

BULLETIN

**UNDERGRADUATE
SCHOOL OF BUSINESS**

and

THE CULINARY INSTITUTE

1987 - 1988



Campus Visits

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 4 p.m. and Saturday, 9 a.m. to 1 p.m.. Please 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. Please call 603-668-2211 extension 3295 for an appointment.

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

Accredited By:

- New England Association of Schools and Colleges, Inc.
- The Association of Independent Colleges and Schools.
- The New Hampshire Post-secondary Education Commission.
- The New Hampshire State Department of Education for Teacher Certification.
- The Council for Standards in Human Services Education.

Policies

Non-Discrimination Policy

New Hampshire College admits female and male students of any race, color national or ethnical origin to the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, religion, marital status, handicap, age, national and ethnic origin in administration of its educational policies, admission procedures, and athletic and other College-administered programs.

Family Educational Rights and Privacy Act

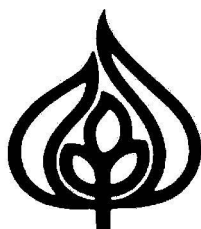
New Hampshire College complies with the Family Educational Rights and Privacy Act (known as the "Buckley" Amendment). This Act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions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

Consortium

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, Franklin Pierce College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Keene State College, Saint Anselm's College and the University of New Hampshire.

**Bulletin
of
The Undergraduate
School of Business
and
The Culinary Institute
1987-88**



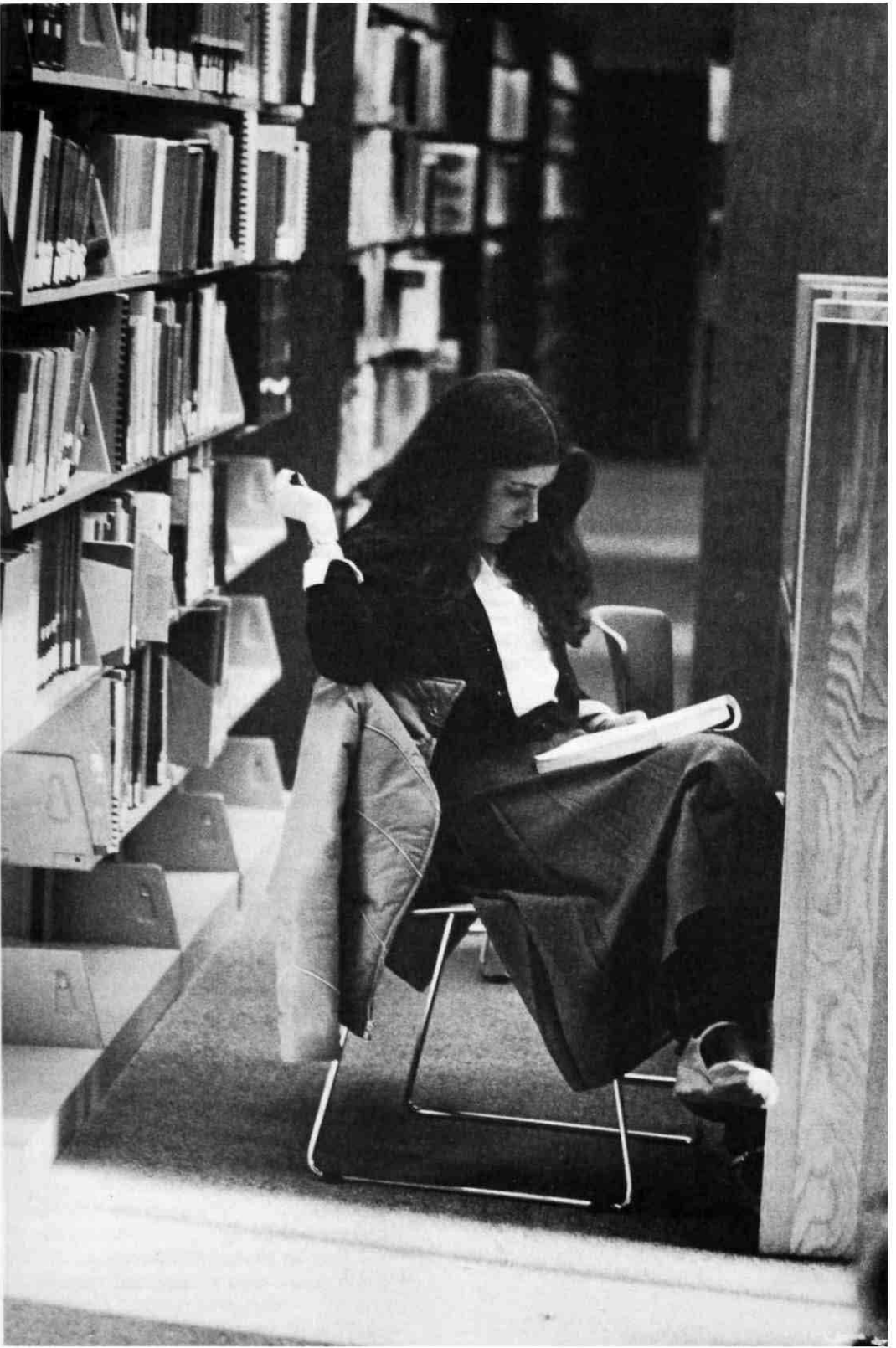
New Hampshire College

The information contained in this bulletin 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.

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ACADEMIC CALENDAR 1987-1988

Fall

New Student Orientation
Returning Student Check-in
Staff Development Day
Classes Begin
Mid-Term Holiday
Thanksgiving Recess
Classes Resume
Last Class Day
Reading Day
Final Exam Period
Inter-session

September 6,7
September 8
September 8
September 9
October 12
November 26, 27
November 30
December 16
December 17
December 18-23
January 4-15

Spring

Returning Student Check-in
Staff Development Day
Classes Begin
Mid-Term Holiday
Classes Resume
Last Class Day
Reading Day
Final Exam Period
Graduation May 14

January 18
January 18
January 19
March 14-18
March 21
May 2
May 3
May 4-10 (excludes Sunday)

ACADEMIC CALENDAR 1988-1989

Fall

New Student Orientation
Returning Student Check-in
Staff Development Day
Classes Begin
Mid-Term Holiday
Thanksgiving Recess
Classes Resume
Last Class Day
Reading Day
Final Exam Period

September 3, 4, 5
September 6
September 6
September 7
October 10
November 24, 25
November 28
December 14
December 15
December 16-22

Spring

Returning Student Check-in
Staff Development Day
Classes Begin
Mid-Term Holiday
Classes Resume
Last Class Day
Reading Day
Final Exam Period
Graduation

January 16
January 16
January 17
March 13-17
March 20
May 1
May 2
May 3-9
May 13

About New Hampshire College

New Hampshire College, a private, non-profit, accredited, co-educational institution, is located in Manchester, New Hampshire on the banks of the Merrimack River. Founded in 1932 by the late H.A.B. Shapiro, New Hampshire College was then known as New Hampshire School of Accounting and Secretarial Science.

In 1961 the college was incorporated and the name changed to New Hampshire College of Accounting and Commerce. Two years later, in 1963, the state of New Hampshire granted the college a charter making it a degree-granting institution of higher education. The first Associate Degrees were granted in this same year; the first Bachelor Degrees conferred three years later.

On September 1, 1968, the college became a non-profit institution and soon selected its first Board of Trustees. On September 19, 1969, the college name was changed to New Hampshire College and plans were initiated to move the institution from downtown Manchester to its present location. In August 1971, the new campus opened and is known today as New Hampshire College—South Campus.

Expansion marked the following years with the initiation of a Master of Business Administration program in September, 1974 and the authorization by the General Court of the State of New Hampshire to award the Master of Human Services Degree and the Master of Science Degree in Business Related Subjects in the Spring of 1981.

With the acquisition of the North Campus (formerly Mt. St. Mary College) in 1982, New Hampshire College expanded the program of the Graduate School of Business to include 9 full-time day programs in addition to its evening program. The added space also allowed the development of the Culinary Institute, a two-year Associate Degree program.

The dual-site facility of New Hampshire College has greatly enhanced the

institution's ability to service more than 1600 full-time day students in the undergraduate program, 1500 students enrolled in the Graduate School of Business, approximately 600 students in the School of Human Services and around 3000 students in the Division of Continuing Education.

Mission

New Hampshire College is a private, non-profit, pluralistic co-educational community, dedicated to providing quality education within a framework of career-oriented educational opportunities and development. As an institution, it strives to prepare its students to participate and grow in a complex world of competing ideologies and changing business, social and personal needs. With an international student body, the college seeks to create conditions for effective and innovative education while maintaining an awareness of an individual's expectations and needs.

Primarily a teaching institution, New Hampshire College encourages relevant research and public service while adhering to its commitment to the continual development of appropriate and challenging methodology to enable its students to realize their respective goals. Further, the college encourages the participation of the larger community—business, industry, government and individual benefactors—to add resources and expertise to achieve this learning environment.

