 2 (Principles) | 210 | 4 |
| B.A. 6 (Bus. Law 1) | 60 | 3 | B.A. 7 (Bus. Law 2) | 60 | 3 |
| B.A. 8 (Bus. Math) | 60 | 3 | Eng. 11 (English 2) | 100 | 3 |
| Eng. 10 (English 1) | 100 | 3 | Electives (2)* | 120 | 6 |
| Typewriting 1 | 140 | 1 | | | |
| Electives (1)* | 60 | 3 | | | |
| <hr/> | | | <hr/> | | |
| Total hours | 630 | 17 | Total hours | 490 | 16 |

Second Year

| First Semester | | | Second Semester | | |
|-------------------|-----|----|---------------------|-----|----|
| Acct. 8 (Cost) | 160 | 4 | Acct. 9 (Taxes) | 90 | 4 |
| Acct. 7 (Systems) | 170 | 4 | Acct. 10 (Auditing) | 90 | 4 |
| Business Machines | 125 | 1 | Business Machines | 125 | 1 |
| Electives (1)* | 60 | 3 | Electives (1)* | 60 | 3 |
| <hr/> | | | <hr/> | | |
| Total hours | 515 | 12 | Total hours | 365 | 12 |

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

SENIOR BOOKKEEPING

Diploma Course

| First Semester | | | Second Semester | | |
|----------------------|-----|----|----------------------|-----|----|
| Acct. 1 (Elementary) | 210 | 4 | Acct. 2 (Principles) | 210 | 4 |
| B.A. 6 (Bus. Law 1) | 60 | 3 | B.A. 7 (Bus. Law 2) | 60 | 3 |
| B.A. 8 (Bus. Math) | 60 | 3 | Eng. 11 (English 2) | 100 | 3 |
| Eng. 10 (English 1) | 100 | 3 | Typewriting 2 | 92 | 2 |
| Typewriting 1 | 100 | 1 | Business Machines | 30 | 1 |
| Electives (1) | 60 | 3 | Electives (1) | 60 | 3 |
| <hr/> | | | <hr/> | | |
| Total hours | 590 | 17 | Total hours | 552 | 16 |

SECRETARIAL

Diploma Course

| First Semester | | | Second Semester | | |
|----------------------|-----|----|----------------------|-----|----|
| Acct. 1 (Elementary) | 210 | 4 | Acct. 2 (Principles) | 210 | 4 |
| Eng. 10 (English 1) | 100 | 3 | Eng. 11 (English 2) | 100 | 3 |
| B.A. 8 (Bus. Math) | 60 | 3 | Secretarial Duties | 60 | 3 |
| Shorthand 1 | 120 | 2 | Shorthand 2 | 90 | 3 |
| Typewriting 1 or 2 | 100 | 1 | Shorthand 3 | 90 | 3 |
| Business Machines | 30 | 1 | Typewriting 2 or 3 | 92 | 2 |
| Electives (1) | 60 | 3 | | | |
| <hr/> | | | <hr/> | | |
| Total hours | 680 | 17 | Total hours | 642 | 18 |

STENOGRAPHIC

Diploma Course

| First Semester | | | Second Semester | | |
|---------------------|-------|-----|---------------------|-------|-----|
| | Clock | | | Clock | |
| | Hrs. | Cr. | | Hrs. | Cr. |
| Eng. 10 (English 1) | 100 | 3 | Eng. 11 (English 2) | 100 | 3 |
| B.A. 8 (Bus. Math) | 60 | 3 | Secretarial Duties | 60 | 3 |
| Business Machines | 65 | 1 | Business Machines | 65 | 1 |
| Shorthand 1 | 120 | 2 | Shorthand 3 | 90 | 3 |
| Shorthand 2 | 90 | 3 | Typewriting 2 | 92 | 2 |
| Typewriting 1 | 100 | 1 | Electives (1)* | 60 | 3 |
| Electives (1)* | 60 | 3 | | | |
| Total hours | 595 | 16 | Total hours | 467 | 15 |