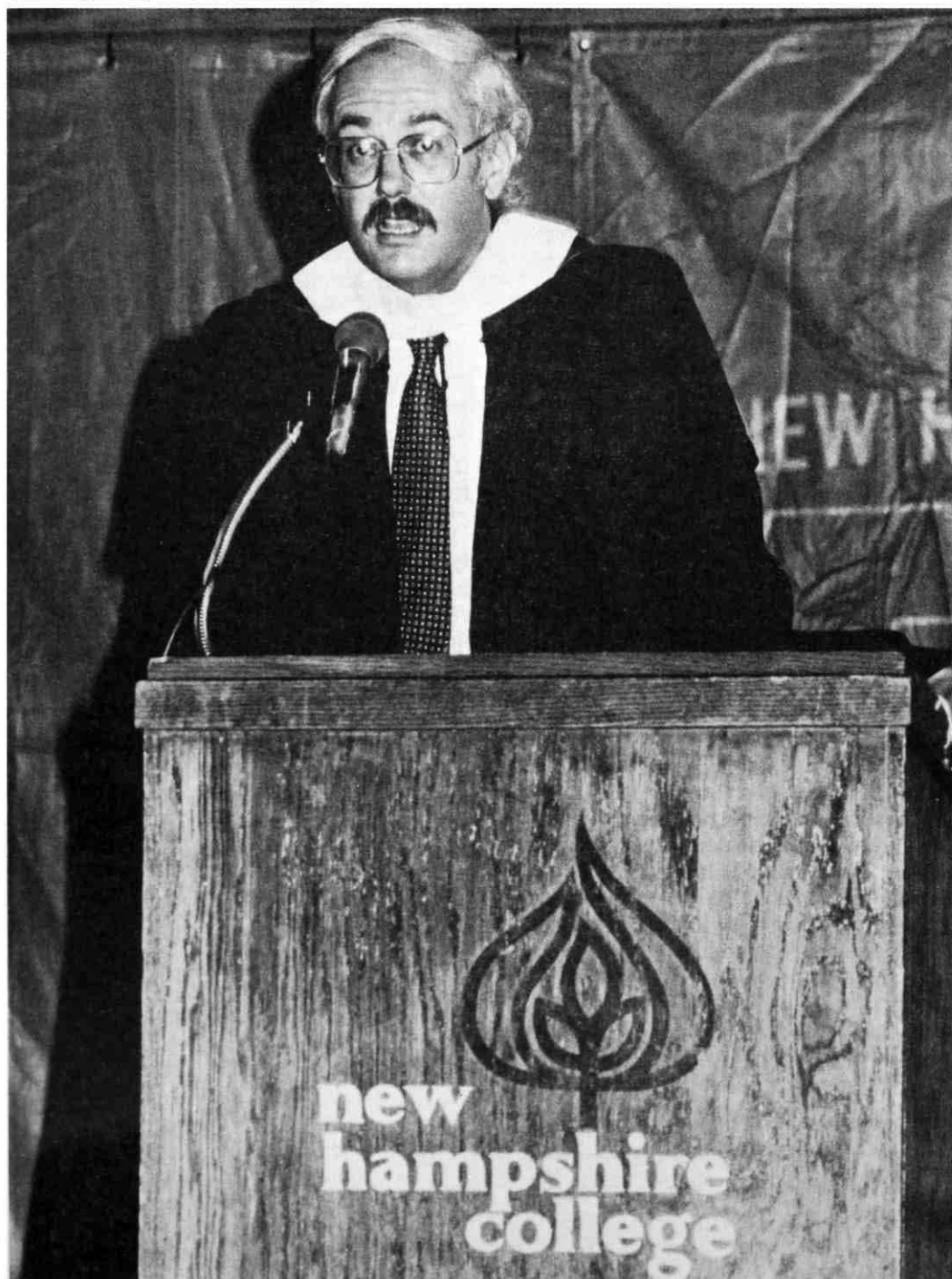
Campus

The 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 around it: industrial and business growth to its south, 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.

New Hampshire College's specific facilities include a 200 wooded acre South Campus with twenty major buildings: classroom/administrative buildings, residence halls, a computer center, a library complex with a TV studio, student center with dining facilities and an athletic/recreational complex featuring two gymnasiums, competition size swimming pool, 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 eleven buildings: residence halls, faculty and administrative offices, classrooms and dining facilities. Alumni Hall houses the Graduate School of Business, while the School of Human Services and the Culinary Institute are quartered in New Hampshire Hall.

The Undergraduate School of Business



As the oldest school of New Hampshire College, the Undergraduate School of Business continues a long tradition of educating students in the fundamentals of business management, offering a variety of concentrations applicable to the demands of an increasingly technical world. Complementing preparation for a business career are a number of liberal arts courses to assist with development of a well-rounded sense of humanism.

During the four-year baccalaureate program or the two-year associate program, the student will find courses geared to computer literacy, accounting applications for the student's respective choice of major, mathematics related to specific disciplines, and written and oral communication relevant to career objectives. All of these are basics directed to improve earlier educative skills while preparing the student for more complex problem solving and strong interpersonal relationships.

The choice of major will eventually lead the student to concentrations where the student will develop the know-how of either a broad discipline such as administration or marketing or the necessarily more concentrated fields, such as accounting or computer preparation.

To assist the student in finding the appropriate direction, early introductory courses coupled with an advisory system within the student's department present guidelines and experience to help decision-making. Also at work in the program of the Undergraduate School of Business are internships, cooperative education and study abroad programs to add zest and reality to support the student's direction. Added to the direct educative curricular work is the assistance of a Career Development Center and an active Alumni Office to produce networking.

Bachelor of Science Degree Programs

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

- Accounting
- Business Administration
- Business Communications
- Business Teacher Education
- Business Studies
- Computer Information Systems
- Economics/Finance
- Hotel Management
- Management Advisory Services
- Management Information Systems
- Marketing
- Marketing Teacher Education
- Office Administration
- Restaurant Management
- Retailing
- Techni-Business

Associate of Science and Certificate Programs

In addition to its range of four-year bachelor degree majors, New Hampshire College offers two-year associate 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 eight associate degree programs:

- Accounting
- Administrative Assistant/Word Processing Specialist
- Business Administration
- Electronic Data Processing
- Executive Secretarial
- Fashion Merchandising
- General Studies
- Legal Secretarial

The Programs

Accounting

Accounting is one of the fastest growing professions in the United States. Professional accountants are growing, not only in number, but also in influence. The professional accountant's responsibilities, duties, and prestige have increased tremendously during the past fifty years. The demand for qualified people is critical in accounting, and rapid advancement in the field is limited only by individual ability.

New Hampshire College's accounting program will prepare the qualified student for entrance into this most challenging and rewarding profession. During this four-year program, an internship experience is available on an optional basis. The primary objective of the accounting internship is to improve the student's depth of understanding of the nature of American business and the role of its accounting function. Further objectives are the development of maturity and confidence in accounting students, and assistance in determining in which areas of accounting students should seek their careers. The compensation received by the student during some internship experiences will aid the financing of college expenses.

Accounting Curriculum— Bachelor of Science

First Year		Credits
ACC 101	Elementary Accounting I	3
MAT 110	Finite Mathematics I	3
ENG 110	Expository Writing and Revision	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	<u>3</u>
		15

ACC 102	Elementary Accounting II	3
MAT 111	Finite Mathematics II	3
ENG 111	Literature and Research	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	<u>3</u>
		15

Second Year

ACC 203	Intermediate Accounting I	3
ACC 207	Cost Accounting I	3
ECO 201	Microeconomics	3
CIS 200	Introduction to Systems	3
ENG 212	Public Speaking	<u>3</u>
		15

ACC 204	Intermediate Accounting II	3
ACC 208	Cost Accounting II	3
ECO 202	Macroeconomics	3
ENG 220	Business Communications	3
MKT 113	Introduction to Marketing	3
	Liberal Arts Core Requirement	<u>3</u>
		18

Third Year

ACC 305	Advanced Accounting I	3
ADB 331	Introduction to Operations/Production Management	3
MAT 220	Statistics	3
CIS 220	COBOL or	
CIS 120	FORTRAN or	
CIS 320	RPG or	
CIS 305	Microcomputer Systems	3
	Liberal Arts Core Requirement	3
	Free Elective	<u>3</u>
		18
ACC 306	Advanced Accounting II	3
ACC 322	Institutional Accounting	3
ECO 306	Money and Banking	3
	Liberal Arts Core Requirement	3
	Free Elective	<u>3</u>
		15

Fourth Year

ACC 411	Auditing Principles	3
FIN 435	Financial Policy and Decision Making	3
ADB 206	Business Law I	3
	Liberal Arts Elective	3
	Free Elective	3
ACC 415	Federal Taxation I	<u>3</u>
		18
ACC 490	Internship or Free Elective	3
ADB 307	Business Law II	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
ACC 416	Federal Taxation II *(Optional)	<u>3</u>
		15-18

*Students planning on sitting for the CPA exam should take this additional course.

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 & 102)
Intermediate Accounting I & II (ACC 203 & 204)
Cost Accounting I & II (ACC 207 & 208)

Accounting Curriculum—Associate in Science

First Year		Credits
ACC 101	Elementary Accounting I	3
MAT 110	Finite Mathematics I	3
ENG 110	Expository Writing and Revision	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	<u>3</u>
		15
ACC 102	Elementary Accounting II	3
MAT 111	Finite Mathematics II	3
ENG 111	Literature and Research	3
ADB 110	Introduction to Business	3

ADB 125	Human Relations in Administration	<u>3</u>
		15

Second Year

ACC 203	Intermediate Accounting I	3
ACC 207	Cost Accounting I	3
ECO 201	Microeconomics	3
CIS 200	Introduction to Systems	3
ENG 212	Public Speaking	<u>3</u>
		15
ACC 204	Intermediate Accounting II	3
ACC 208	Cost Accounting II	3
ECO 202	Macroeconomics	3
ENG 220	Business Communications	3
MKT 113	Introduction to Marketing	3
	Liberal Arts Elective	<u>3</u>
		18

Business Administration

The 1970's and 80's 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. The Business Administration curriculum educates leaders for the business sector of this changing environment. 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. New Hampshire College's Business Administration major with its emphasis on communication, accounting, behavioral dynamics, and quantitative analysis provides the student with an integration of business knowledge, management skills and a breadth in liberal arts disciplines to enable the student to obtain the necessary knowledge and skills. These skills complement a specific business education and include the analytical, planning, research and group skills necessary to be a complete manager.

**Business Administration
Curriculum—Bachelor of Science**

First Year		Credits
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
		<u>3</u>
		15
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	3
		<u>3</u>
		15
Second Year		
ACC 214	Management Accounting	3
ECO 201	Microeconomics	3
ADB 206	Business Law I	3
ADB 215	Principles of Management	3
	Liberal Arts Core Requirement	3
		<u>3</u>
		15
CIS 200	Introduction to Systems	3
ECO 202	Macroeconomics	3
ADB 211	Personnel Management	3
MKT 113	Introduction to Marketing	3
ENG 212	Public Speaking	3
	Liberal Arts Core Requirement	3
		<u>3</u>
		18
Third Year		
ENG 220	Business Communications	3
ADB 342	Organizational Behavior	3
MAT 220	Statistics	3
FIN 320	Introduction to Finance	3
	Liberal Arts Core Requirement	3
		<u>3</u>
		15
ECO 301	Managerial Economics	3
ADB 326	Social Environment in Business	3
	Liberal Arts Elective	3
	Free Elective	3
	Liberal Arts Core Requirement	3
		<u>3</u>
		15

Fourth Year

ADB 490	Internship	12
	Business Elective	3
		<u>3</u>
		15
	Business Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Business Elective	3
	Business Elective	3
		<u>3</u>
		15
ADB 420	Management Decision Making	3
ADB 421	Strategic Management and Policy	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Business Elective	3
	Business Elective	3
		<u>3</u>
		18

Business Studies

The Business Studies curriculum is intended for those students who desire to concentrate in a specific area but also desire the flexibility to tailor a degree to meet their needs. Concentrations with five courses are available in Accounting, Business Finance, Business Management, Data Processing, Human Resource Management, and Marketing. Other concentrations may be available in the future. The flexibility to tailor the degree program is found in the 10 courses (30 credits) of “free electives.” The degree also provides an option for transfer students who have completed two or more years of education at other schools (particularly those who were liberal arts or science majors) who now desire a business degree. The 30 “free elective” credits enable the transfer student to receive credit for a wide variety of transfer courses.

**Business Studies Curriculum—
Bachelor of Science**

First Year		Credits
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3

ADB 125	Human Relations in Administration	3
ADB 110	Introduction to Business	<u>3</u>
		15
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business	
	Data Processing	3
	Liberal Arts Elective	<u>3</u>
		15

Second Year

ECO 201	Microeconomics	3
ADB 206	Business Law I	3
MKT 113	Introduction to Marketing	3
	Liberal Arts Elective	3
	Free Elective	<u>3</u>
		15
ECO 202	Macroeconomics	3
CIS 200	Introduction to Systems	3
ENG 220	Business Communications	3
ENG 212	Public Speaking	3
	Liberal Arts Elective	<u>3</u>
		15

Third Year

FIN 320	Introduction to Business	
	Finance	3
	Business Concentration	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	3
	Free Elective	3
	Free Elective	<u>3</u>
		18
	Business Concentration	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	3
	Free Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		18

Fourth Year

Business Concentration	3
Liberal Arts Elective	3
Business Elective	3
Free Elective	<u>3</u>
	15
Business Concentration	3
Liberal Arts Elective	3
Business Elective	3
Free Elective	3
Free Elective	3
Free Elective	<u>3</u>
	18

Business Studies majors must select one of the following concentrations:

Accounting

ACC 203	Intermediate Accounting I
ACC 204	Intermediate Accounting II
ACC 207	Cost Accounting I
ACC 208	Cost Accounting II
ACC 415	Federal Taxes I

Data Processing

CIS 120	Fortran
CIS 220	COBOL
CIS 320	RPG
CIS 325	Advanced COBOL
CIS	Elective

Business Finance

FIN 220	Introduction to Investments
ECO 301	Managerial Economics
FIN 320	Introduction to Business Finance
ECO 402	Business Cycles and Forecasting (1)
FIN 435	Financial Policy and Decision Making

Business Management

ACC 214	Managerial Accounting
ADB 212	Risk and Insurance
ADB 317	Small Business Management
ADB 211	Personnel Management
ADB 421	Strategic Management and Policy

Human Resource Management

- ADB 215 Principles of Management
- ADB 211 Personnel Management
- ADB 326 Social Environment of Business or
- ECO 315 Labor Relations and Arbitration (3)
- ADB 342 Organizational Behavior
- ADB 442 Advanced Seminar in Human Resource Management and Development

Marketing

- MKT 220 Sales Management or
 - MKT 235 Sales and Persuasion
 - MKT 329 Principles of Advertising(4)
 - MKT 223 Marketing Communications
 - MKT 437 Marketing Research (1)
 - MKT 345 Consumer Behavior (2)
- Note: The numbered notations after course titles in the six concentrations are intended to point out that the student must take prerequisites for the course in order to satisfy degree requirements.
- (1) Requires MAT 220 (Statistics) as prerequisite
 - (2) Requires PSY 108 (Introduction to Psychology) as prerequisite
 - (3) Students who anticipate being involved in labor/management relations should take ECO 315
 - (4) Requires MKT 223 (Marketing Communications) as a prerequisite

Techni-Business

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

The objective of this program is to provide individuals who have earned a degree in a specialized skill other than business (e.g., small engine repair,

automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing their technical skills.

**Techni-Business Curriculum—
Bachelor of Science**

- ENG 110 Expository Writing and Revision
- ENG 111 Literature and Research
- MAT 110 Finite Mathematics I
- MAT 111 Finite Mathematics II
- ECO 201 Microeconomics
- ECO 202 Macroeconomics
- ACC 101 Elementary Accounting I
- ACC 102 Elementary Accounting II
- CIS 100 Introduction to Business Data Processing
- ADB 206 Business Law I
- ADB 110 Introduction to Business

Liberal Arts Electives

- 1. Liberal Arts Core Requirement
- 2. Liberal Arts Core Requirement
- 3. Liberal Arts Core Requirement
- 4. Liberal Arts Core Requirement
- 5. Liberal Arts Electives
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____

Business Electives

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Free Electives

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Business Administration Curriculum—Associate in Science

First Year		Credits
ACC 101	Elementary Accounting I	3
MAT 110	Finite Mathematics I	3
ENG 110	Expository Writing and Revision	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
		<u>15</u>

ACC 102	Elementary Accounting II	3
MAT 111	Finite Mathematics II	3
ENG 111	Literature and Research	3
CIS 100	Introduction to Business	
	Data Processing	3
	Liberal Arts Elective	3
		<u>15</u>

Second Year

ECO 201	Microeconomics	3
ADB 211	Personnel Management	3
MKT 113	Introduction to Marketing	3
	Liberal Arts Elective	3
	Business Elective	3
		<u>15</u>

ECO 202	Macroeconomics	3
ADB 326	Social Environment in Business	3
ENG 220	Business Communications	3
ADB 206	Business Law I	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
		<u>18</u>

Business Education/Office Administration

The Business Education/Office Administration Department is dedicated to educating men and women who intend to enter the field of business education, secretarial science and office management. The business and marketing teacher education programs are designed to prepare graduates to meet the needs and objectives of relevant business education and distributive education on the secondary school level. It is possible to complete a teacher education program along with a B.S. program in another field in four and a half years. For appropriate scheduling contact the department chairperson.