IBM CLERICAL

Diploma Course

| First Semester | | | Second Semester | | |
|-----------------------|-----|----|--------------------------|-----|----|
| | | | | | |
| Eng. 10 (English 1) | 100 | 3 | Eng. 11 (English 2) | 100 | 3 |
| B.A. 8 (Bus. Math) | 60 | 3 | Secretarial Duties | 60 | 3 |
| Business Machines | 120 | 2 | Business Machines (Adv.) | 125 | 3 |
| IBM Key Punch Machine | 60 | 1 | Typewriting 2 or 3 | 92 | 2 |
| Filing and Indexing | 60 | 2 | Electives (1)* | 60 | 3 |
| Typewriting 1 or 2 | 100 | 1 | | | |
| Electives (1)* | 60 | 3 | | | |
| Total hours | 560 | 15 | Total hours | 437 | 14 |

The Lounge



EVENING DIVISION

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

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

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

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

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

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

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

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

EVENING DIVISION PROGRAM

COURSES OFFERED

ASSOCIATE IN BUSINESS SCIENCE—Accounting—6 years
DIPLOMA COURSE—Shorthand Accounting—Maximum 4 years
CERTIFICATE COURSES—Shorthand—Maximum 2½ years
CLERICAL MACHINES—Maximum 1 year
SPECIAL COURSES—request evening school bulletin

ACCOUNTING

ASSOCIATE IN BUSINESS SCIENCE DEGREE

| 1st Year | | Cr. |
|-------------------|----------------------|------------|
| Accounting 1 | Elementary | 4 |
| English 10 | English 1 | 3 |
| English 11 | English 2 | 3 |
| | | <hr/> 10 |
| 2nd Year | | |
| Accounting 2 | Principles | 4 |
| B.A. 6 | Business Law 1 | 3 |
| B.A. 7 | Business Law 2 | 3 |
| | | <hr/> 10 |
| 3rd Year | | |
| Accounting 3 | Intermediate | 4 |
| B.A. 8 | Business Mathematics | 3 |
| Typewriting 1 | | 1 |
| Business Machines | | 1 |
| | | <hr/> 9 |
| 4th Year | | |
| Accounting 4 | Intermediate | 4 |
| Electives (2)* | | 6 |
| | | <hr/> 10 |
| 5th Year | | |
| Accounting 8 | Cost | 4 |
| Accounting 9 | Taxes | 4 |
| Electives (2)* | | 6 |
| | | <hr/> 14 |
| 6th Year | | |
| Accounting 7 | Systems | 4 |
| Accounting 10 | Auditing | 4 |
| Elective (1)* | | 3 |
| | | <hr/> 11 |

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

DIPLOMA PROGRAMS

SHORTHAND-ACCOUNTING

| 1st Year | | Clock Hours | Credit |
|----------------------------------|-----------------------------|------------------------|---------------|
| Shorthand 1 | (Gregg or Speedwriting) | 52½ | 2 |
| Typewriting 1 | | 105 | 1 |
| Business English 1 | | 52½ | 3 |
| Totals | | 210 | 6 |
| 2nd Year | | | |
| Shorthand 1a | Review and Dictation | 52½ | 1 |
| Accounting 1 | Elementary | 157½ | 4 |
| Totals | | 210 | 5 |
| 3rd Year | | | |
| Shorthand 2 | Dictation and Transcription | 52½ | 2 |
| Accounting 4 | Principles | 157½ | 4 |
| Totals | | 210 | 6 |
| 4th Year | | | |
| Shorthand 2a | Dictation and Transcription | 26¼ | 2 |
| Accounting 4 | Principles | 78¾ | 4 |
| Shorthand 3 | Dictation and Transcription | 78¾ | 3 |
| Secretarial Duties and Functions | | 26¼ | 2 |
| Totals | | 210 | 11 |

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

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



CERTIFICATE PROGRAMS

SHORTHAND

| | Clock Hours | Credit |
|---------------------------------------|----------------|--------|
| 1st Year | | |
| Shorthand 1a (Gregg or Speedwriting) | 52½ | 2 |
| Shorthand 1b | 52½ | 1 |
| Business English | 52½ | 3 |
| Typewriting 1 | 52½ | 1 |
| | <hr/> | <hr/> |
| Totals | 210 | 7 |
| 2nd Year | | |
| Shorthand 2a | 52½ | 2 |
| Shorthand 2b | 26¼ | 1 |
| Shorthand 3a | 26¼ | 1 |
| Typewriting 2 | 105 | 2 |
| | <hr/> | <hr/> |
| Totals | 210 | 6 |
| 3rd Year | | |
| Shorthand 3b | 52½ | 2 |
| Typewriting 3 | 26¼ | 2 |
| Dictaphone Practice and Transcription | 26¼ | 3 |
| | <hr/> | <hr/> |
| Totals | 210 | 6 |