Advanced Standing:

Students who plan to major in business and/or marketing education can earn up to 24 credits of advanced standing and be able to complete their program in just three years plus summer work. Students admitted on this basis can earn up to nine credits in shorthand, nine in typing, three in word processing and three in office simulation. Exact credits earned are determined from a battery of tests administered in the term prior to admission. Recommendation for this testing should be from a high school business teacher.

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 of Teacher Education and meet the following requirements:

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

Requirements for major in Business Teacher Education Program:

In addition to those courses specified in the Business Teacher curriculum, each student must prepare to teach in those areas required to meet the certification he or she is seeking. All students must be prepared in Area A, Typing and Office Simulation. Business electives must be filled to meet the area of certification as follows:

Comprehensive Business Education Certification (required):

6 credits in area C, 3-6 credits in area E, 0-3 credits in area B or D.

Accounting Business Education Certification (required):

9 credits in area B, 3 credits in area D or E.

Secretarial Business Education Certification (required):

9 credits in area C, 3 credits in area E.

The following areas all contain three-credit courses. Comparable courses may be approved by the Department Chairperson.

Area A: Typing, Word Processing and Office Simulation (Four of the following courses, including Office Simulation and Word Processing 1) Typing 1 (OAD 110), Typing 2 (OAD 111), Typing 3 (OAD 210), Word Processing 1 (OAD 220), Word Processing 2 (OAD 221) Office Simulation (OAD 230)

Area B: Accounting/Finance (Choose from the following courses) Intermediate Accounting (ACC 203-ACC 204), Cost Accounting (ACC 207-ACC 208), Advanced Accounting (ACC 305-ACC 306), (Finance 101, 220, 320).

Area C: Shorthand (Choose from the following courses) Shorthand 1 (OAD 100), Shorthand 2 (OAD 102), Shorthand 3 (OAD 201), Legal Shorthand (OAD 202).

Area D: Computer Information Systems (Choose from the following courses) Introduction to Systems (CIS 200), COBOL Programming (CIS 220), FORTRAN (CIS 120)

Area E: General Business

(Choose from the following courses or comparable courses approved by the Department Chairperson)

Business Law 2 (ADB 307), Risk & Insurance (ADB 212), Social Environment of Business (ADB 326), Introduction to Marketing (MKT 113), Office Administration 1 (OAD 231)

Work Experience:

All teacher education majors must present 2,000 hours of work experience in the area of certification. In the absence of this, 400 supervised hours will be arranged.

Business Teacher Education—Bachelor of Science

First Year		Credits
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
CIS 100	Introduction to Business Data Processing	3
ACC 101	Elementary Accounting I	3
PSY 108	Introduction to Psychology	3
		15
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
ADB 110	Introduction to Business	3
ACC 102	Elementary Accounting II	3
ADB 125	Human Relations in Administration	3
		15
Second Year		
ECO 201	Microeconomics	3
EDU 200	Introduction to Education	3
PSY 211	Human Growth & Development	3
	Business Elective	3
	Typing Elective	3
		15
ECO 202	Macroeconomics	3
ENG 212	Public Speaking	3
ADB 206	Business Law I	3
EDU 290	Field Experience	3
	Business Elective	3

	Typing Elective	<u>3</u>	
		18	
Third Year			
OAD 230	Office Simulation	3	
EDU 300	Principles of Business/Vocational Education	3	
EDU 301	Evaluation, Measurement and Testing	3	
	Business Elective	3	
	Liberal Arts Core Requirement	3	
	Liberal Arts Core Requirement	<u>3</u>	
		18	
EDU 311	Methods of Teaching Typing and Word Processing	2	
EDU 312	Methods of Teaching Shorthand and Office Procedures*	2	
EDU 201	Educational Psychology	3	
OAD 220	Word Processing 1	3	
	Liberal Arts Core Requirement	3	
PSY 320	Psychology of Individual Differences & Special Needs	<u>3</u>	
		16	
Fourth Year			
EDU 313	Methods of Teaching Accounting and General Business	3	
EDU 314	Coordination of Realistic Work Experience	3	
ENG 220	Business Communications	3	
	Liberal Arts Core Requirement	3	
	Business Elective	3	
	Free Elective (5th Methods course recommended)	<u>3</u>	
		18	
EDU 490	Student Teaching	15	
*Not required for Accounting Business Education certification; becomes free elective.			

Marketing Teacher Education

First Year		Credits
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Math I	3
CIS 100	Introduction to Business Data Processing	3
ACC 101	Elementary Accounting I	3
PSY 108	Introduction to Psychology	<u>3</u>
		15
ENG 111	Literature and Research	3
MAT 111	Finite Math II	3
ADB 110	Introduction to Business	3
ACC 102	Elementary Accounting II	3
ADM 125	Human Relations in Administration	<u>3</u>
		15
Second Year		
ECO 201	Microeconomics	3
EDU 200	Introduction to Education	3
PSY 211	Human Growth and Development	3
	Business Elective	3
	Marketing Elective	<u>3</u>
		15
ECO 202	Macroeconomics	3
ENG 212	Public Speaking	3
ADB 206	Business Law I	3
EDU 290	Field Experience	3
	Business Elective	3
	Marketing Elective	<u>3</u>
		18
Third Year		
OAD 230	Office Simulation	3
EDU 300	Principles of Business/Vocational Education	3
EDU 301	Evaluation Measurement Testing	3
	Business Elective	3
	LA Core Requirement	3
	LA Core Requirement	<u>3</u>
		18

EDU 314	Coordination of Realistic Work Experience	3	Liberal Arts Elective	<u>3</u>
				15
EDU 315	Methods of Teaching Marketing Education	3		
EDU 201	Educational Psychology	3	ACC 102	Elementary Accounting II 3
OAD 220	Word Processing I	3	ENG 111	Literature and Research 3
PSY 320	Individual Differences	3	MAT 111	Finite Mathematics II 3
	LA Core Requirement	<u>3</u>	ADB 125	Human Relations in Administration 3
		18	ADB 110	Introduction to Business <u>3</u>
				15

Fourth Year

EDU 313	Methods of Teaching Accounting/General Business	3
ENG 220	Business Communications	3
	Marketing Elective	3
	Business Elective	3
	Free Elective	3
	LA Core Requirement	<u>3</u>
		18
EDU 490	Student Teaching	15

Dual certification for Business and Marketing Education can be obtained with proper scheduling.

All teacher education graduates must pass the preprofessional skills test, a test of reading, writing and mathematics prior to becoming certified in New Hampshire.

Office Administration

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

Office Administration Curriculum—Bachelor of Science

First Year	Credits
ACC 101	Elementary Accounting I 3
ENG 110	Expository Writing and Revision 3
MAT 110	Finite Mathematics I 3
CIS 100	Introduction to Business Data Processing 3

Second Year

OAD 101	Shorthand 1	3
OAD 110	Typing 1	3
ECO 201	Microeconomics	3
ENG 220	Business Communications	3
	Liberal Arts Elective	3
	Liberal Arts Core Requirement	<u>3</u>
		18
OAD 102	Shorthand 2	3
OAD 111	Typing 2	3
ECO 202	Macroeconomics	3
	Liberal Arts Elective	3
	Liberal Arts Core Requirement	<u>3</u>
		15

Third Year

OAD 201	Shorthand 3	3
CIS 200	Introduction to Systems	3
OAD 231	Office Administration I	3
OAD 220	Word Processing 1	3
OAD 210	Typing 3	3
	Liberal Arts Elective	<u>3</u>
		18
OAD 230	Office Simulation	3
OAD 232	Office Administration 2	3
ADB 206	Business Law 1	3
OAD 233	Records Management	3
	Liberal Arts Core Requirement	<u>3</u>
		15

Fourth Year

OAD 221	Word Processing 2	3
MKT 113	Introduction to Marketing	3
MAT 220	Statistics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	<u>3</u>
		15

OAD 490	Office Administration Internship	12
ADB 211	Personnel Management	3
ENG 212	Public Speaking	<u>3</u>
		18

Administrative Assistant Specialist/Word Processing

The Administrative Assistant program is designed to prepare specialists in the operation of Word Processing Equipment—Magnetic Card Typewriter, Memory Typewriter, IBM PC, CRT Text-Editor, Dictaphone System, 6/430, DEC MATE/II and the principles of administrative management for jobs in the modern office.

Administrative Assistant/Word Processing Specialist Curriculum—Associate in Science

First Year		Credits
ENG 110	Expository Writing and Revision	3
OAD 201	Shorthand 3	3
OAD 210	Typing 3	3
CIS 100	Introduction to Business Data Processing	3
ACC 101	Elementary Accounting I	<u>3</u>
		15
ENG 111	Literature and Research	3
OAD 220	Word Processing 1	3
OAD 230	Office Simulation	3
ACC 102	Elementary Accounting II or	
MAT 100	Business Mathematics or	
MAT 110	Finite Mathematics I	3
ADB 110	Introduction to Business	<u>3</u>
		15

Second Year

ADB 125	Human Relations in Administration	3
ADB 206	Business law I	3
OAD 221	Word Processing 2	3
	Liberal Arts Elective	3
	Business Elective	3
	Free Elective	<u>3</u>
		18

OAD 290	Internship	12
OAD 231	Office Administration I	<u>3</u>
		15

Executive Secretarial

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

Executive Secretarial Curriculum—Associate in Science

First Year		Credits
ENG 110	Expository Writing and Revision	3
CIS 100	Introduction to Business Data Processing	3
OAD 101	Shorthand 1	3
OAD 110	Typing 1	3
ACC 101	Elementary Accounting I	<u>3</u>
		15
ENG 111	Literature and Research	3
ADB 110	Introduction to Business	3
OAD 102	Shorthand 2	3
OAD 111	Typing 2	3
ACC 102	Elementary Accounting II or	
MAT 100	Business Mathematics or	
MAT 110	Finite Mathematics I	<u>3</u>
		15

Second Year

OAD 201	Shorthand 3	3
OAD 210	Typing 3	3
ADB 206	Business Law I	3
OAD 230	Office Simulation	3
OAD 220	Word Processing 1	3
	Liberal Arts Elective	<u>3</u>
		18
OAD 231	Office Administration I	3
	Business Elective	3
	Liberal Arts Elective	3
OAD 290	Internship	<u>6</u>
		15

Any required Office Administration or Secretarial Science course waived by the Department Chairperson will need to be substituted by a free elective.

Note: Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing 1 and/or Shorthand 1.

Legal Secretarial

The Legal Secretarial program prepares students for careers as secretaries in law firms, government agencies, investment companies, and real estate offices and legal office administration. A general background in business subjects and liberal arts is included to develop the student's independent thinking.

Legal Secretarial Curriculum—Associate in Science

First Year		Credits
ENG 110	Expository Writing and Revision	3
CIS 100	Introduction to Business Data Processing	3
OAD 110	Typing 1	3
OAD 101	Shorthand 1	3
ACC 101	Elementary Accounting I	<u>3</u>
		15
ENG 111	Literature and Research	3
ADB 110	Introduction to Business	3
OAD 111	Typing 2	3
OAD 102	Shorthand 2	3

ACC 102	Elementary Accounting II or	
MAT 100	Business Mathematics or	
MAT 110	Finite Mathematics I	<u>3</u>
		15

Second Year

OAD 201	Shorthand 3	3
OAD 210	Typing 3	3
ADB 206	Business Law I	3
OAD 230	Office Simulation	3
OAD 202	Legal Shorthand	3
	Liberal Arts Elective	<u>3</u>
		18

OAD 220	Word Processing 1	3
OAD 203	Legal Procedures	3
	Liberal Arts Elective	3
OAD 290	Internship	<u>6</u>
		15

Note: Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing 1 and/or Shorthand 1.

Computer and Information Systems

The Computer and Information Systems Department offers two Bachelor of Science degree programs and an Associate degree program so that graduates will be able to enter the business world during an age of high technology. A third major, Management Advisory Services, combines the Management Information Systems and Accounting programs.

Electronic Data Processing

This two-year, associate's degree program is designed to educate a student in the fundamentals of computer programming. A graduate of this curriculum should enter the work force as a programmer, data analyst, or a procedure specialist.

Electronic Data Processing Curriculum—Associate in Science

First Year Credits

CIS 100	Introduction to Business Data Processing	3
MAT 110	Finite Mathematics I	3
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
ADB 110	Introduction to Business	<u>3</u>
		15

CIS 120	FORTTRAN	3
MAT 111	Finite Mathematics II	3
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
	Liberal Arts Elective	<u>3</u>
		15

Second Year

CIS 200	Introduction to Systems	3
CIS 220	Principles of COBOL	3
ACC 214	Management Accounting	3
ENG 212	Public Speaking	3
	Free Elective	3
	Free Elective	<u>3</u>
		18

CIS 320	RPG II	3
CIS 325	Advanced COBOL	3
ENG 220	Business Communications	3
	CIS Elective	3
	Liberal Arts Elective	<u>3</u>
		15

Computer Information Systems

This program is designed to emphasize the technical aspects of computer information systems. The student in this program is educated as a specialist in information structure and design. The program includes a mathematical orientation with emphasis on building Decision Support Systems (DSS). Decision Support Systems are normally those designed for use by upper level management to assist in unstructured, underspecified problem solving. Decision Support Systems attempts to combine the use of models and/or analytical

techniques with traditional data processing functions.

A graduate of this curriculum may enter the work force as an applications programmer with a career path leading to Systems Programming, Data Base Design and Administration, Communications Specialist, or Decision Support Specialist.

Computer Information Systems Curriculum—Bachelor of Science

First Year Credits

CIS 100	Introduction to Business Data Processing	3
MAT 150	Finite Mathematics**	3
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
ADB 110	Introduction to Business	<u>3</u>
		15

CIS 120	FORTTRAN	3
MAT 250	Statistics (Advanced)	3
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
	Liberal Arts Elective	<u>3</u>
		15

Second Year

CIS 220	Principles of COBOL	3
CIS 240	Systems Hardware	3
MAT 251	Business Calculus (Advanced)	3
ACC 207	Cost Accounting	3
ENG 212	Public Speaking	3
	Liberal Arts Core Requirement	<u>3</u>
		18

CIS 200	Introduction to Systems	3
CIS 241	Systems Software	3
MAT 310	Non Parametric Statistics or	
MAT 315	Topics in Statistics	3
ACC 208	Cost Accounting II	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	<u>3</u>
		18

Third Year

CIS 300	Advanced Systems Design	3
CIS 360	Computer Simulation and Modeling for Business	3
ECO 201	Microeconomics	3
	CIS Elective	3
	Liberal Arts Core Requirement	<u>3</u>
		15
CIS 325	Advanced COBOL	3
CIS 330	Data Base Management Systems	3
CIS 370	Assembler Language Programming	3
ECO 202	Macroeconomics	3
ENG 220	Business Communications	<u>3</u>
		15

Fourth Year

CIS 400	CIS Project and Policy (2 semester course)	
CIS 440	Data Communications and Networks	3
	Free Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	<u>3</u>
		15
CIS 400	CIS Project and Policy (2 semester course)	6
	CIS Elective	
	or	
	Internship available	3
	Free Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	<u>3</u>
		18

**Those students not qualified for the Honors track would be taking the following math courses: MAT 110, MAT 111, MAT 210, MAT 220, MAT 320.

Management Information Systems

Management Information Systems are normally those designed for use by middle managers to assist in structured problem solving. Management Information Systems integrate information flow by function (production MIS, marketing MIS, personnel MIS, etc.). Inquiry and

report generation by use of a data base is a by-product of many Management Information Systems.

This program is a combination of the management and computer systems disciplines and is designed to highlight the use of computers in all areas of an organization. The student in this program is educated as a generalist in areas of business and Management Information Systems.

A graduate of this curriculum may enter the work force as an entry level programmer analyst, with career objectives in areas of systems analysis, information management, or general management in a computer system environment.

Management Information System Curriculum—Bachelor of Science

First Year		Credits
CIS 100	Introduction to Business Data Processing	3
MAT 110	Finite Mathematics I	3
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
ADB 110	Introduction to Business	<u>3</u>
		15
CIS 120	FORTTRAN	3
MAT 111	Finite Mathematics II	3
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
	Liberal Arts Elective	<u>3</u>
		15

Second Year

CIS 220	Principles of COBOL	3
MAT 210	Introduction to Calculus for Business Students	3
ACC 214	Management Accounting	3
ENG 212	Public Speaking	3
	Liberal Arts Core Requirement	<u>3</u>
		15
CIS 200	Introduction to Systems	3
CIS 242	Hardware/Software	3
MAT 220	Statistics	3
ADB 125	Human Relations in Administration	3

Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	<u>3</u>
	18

Third Year

CIS 300	Advanced Systems Design	3
CIS 325	Advanced COBOL	3
ECO 201	Microeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	<u>3</u>
		15

CIS 320	RPG II	3
CIS 330	Data Base Management Systems	3
ECO 202	Macroeconomics	3
MKT 113	Introduction to Marketing	3
ENG 220	Business Communications	3
	Liberal Arts Elective	<u>3</u>
		18

Fourth Year

CIS 401	MIS Project and Policy (2 semester course)	3
ADB 206	Business Law I	3
ADB 331	Introduction to Operations/Production Management	3
	CIS Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	<u>3</u>
		15

CIS 401	MIS Project and Policy (2 semester course)	6
ADB 342	Organizational Behavior	3
FIN 320	Introduction to Business Finance	3
	CIS Elective or Internship Available	3
	Liberal Arts Elective	<u>3</u>
		18

Minor in Management Information Systems:

A student may declare a minor in Management Information Systems by successfully completing the following courses, including a minimum of five at New Hampshire College.