CLERICAL MACHINES

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

| | Clock Hours | Credit |
|--------------------|----------------|--------|
| One Year | | |
| Business English 1 | 52½ | 3 |
| Typewriting 1 | 52½ | 1 |
| Machines | 105 | 1 |
| | <hr/> | <hr/> |
| Totals | 210 | 5 |



The President’s Tea, and tour,
at the Currier Gallery of

SUMMER SCHOOL

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

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

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

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



DESCRIPTION OF COURSES

ACCOUNTING

Accounting 1—Elementary

4 Credits

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

Accounting 2—Principles

4 Credits

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

Accounting 3 & 4—Intermediate (2 semesters)

4 Credits each semester

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

Accounting 5 & 6—Advanced & C.P.A. Problems (2 semesters)

4 Credits each semester

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

Accounting 7—Constructive Accounting (System Building)

4 Credits

Classification of accounts and planning, designing, and installation of accounting systems. Illustrative systems for use of machines, showing forms and procedures for specific types of business. Methods for internal check and accounting control. Definite procedures, reports and manuals.

Accounting 8—Cost Accounting**4 Credits**

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

Accounting 9—Income Taxes**4 Credits**

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

Accounting 10—Auditing**4 Credits**

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

Accounting 11—Governmental Accounting**4 Credits**

This course covers the principles of Federal, State and Local governmental accounting. The emphasis of this course is on the study of various funds and financial statements of government units.

Accounting 12—Data Processing**4 Credits**

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

Accounting 13—Managerial Cost**4 Credits**

A complete course of study for management majors in the field of managerial cost accounting. Included in management cost are inventory valuation, profit determination, methods of cost accumulation and standard costs.

Open only to Management majors.

Prerequisite: Accounting II.

BUSINESS ADMINISTRATION COURSES**Business Administration 1—Introduction to Business****3 Credits**

What business is, kinds of business, financing the enterprise, personnel and labor relations, marketing methods, statistics and research,

and basic essentials of a successful business. The one-man business, the partnership, the corporation. Business organization and the necessity for intelligent management. It includes a discussion of and practice in modern business office procedure, location, planning and layout of office, office organization, method of selecting employees, stimulating employees, and the duties of various office workers; also a survey of the many positions and opportunities open to the business-trained man and woman.

Business Administration 2—Retailing 3 Credits

For managers, owners, retail buyers and their assistants in training for similar work. Lectures and discussions of policies and procedures based on actual practice. General principles underlying successful retail stores. Discussion of the individual problems of class members.

Business Administration 3—Salesmanship 3 Credits

This course gives a thorough knowledge of the principles of salesmanship.

Business Administration 4—Investments 3 Credits

A course of general financial information essential to the young business man or woman. It covers the fundamentals of thrift, the need for savings of each individual for current use and eventual retirement because of death, disability or old age, the various types of investment such as Real Estate, Savings Banks, Bonds and Stocks, Life Insurance, and their characteristics and methods of appraisal. Discussion of Railroad and Utility financing, the Stock Exchange, Taxes, effective investment, types of banks, Trust Funds, etc.

Business Administration 5—Credit and Collections 3 Credits

Consideration of the work of the credit department and its management. Nature and function of credit. Use of present day credit instruments. Functions and duties of credit men and the relation of their departments to banks and other branches of the business. Study of terms, risk analysis, credit information, financial statements of credit position. Analysis of collection systems, legal aids and remedies, compositions, extensions, adjustments, bankruptcy, credit insurance and relation to installment credit. Case method used to train student in analysis of credit extension problems and collection technique.

Business Administration 6 and 7—Business Law 1 and 2 6 Credits

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

Business Administration 8—Business Mathematics 3 Credits

Stresses quick methods while reviewing the fundamentals of arithmetic. The application of mathematics to business, such as percentage, discounts, interest, ratios, invoicing, pricing merchandise, and computing profit and loss.

Business Administration 9—Sales Management 3 Credits

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

Business Administration 10—Industrial Management 3 Credits

This course provides vocational tools in the areas of production planning and control, costs and budgeting, inventory controls, purchasing and purchasing procedures.