Required:

CIS 100	Introduction to Business Data Processing
CIS 120	FORTTRAN
CIS 200	Introduction to Systems
CIS 220	Principles of COBOL and either
CIS 325	Advanced COBOL or
CIS 320, RPG II and any CIS Elective	

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 for graduates with thought processes and skills in both areas of expertise. The rapid growth of management services in accounting firms, consulting and industry offer the graduate many opportunities for growth and rapid advancement.

Management Advisory Services students will acquire the skills required for the design and maintenance of financial accounting systems and general systems theory and management. Students will be offered the opportunity to apply their classroom experiences to real-world situations through a combination of exercises and actual work experiences.

This demanding and rewarding program will allow graduates to enter the fields of accounting, management information systems, computer related fields, management positions, or a combination of these.

Management Advisory Services Curriculum—Bachelor of Science

First Year	Credits
CIS 100	Introduction to Business Data Processing 3
MAT 110	Finite Mathematics I 3
ACC 101	Elementary Accounting I 3
ENG 110	Expository Writing and Revision 3
	Liberal Arts Elective <u>3</u>
	15

MAT 111	Finite Mathematics II	3
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	<u>3</u>
		15

Second Year

CIS 120	FORTTRAN	3
MAT 210	Introduction to Calculus for Business Students	3
ACC 203	Intermediate Accounting I	3
ACC 207	Cost Accounting I	3
ECO 201	Microeconomics	<u>3</u>
		15

CIS 200	Introduction to Systems	3
MAT 220	Statistics	3
ACC 204	Intermediate Accounting II	3
ACC 208	Cost Accounting II	3
ECO 202	Macroeconomics	3
	Liberal Arts Core Requirement	<u>3</u>
		18

Third Year

CIS 220	Principles of COBOL	3
CIS 240	Systems Hardware	3
ACC 305	Advanced Accounting I	3
ENG 212	Public Speaking	3
ENG 220	Business Communications	3
ADB 331	Introduction to Operations/Production Management	<u>3</u>
		18

CIS 241	Systems Software	3
CIS 330	Data Base Management Systems	3
ACC 306	Advanced Accounting II	3
PHL 214	Logic Language and Argumentation	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	<u>3</u>
		18

Fourth Year

CIS 402	Project and Policy	3
ACC 411	Auditing Principles	3
ACC 415	Federal Taxation I (Optional)	3
ADB 206	Business Law I	3
	Liberal Arts Elective	3
	Liberal Arts Elective	<u>3</u>
		15-18

ACC 322	Institutional Accounting (Optional)	3
ACC 416	Federal Taxation II (Optional)	3
ADB 307	Business Law II	3
ECO 306	Money and Banking	3
FIN 435	Financial Policy and Decision Making	3
	Liberal Arts Elective	3
	Liberal Arts Elective	<u>3</u>
		15-21

Internship Available 3 or 6 credits
(These credits are in addition to those required for graduation).

Economics/Finance

Economics and Finance are closely related disciplines which provide the necessary background and skills essential for making business decisions. The Department of Economics/Finance offers a broad range of courses in both Economics and Finance. Within the Economics/Finance major, students may choose to concentrate in areas such as corporate finance/investments or economics by electing to take courses specifically related to these areas.

Managers, stockbrokers, security analysts, insurance and bank financial managers, accountants, credit managers and economists are some of the positions for future employment.

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

Economics/Finance Curriculum— Bachelor of Science

First Year Credits

ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
		<u>15</u>

ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	3
		<u>15</u>

Second Year

ECO 201	Microeconomics	3
ENG 212	Public Speaking	3
CIS 200	Introduction to Systems	3
	Business Elective	3
	Business Elective	3
		<u>15</u>

ECO 202	Macroeconomics	3
FIN 220	Introduction to Investments	3
ENG 220	Business Communications	3
	Liberal Arts Core Requirement	3
	Business Elective	3
	Business Elective	3
		<u>18</u>

Third Year

MAT 220	Statistics	3
ECO 306	Money and Banking	3
	Liberal Arts Core Requirement	3
	Business Elective	3
	Economics/Finance Elective	3
		<u>15</u>

FIN 320	Introduction to Finance	3
ECO 301	Managerial Economics	3
	Economics/Finance Elective	3

Economics/finance Elective	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
	<u>18</u>

Fourth Year

ADB 490	Internship	12
FIN 435	Financial Policy and Decision Making	3
		<u>15</u>

	or	
	Business Elective	3
	Economics/Finance Elective	3
	Economics/Finance Elective	3
FIN 435	Financial Policy & Decision Making	3
	Liberal Arts Elective	3
		<u>15</u>

ECO 402	Business Cycles & Forecasting	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Business Electives	3
	Economics/Finance Elective	3
		<u>18</u>

Hotel/Restaurant Management

A career in the hospitality field 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 service economy due to heightened business travel and convention activity. Salaries in the hospitality industry are excellent for middle and upper management and youth is generally no barrier to advancement in this field.

Both the Hotel Management and Restaurant Management programs combine the practical coursework necessary to succeed in the industry with a broad education encompassing liberal arts electives and business subjects.

Students in both programs are offered a choice of two options. One option is based on a cooperative education model which integrates the student's coursework, co-op work experiences and follow-up seminars. In this option, students are required to do three paid summer work experiences in three different areas: food, front office operations and sales/supervision.

The second option offers students the opportunity to do one paid summer internship for six credits in either their Sophomore or Junior year.

The hotel and restaurant majors provide students with an opportunity to work and travel throughout the United States and abroad.

Restaurant Management Internship Program—Bachelor of Science

First Year Credits

ENG 110	Expository Writing and Revision	3
ADB 125	Human Relations in Administration	3
HRM 112	Introduction to Hotel and Restaurant Industry	3
MAT 110	Finite Math I	3
	Liberal Arts Elective	3
		<u>15</u>

ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
ADB 215	Principles of Management	3
HRM 109	Food Purchasing	3
HRM 110	Food Production I	3
		<u>15</u>

Second Year

ENG 220	Business Communications	3
CIS 100	Introduction to Business Data Processing	3
HRM 111	Food Production II	3
ACC 101	Elementary Accounting I	3
	Liberal Arts Core Requirement	3
		<u>15</u>
ENG 212	Public Speaking	3
HRM 430	Management of Institutions' Feeding Operations	3
ACC 102	Elementary Accounting II	3

Liberal Arts Elective	3
Business Elective	3
	<u>15</u>

***HRM 490 Summer Hotel Restaurant Internship—6 Credits**
 You may participate in the Internship Program in either your Sophomore or Junior year.

Third Year

ECO 201	Microeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management or Business Elective	3
	Hotel Restaurant Management or Business Elective	3
		<u>15</u>

HRM 319	Restaurant Management	3
ECO 202	Macroeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management or Business Elective	3
	Free Elective	3
		<u>18</u>

Fourth Year

HRM 421	The Operation of Energy, Security and Maintenance in the Hospitality Industry	3
HRM 424	Wines and Beverages	3
HRM 451	Nutrition	3
	Liberal Arts Core Requirement	3
	Hotel Restaurant Management or Business Elective	3
		<u>15</u>

HRM 418	Hotel and Restaurant Management Seminar	3
HRM 422	Beverage Management and Control	3
HRM 450	Experimental Foods	3
	Liberal Arts Elective	3
	Free Elective	3
		<u>15</u>

Total Credits 129

Restaurant Management Co-op Program—Bachelor of Science

First Year Credits

ENG 110	Expository Writing and Revision	3
ADB 125	Human Relations in Administration	3
HRM 112	Introduction to Hotel and Restaurant Industry	3
MAT 110	Finite Math I	3
	Liberal Arts Elective	<u>3</u>
		15
ENG 111	Literature and Research	3
MAT 111	Finite Math I	3
ADB 215	Principles of Management	3
HRM 109	Food Purchasing	3
HRM 110	Food Production I	<u>3</u>
		15

Summer

HRM/CDC	—Orientation prior to work experience	
HRM 191	Food I Work Experience	4

Second Year

	Co-op Seminar **	
ENG 220	Business Communications	3
CIS 100	Introduction to Business Data Processing	3
HRM 111	Food Production II	3
ACC 101	Elementary Accounting I	3
	Liberal Arts Core Requirement	<u>3</u>
		15
ENG 212	Public Speaking	3
HRM 430	Management of Institutions' Feeding Operations	3
ACC 102	Elementary Accounting II	3
	Business Elective	3
	Liberal Arts Core Requirement	<u>3</u>
		15

Summer

HRM 292	Food II Work Experience	4
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Third Year

	Co-op Seminar **	
ECO 201	Microeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management or Business Elective	3
	Hotel Restaurant Management or Business Elective	<u>3</u>
		15
HRM 319	Restaurant Management	3
ECO 202	Macroeconomics	3
	Liberal Arts Core Requirement	3
	Hotel Restaurant Management or Business Elective	3
	Free Elective	<u>3</u>
		15

Summer

HRM 391	Sales or Supervision Work Experience	4
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Fourth Year

	Co-op Seminar **	
HRM 421	Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
HRM 424	Wines and Beverages	3
HRM 451	Nutrition	3
	Liberal Arts Elective	3
	Hotel Restaurant Management or Business Elective	<u>3</u>
		15
HRM 422	Bar Management and Control	3
HRM 450	Experimental Foods	3
	Liberal Arts Elective	3
	Free Elective	<u>3</u>
		12

** Credit for Co-op Seminar is included in the Co-op work experience.

Hotel Management Internship Program—Bachelor of Science

First Year Credits

ENG 110	Expository Writing and Revision	3
ADB 125	Human Relations in Administration	3
HRM 112	Introduction to Hotel and Restaurant Industry	3
MAT 110	Finite Math I	3
	Liberal Arts Elective	<u>3</u>
		15

ENG 111	Literature and Research	3
MAT 111	Finite Math II	3
ADB 215	Principles of Management	3
HRM 109	Food Purchasing	3
HRM 110	Quantity Food Production I	<u>3</u>
		15

Second Year

ENG 220	Business Communications	3
CIS 100	Introduction to Business Data Processing	3
HRM 111	Food Production II	3
ACC 101	Elementary Accounting I	3
	Liberal Arts Core Requirement	<u>3</u>
		15

ENG 212	Public Speaking	3
HRM 215	Hotel Information Systems	3
ACC 102	Elementary Accounting II	3
	Liberal Arts Core Requirement	3
	Business Elective	<u>3</u>
		15

HRM 490	Internship--either in Sophomore or Junior year	6
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Third Year

HRM 314	Promotional Activities	3
ECO 201	Microeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3

Hotel Restaurant Management Elective	<u>3</u>
	15

HRM 319	Restaurant Management	3
ECO 202	Macroeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management Elective	3
	Free Elective	<u>3</u>
		18

Fourth Year

HRM 420	Hotel Accounting	3
HRM 421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
	Hotel Restaurant Management Cluster Course	3
	Hotel Restaurant Management Cluster Course	3
	Liberal Arts Elective	<u>3</u>
		15

HRM 416	Law of the Hospitality Industry	3
HRM 418	Seminar	3
	Hotel Restaurant Management Cluster Course	3
	Liberal Arts Elective	3
	Free Elective	<u>3</u>
		15

Total Credits 129

Students are required to take 3 courses from the following 9 courses. It is suggested that students choose their courses from one specific cluster.

Clusters

Wine and Beverage

HRM 424	Wines and Beverages
HRM 422	Bar Management and Control
MKT 235	Sales and Persuasion

Management

ADB 211	Personnel Management
HRM 429	Lodging Administration
HRM 425	Hotel Facilities Management

Foods

HRM 450	Experimental Foods	
HRM 451	Nutrition	
HRM 430	Institutional Feeding Operations	

Hotel Management Co-op Program—Bachelor of Science**First Year Credits**

ENG 110	Expository Writing and Revision	3
ADB 125	Human Relations in Administration	3
HRM 112	Introduction to Hotel and Restaurant Industry	3
MAT 110	Finite Math I	3
	Liberal Arts Elective	<u>3</u>
		15

ENG 111	Literature and Research	3
MAT 111	Finite Math II	3
ADB 215	Principles of Management	3
HRM 109	Food Purchasing	3
HRM 110	Food Production I	<u>3</u>
		15

Summer

HRM/CDC	Orientation Prior to Work Experience	
HRM 191	Work Experience in Food	4

Second Year**Co-op Seminar ****

ENG 220	Business Communications	3
CIS 100	Introduction to Business Data Processing	3
HRM 111	Food Production II	3
ACC 101	Elementary Accounting I	3
	Liberal Arts Core Requirement	<u>3</u>
		15

ENG 212	Public Speaking	3
HRM 215	Hotel Information Systems	3
ACC 102	Elementary Accounting II	3
	Liberal Arts Core Requirement	3
	Business Elective	<u>3</u>
		15

HRM 291	Work Experience in Systems	4
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Third Year**Co-op Seminar ****

HRM 314	Promotional Activities	3
ECO 201	Microeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management Elective	<u>3</u>
		15

HRM 319	Restaurant Management	3
ECO 202	Macroeconomics	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
	Hotel Restaurant Management Elective	<u>3</u>
		15

HRM 391	Co-op Work Experience in Sales or Supervision	4
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Fourth Year**Co-op Seminar ****

HRM 420	Hotel Accounting	3
HRM 421	The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
	Hotel Restaurant Management Cluster Course	3
	Hotel Restaurant Management Cluster Course	3
	Liberal Arts Elective	<u>3</u>
		15

HRM 416	Law of the Hospitality Industry	3
	Liberal Arts Elective	3
	Hotel Restaurant Management Cluster Course	3
	Free Elective	<u>3</u>
		12

Total Credits 129

Students are required to take 3 courses from the following 9 courses. It is suggested that the student choose their courses from one specific cluster.

Clusters

Wine and Beverage

- HRM 424 Wines and Beverages
HRM 422 Bar Management and Control
MKT 235 Sales and Persuasion

Management

- ADB 211 Personnel Management
HRM 429 Lodging Administration
HRM 425 Hotel Facilities Management

Food

- HRM 450 Experimental Foods
HRM 451 Nutrition
HRM 430 Institutional Feeding Operations

** Credit for Co-op Seminar is included in the Co-op Work Experience.

Humanities/Social Sciences

The Humanities/Social Sciences Department of the School of Business has a dual mission: to provide balanced liberal arts support for the school's business programs and to offer its own business-related major.

All candidates for the degree of Bachelor of Science must present credits in the liberal arts according to the requirements of their major course of study; these courses constitute approximately 40 percent of a student's total course credits.

As one part of the liberal arts requirement, students must take at least three credits from each of the following four categories as electives. (Total Distribution = 12 Credits):

- Advanced Writing (300 or above); and Literature
- History
- Humanities, Fine Arts, Philosophy
- Psychology, Sociology, Anthropology or Political Science

Business Communications

The Business Communications major provides comprehensive training in written and spoken English, together with a thorough background in business skills and practices. The purpose of the major is to prepare students for work in such areas as industrial and commercial

writing, advertising, public relations, government, documentation in high technology companies and in all fields demanding good writers and speakers who can communicate information to diverse audiences.

The special strength of the Business Communications major lies in the combination of training in communication theory and practice with a detailed knowledge of the workings of business organizations. Students are encouraged to select and develop special competence in particular business areas. For example, students can take several courses from among the college's offerings in Accounting, Management, Marketing, Economics, Finance, Computer Science, Social Science and Mathematics.

Business Communications Curriculum—Bachelor of Science

First Year		Credits
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
ADB 110	Introduction to Business	3
ADB 125	Human Relations in Administration	3
		15
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	3
		15
Second Year		
ECO 201	Microeconomics	3
ENG 220	Business Communications	3
CIS 200	Introduction of Systems	3
PSY 108	Introduction to Psychology	3
ENG 212	Public Speaking	3
		15
ECO 202	Macroeconomics	3
SOC 112	Introduction to Sociology	3

MKT 113	Introduction to Marketing	3
ENG 235	Introduction to Journalism	3
	Literature Elective	3
	Liberal Arts Core Requirement	<u>3</u>
		18

Third Year

ENG 333	Language Awareness	3
ENG 330	Advanced Writing	3
	Liberal Arts Core Requirement	3
BCM 322	Oral Communications for Business	3
	Free Elective	<u>3</u>
		15
BCM 341	Technical Report Writing	3
MKT 223	Marketing Communication	3
	Liberal Arts Core Requirement	3
	Free Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		18

Fourth Year

BCM 442	Corporate Public Relations	3
BCM 437	Managerial Communications	3
	Liberal Arts Core Requirement	3
	Free Elective	3
	Literature Elective	<u>3</u>
		15
ADB 342	Organizational Behavior	3
BCM 440	Graphics and Layouts in Print Media	3
	Free Elective	3
	Free Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		18

General Studies—Associate in Science

General Studies offers an alternative to students who wish to retain their business and accounting credits, achieve an associate's degree and possibly transfer to a liberal arts college.

General Studies Curriculum—Associate in Science

First Year		Credits
ENG 110	Expository Writing and Revision 3	
MAT 110	Finite Mathematics I	3
PSY 108	Introduction to Psychology	3
	History Elective or Government Elective	3
	Free Elective	<u>3</u>
		15
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
SOC 112	Introduction to Sociology	3
	History Elective or Government Elective	3
	Free Elective	<u>3</u>
		15

Second Year

	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Free Elective	<u>3</u>
		15
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Free Elective	3
	Free Elective	3
	Free Elective	<u>3</u>
		18

Marketing

Exploring an exciting field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience. The program involves a strong network of specialized marketing courses while at the same time integrates computer science, accounting and management principles.

During the senior year, students have the opportunity to apply for the internship program. In addition, international summer internships are open to selected students.