Business Administration 11—Personnel Management 3 Credits

A survey of policies and practices in selecting and training employees; job analysis and evaluation; wages, problems of morale and human relations in the supervision of personnel.

Business Administration 12—Insurance 1 3 Credits

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

Business Administration 13—Insurance 2 3 Credits

A comprehensive study of Accident and Health, Social Security, Disability and multiple types of group and life insurance programs.
Prerequisite: Law 1 and 2.

Business Administration 14—Corporate Finance 3 Credits

The basic uses of corporate funds, and the securities market, current financial conditions and their effects on money aspects of corporate policy are studied.

Business Administration 15—Money and Banking 3 Credits

This course covers the basic area of money and banking, with special reference to gross national product. Problems such as inflation, deflation, interest payments, international balance of payments and United States national debt are considered.
Prerequisite: Economics 10 and 11.

Business Administration 16—Small Business Management 3 Credits

Many of the problems involved in starting and running a small business are discussed. Among them are selecting the right product

and location, borrowing money, budgeting, collection of monies, inventory control, and purchasing.

GENERAL EDUCATION COURSES

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

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

Economics 12—Economic Geography 3 Credits

The student receives a background knowledge concerning business activities and resources in various parts of the world.

English 10—English 1 3 Credits

The purpose of this course is to provide training in Basic English. The course is designed to give a thorough and practical review of the principles of grammar, rules of punctuation and capitalization. Development of an adequate vocabulary including sentence and paragraph structure is also stressed through written assignments.

English 11—English 2 3 Credits

Emphasis is placed upon business correspondence and communication. A continuation of English 1 with emphasis placed upon effective business correspondence and communications. Principles of writing and vocabulary study are also included.

English 12—Public Speaking 3 Credits

This course covers the principles and practice of effective expression in conversation and public speaking. Emphasis on speech writing and speech delivery.

English 13—19th Century American Novel 3 Credits

Nineteenth-century American fiction selected on the basis of literary merit. Some of the authors included are Twain, James and Hawthorne.

English 14—20th Century American Novel 3 Credits

Twentieth century American fiction selected on the basis of literary merit. Authors such as Cozzens and Faulkner are included.

Government 10—Governmental Systems 3 Credits

A study of the governmental systems of France, Great Britain, Soviet Union, and a selected Latin American Government.
Offered: Alternate years.

History 10—American History to Civil War 3 Credits

The study of American History from the Colonial Period to 1865.
Offered: Alternate years.

History 11—American History from Civil War to Present 3 Credits

Continuation of History 10. This course covers the period from 1865 to present.
Offered: Alternate years.

Mathematics 10—Algebra I 3 Credits

Algebra I is a course designed for students whose high school background is not sufficiently strong in basic mathematics.
Offered: Alternate years:

Mathematics 15—Statistics 3 Credits

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

Philosophy 14—Fundamentals of Logic 3 Credits

An introductory course in the principles, problems and theory of critical thinking.
Offered: Alternate years.

Psychology 10—Introduction to Psychology 3 Credits

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

Psychology 12—Human Growth and Development 3 Credits

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

Science 10—Science Survey 1 3 Credits

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

Science 11—Science Survey 2 3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The

emphasis of the course is on the historical and practical aspects.

This is a non-laboratory course. No prerequisite, but Science 10 is recommended.

Offered: Alternate years.

Science 12—Introduction to Anatomy and Physiology 3 Credits

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

Social Science 10—Introduction to the Social Sciences 3 Credits

This course is designed to give students a broad understanding of the social sciences and their part in American life. Emphasis is placed upon sociology, the governmental structure, American history, and cultural anthropology.

Social Science 11—Sociology 1 3 Credits

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

Offered: Alternate years.

Social Science 12—Sociology 2 3 Credits

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

Prerequisite—Social Science 11.

Offered: Alternate years.

Spanish 10-11—Elementary Spanish (two semesters)

3 Credits each semester

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

Spanish 12-13—Intermediate Spanish (two semesters)

3 Credits each semester

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

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

SECRETARIAL

Legal Office Procedure

1 Credit

On-the-job training for both office law and formal court procedures, the set-up of a law office, the books, the finding of cases and references so that the student learns to be a legal assistant, as well as a competent secretary.

Medical Office Procedure

3 Credits

On-the-job training so that the Medical Secretary will be as familiar with medical facts and terminology as the business secretary is with the language of business. To become adept at performing her special duties and to become familiar with the terminology.

Office Machines

1 Credit

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

Secretarial Duties

3 Credits

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

Shorthand 1 (Theory, and dictation to 60 words per minute)

3 Credits

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

Shorthand 2 (Dictation: 60-80 words per minute, and transcription)

3 Credits

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

Shorthand 3 (Dictation: 80-100 words per minute, and transcription)

3 Credits

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

Shorthand 4 (Dictation: 100-120 words per minute, and transcription)

3 Credits

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

Shorthand 5 (Dictation: 120-140 words per minute, and transcription) 3 Credits

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

Shorthand 6 (Legal Terminology and transcription) 3 Credits

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

Shorthand 7 (Medical Terminology and Transcription) 3 Credits

Medical shorthand dictation and medical terminology.

Shorthand 1, 2, 3, may overlap between semesters depending upon the students background.

Speedwriting Shorthand 3 Credits

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

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

Nancy Taylor Finishing Course

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

Typewriting 1 (Theory, and speed up to 35 words a minute) 1 Credit

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

Typewriting 2 (35-50 words a minute) 2 Credits

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

Typewriting 3 (50-60 words a minute)**2 Credits**

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

Typewriting 4**2 Credits**

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

Typewriting 5**2 Credits**

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

Typewriting 6**2 Credits**

Medical Typing: To give a better understanding of and insight into medical terms, spelling and usage with emphasis on medical correspondence and reports.

SPECIAL COURSES

Reading Improvement (PAR)

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

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

Weaver Real Estate

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

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

IBM Key Punch**1 Credit**

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

COLLEGE EXPENSES

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

Day School

| | |
|---------------------|--|
| Tuition | \$620 per school year or \$325 each semester or \$ 70 a month (10 months) |
| Fees | |
| Registration | \$10.00 (First year) |
| Activity | \$10.00 per year |
| Graduation | \$15.00 |
| Books and supplies | \$80.00—\$110.00 for the year* |
| Deposit of \$25.00— | to be paid by August 15, which will be applied to tuition, required of all students. |

Evening School

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

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

* Approximately—depending upon course pursued.

** Ask for Evening School Bulletin.

Residence

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

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

Other Fees

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

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

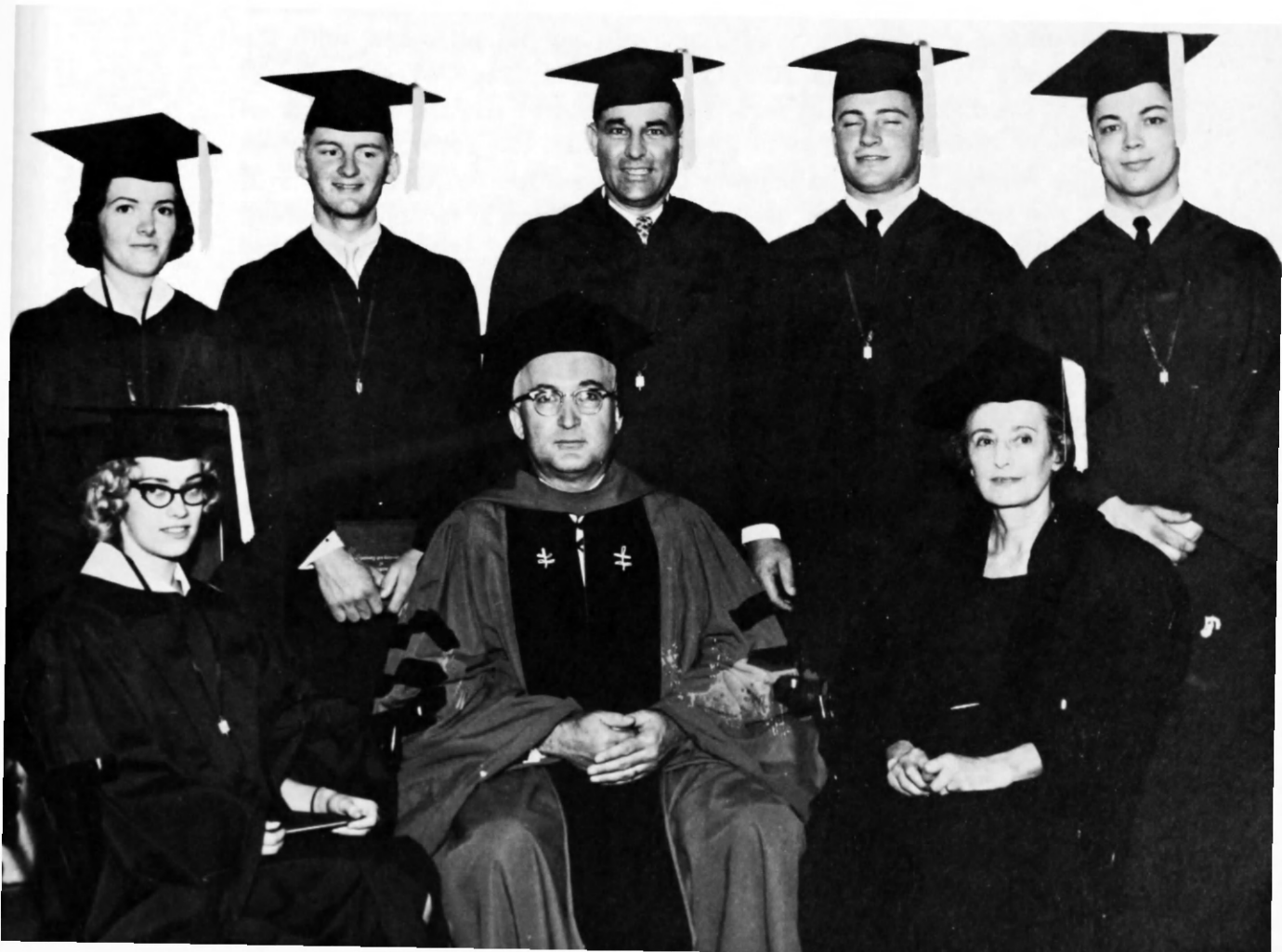
A laboratory and book fee of \$25 is charged for the Nancy Taylor Finishing Course. This course is optional.

Withdrawals and Refunds

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

| | |
|--|---------------------------|
| Based on a semester's tuition | |
| Within two weeks of the opening date | 80% of the tuition charge |
| Between two and three weeks | 60% " " " " |
| Between three and four weeks | 40% " " " " |
| Between four and five weeks | 20% " " " " |
| After five weeks no credit is allowed. | |

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



COLLEGE POLICY

ADMISSION REQUIREMENTS

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

A high school diploma or equivalent is required for entrance into and diploma or degree course of study offered by the College. Special students are also admitted. Fundamental business subjects are not required for admission. NHCAC courses are designed on a collegiate level, and in many cases it is to the student's advantage to have a college preparatory background.

Students who request credit for previous education and training are requested to submit, with their application, transcripts from former institutions of study. Credit for previous work will be given whenever advisable.

ADMISSION PROCEDURE

An applicant, during his senior year of high school, is advised to file an application with the registrar of the college. To receive such an application form, merely send your request to: Registrar, N. H. College of Accounting and Commerce, 88 Hanover Street, Manchester, N. H. Each applicant should, if possible, have a personal interview with the Registrar or a designated representative of the College. Whenever possible, it is desirable that this interview be held at the College, and an appointment should be made in advance. After the personal interview and upon receipt of the application, the Committee on Admissions will assume the responsibility of securing the applicant's secondary school record. Within a short period of time, the applicant will be notified of the committee's decision. However, no action will be taken unless the registration fee of \$10.00 accompanies the application. The registration fee will be refunded if the student is not accepted.

TRANSFER STUDENTS

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

ATTENDANCE

Regular attendance every day is expected of all students. A student is allowed one absence for each course credit. For example, Accounting 1 is a 4 credit course. Therefore, the student will be allowed 4 absences in Accounting 1, 3 absences in a 3 credit course, etc. Allowed absences account for one week's attendance in class in any one course.

Each instructor will use his discretion in dealing with students who have excessive absences. He may choose to lower the grade, or ask the student to withdraw from class. If the student is asked to withdraw from class, he must repeat the course. This will be indicated on the transcript of grades.

DISMISSAL

Students are treated as young ladies and gentlemen and are expected to conduct themselves as such. The College reserves the right to dismiss any student whose presence seems detrimental to the best interests of the institution.

VETERANS' INFORMATION

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

APPROVED FOR ENTRANCE OF FOREIGN STUDENTS

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

ALUMNAE ASSOCIATION

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

EVERYDAY IS VISITORS DAY

Visit NHCAC if you can, and see for yourself the modern facilities, the fine type of students, and the friendly, capable instructors.

The main office is open daily—Monday through Friday—8:00 A.M. to 5:00 P.M. During the evening school session, September through May, the offices are open Monday, Tuesday and Wednesday evenings from 6:30 P.M. to 9:30 P.M.; and at any other time by appointment.

NHCAC ACTIVITIES



FACULTY AND ADMINISTRATION

Mrs. Harry A. B. Shapiro
Boston University

College President

Rita Brack

Instructor in Secretarial Science

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

Mary P. Brown

Instructor in American Novel and PAR Reading

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

Victor W. Dahar

Instructor in Business Law

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

Mary C. Dionne

Instructor in English and Secretarial Science

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

Bernard L. Ekman

Instructor in Accounting and Business Administrations Subjects

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

Elsom Eldridge

Instructor in Humanities

B.S. University of London.

Edna Kimball

Instructor in Psychology

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

Walter Mahan

Instructor in PAR Reading and Theme Writing

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

George McElroy

Instructor in Psychology

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

Donald Peterson

Instructor in Typewriting

B.S., M.Ed., Boston University.

Alan Rogers

Instructor in Salesmanship and Sales Management

B.S., University of New Hampshire

Dorothy Rogers

Instructor in Retailing and Nancy Taylor Finishing Course

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

Irving E. Rothman

Instructor in Industrial Management and Credit & Collections

B.S. Boston College; candidate for Master of Business Administration, North-
eastern University.

Robert A. St. Pierre

Instructor in Real Estate

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

Ernest N. Seavey
B.B.A. Boston University

Instructor in Accounting and Business Administration

Ann R. Shapiro

*Instructor in Speedwriting Shorthand and Social Science
Director of Student Personnel Services*

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

Edward M. Shapiro

*Administrative Dean, Student Advisor
Instructor in Typewriting and Office Machines*

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

Jean F. Silver

Instructor in Secretarial Science

B.S. University of New Hampshire, Trenton State Teachers College, New Jersey.

Frank Silver

Instructor in English

B.S. Ithaca College, Ithaca, N. Y. Graduate work Worcester Polytechnical Institute.

George Teloian

Instructor in Accounting and Business Administration

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

Fay R. Bulcock

College Secretary

New Hampshire College of Accounting and Commerce.

Louis D'Allesandro

Athletic Director

B.A. University of New Hampshire.

COUNCIL OF ADVISORS

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

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

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

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

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

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NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H.

Tel. 625-9013



APPLICATION FOR ADMISSION

To be filled out by the applicant and returned to the Director of Admissions.

Name _____
(Last) (First) (Middle)

Home Address _____
(Street)

(City) (State)

Date of Birth _____ Tel. No. _____

Name of parent(s) or guardian _____

Address of parent(s) or guardian _____

Place of Employment _____

Occupation of the person named above (please be specific) _____

If retired, previous occupation _____

Please indicate with whom you live _____
Name Relationship

SCHOOLS ATTENDED (Starting with high school)

SCHOOL

ADDRESS

DATES OF
ATTENDANCE

GRADES
COMPLETED

Veteran _____ Number of years in Service _____
(yes or no)

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

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

How did you first learn of NHCAC? _____

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

Have you any physical handicap? If so, please explain _____

Parents' bank or credit reference _____

Address _____

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

☐ DAY

☐ EVENING

Bachelor of Business Science Degree

☐ Accounting

☐ Secretarial Science

☐ Business Management

Associate in Business Science Degree

☐ Accounting

☐ Business Management

☐ Executive Secretarial

☐ Medical Secretarial

☐ Legal Secretarial

☐ Administrative Secretarial

Two-Year Diploma Course

☐ Junior Accounting

One-Year Diploma Courses

☐ Secretarial

☐ Senior Bookkeeping

☐ Stenographic

☐ I.B.M. Clerical

CHECK: ☐ RESIDENT STUDENT

☐ COMMUTING STUDENT

Signature _____

Address _____

Date _____

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