Marketing Curriculum—Bachelor of Science

First Year		Credits
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
ADB 125	Human Relations in Administration	3
MKT 113	Introduction to Marketing	3
		15
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	3
		15
Second Year		
ECO 201	Microeconomics	3
CIS 200	Introduction to Systems	3
ADB 206	Business Law I	3
ENG 212	Public Speaking	3
	Liberal Arts Core Requirement	3
		15
ECO 202	Macroeconomics	3
MKT 223	Marketing Communications	3
ENG 220	Business Communications	3
PSY 108	Introduction to Psychology	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	3
		3
		18

Third Year

MKT 220	Sales Management	3
MKT 329	Principles of Advertising	3
MKT 222	Principles of Retailing	3
MAT 220	Statistics	3
	Marketing Elective	3
	Free Elective	3
		18
FIN 320	Introduction to Finance	3
MKT 337	Marketing Research	3
	Marketing Elective	3
	Liberal Arts Core Requirement	3
	Liberal Arts Elective	3
		15

Fourth Year

MKT 490	Internship*	12
	Business Elective	3
		15
	or	
ADB 342	Organizational Behavior*	
	or	
ADB 326	Social Environment in Business	3
	Business Elective	3
	Business Elective	3
	Marketing Elective	3
	Free Elective	3
		15
MKT 345	Consumer Behavior	3
ADB 326	Social Environment in Business*	
	or	
ADB 342	Organizational Behavior*	3
MKT 432	Marketing Strategy and Policy	3
	Marketing Elective	3
	Liberal Arts Elective	3
	Free Elective	3
	Free Elective	3
		18

* If Marketing 490 (Internship) is not taken, both ADB 326 and ADB 342 must be taken. Either ADB 326 or ADB 342 must be taken with HRM 490.

Note: The course Graphics for Layout in Print Media (BCM 440) may be taken as a free elective for students interested in the more creative aspects of marketing communications. Marketing Internship (12 credits) may be taken in place of one business elective, one free elective, ADB 326 or ADB 342, and one marketing elective.

Retailing

One of the most dynamic areas of business today is the field of retailing. The art of selecting, pricing, promoting, and selling goods to ultimate consumers is "big business," and for the executive involved in these functions the opportunities are unlimited. In every city in the world there is a variety of jobs that require retail training. The retailing curriculum at New Hampshire College prepares students for management training programs in the field. Students may participate in an internship for a full semester, and selected students may opt for a foreign internship in the summer.

Retailing Curriculum—Bachelor of Science

First Year		Credits
ACC 101	Elementary Accounting I	3
ENG 110	Expository Writing and Revision	3
MAT 110	Finite Mathematics I	3
ADB 125	Human Relations in Administration	3
MKT 113	Introduction to Marketing	3
		15
ACC 102	Elementary Accounting II	3
ENG 111	Literature and Research	3
MAT 111	Finite Mathematics II	3
CIS 100	Introduction to Business Data Processing	3
	Liberal Arts Elective	3
		15
Second Year		
MKT 222	Principles of Retailing	3
MAT 105	Merchandising Mathematics	3
ECO 201	Microeconomics	3
CIS 200	Introduction to Systems	3
	Liberal Arts Core Requirement	3
		15
FMK 101	Design and Color	3
ADB 211	Personnel Management	3
ECO 202	Macroeconomics	3
PSY 108	Introduction to Psychology	3

ADB 206	Business Law I	3
	Liberal Arts Core Requirement	3
		18

Third Year

FMK 202	Fashion Merchandising	3
ENG 220	Business Communications	3
MAT 220	Statistics	3
	Business Elective	3
	Liberal Arts Core Requirement	3
		15
FMK 203	Retail Sales Promotion	3
ENG 212	Public Speaking	3
MKT 223	Marketing Communications	3
MKT 327	Retail Site Selection and Facilities Planning	3
MKT 337	Marketing Research	3
	Liberal Arts Core Requirement	3
		18

Fourth Year

MKT 490	Internship	12
	Business Elective	3
		15
	or	
	Free Elective	3
	Free Elective	3
	Business Elective	3
	Business Elective	3
	Business Elective	3
		15
MKT 442	Retail Management	3
FMK 204	Product Analysis and Design	3
ADB 326	Social Environment in Business	3
MKT 345	Consumer Behavior	3
ADB 342	Organizational Behavior	3
	Liberal Arts Elective	3
		18

Note: The course Graphics for Layout in Print Media (BCM 440) may be taken as a free elective for students interested in the more creative aspects of marketing communications. Marketing Internship (12 credits) may be taken in place of 2

Business Electives, or 1 Business Elective and 1 Marketing Elective, and 2 Free Electives.

Fashion Merchandising

One of the most interesting areas in business today is the field of fashion merchandising. With this program of study, New Hampshire College prepares students for entry level positions in retail operations or merchandising. Students participate in an internship program during their second year, adding practical experience to theory. Superior students may also choose to experience a foreign internship in the summer.

Fashion Merchandising Curriculum—Associate in Science

First Year		Credits
ENG 110	Expository Writing and Revision	3
MKT 113	Introduction to Marketing	3
ADB 125	Human Relations in Administration	3
	Liberal Arts Elective	3
MAT 105	Merchandising Mathematics	3
		15
ENG 111	Literature and Research	3
FMK 101	Design and Color	3
MKT 222	Principles of Retailing	3
PSY 108	Introduction to Psychology	3
IS 100	Introduction to Business Data Processing	3
		5
Second Year		
ECO 201	Microeconomics	3
FMK 202	Fashion Merchandising	3
FMK 290	Internship-- Fashion Merchandising	3
	Business Elective	3
	Liberal Arts Elective	3
		15
ENG 220	Business Communications	3
ENG 212	Public Speaking	3
FMK 203	Retail Sales Promotion	3

FMK 204	Product Analysis and Design	3
	Liberal Arts Elective	3
	Free Elective	3
		18

*FMK 290 (Internship) may be taken during the summer between the first and second year or during the first semester of the second year.

Students anticipating transfer to a four year degree program should consult with their advisor regarding most effective use of liberal arts and free electives.

Mathematics

It is the conviction of the Mathematics Department that the ability to deal intelligently with quantitative information is a valuable asset in entering the business world. While the majority of businesses do not require a rigorous or extensive background, some knowledge of the types of problems that can be handled mathematically, some familiarization with techniques, and a critical numerical eye are valuable tools. Accordingly, the main emphasis in all courses is on problem solving, but it is hoped that some students will appreciate mathematics as being more than a practical tool. Consequently, courses are tailored to suit the needs of the students and the major areas of study at New Hampshire College. Since each major requires a specified number of mathematics courses, the Mathematics Department accepts the responsibility for these and, in addition, offers a series of science liberal arts electives. Math elective courses are offered for those who wish to emphasize mathematics in their business education, and for those students who intend to take graduate business courses requiring more sophisticated mathematics.

Course Descriptions



Accounting

ACC 101 and 102 Elementary Accounting

(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 statement 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 year.

ACC 203 and 204 Intermediate Accounting

(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 208 Cost Accounting

(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 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 102. Offered every year.

ACC 305 and 306 Advanced Accounting

(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.

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.

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 490 Internship (6 credits) *

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience. Prerequisite: Consent of the Director of Cooperative Education. 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 system background. A broad background in business practices, principles, and economic concepts are discussed and provide the basis for use in more advanced courses. Offered every semester.

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. Offered every semester.

ADB 206 Business Law I (3 credits)

The background, foundation and structure of the United States legal system are examined. In addition, the following topics are explored: torts, product liability, criminal law, contracts, sales. Offered every semester.

ADB 211 Personnel Management (3 credits)

This course examines fundamentals of policies and administration. Major tasks of procuring, developing, maintaining and utilizing an effective working team are studied. Offered every semester.

ADB 212 Risk and Insurance (3 credits)

This course features a comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied such as life, casualty, fidelity, surety, fire and allied field as well as social insurance. Offered every spring.

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 addressed to planning and decision-making. 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 salesman or broker. 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, creditor's 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 every two years.

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, MKT 113, and ADB 110. Offered every year.

ADB 320 Entrepreneurship (3 credits)

This course focuses on the factors contributing to the personal success of entrepreneurs, and on the personal and professional qualities of the successful entrepreneur, a unique person who makes a major contribution to the health and wealth of the nation. Case studies, contemporary readings and simulations are used. Prerequisite: ADB 110. Offered every two years.

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 the future. Prerequisite: ADB 215 and Junior standing. Offered every two years.

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. Prerequisite: ADB 125 and Junior standing. Offered every two years.

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. Offered every semester.

ADB 328 Organizational Leadership (3 credits)

This course emphasizes the need for leadership, an interpersonal and intraorganizational phenomenon, in organizations today, and in the future. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity and motivational, effective leadership styles and theories. Current readings, research, simulations and exercises are used. Prerequisite: ADB 125 and Junior standing. Offered every two years.

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 are examined. Prerequisites: ADB 110, ECO 201, ACC 102, MAT 111. 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) their 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 two years.

******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

ADB 338 The Multinational Corporation (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 two years.

ADB 342 Organizational Behavior (3 credits)

The focus is on the class as a real organization with direct attention given to roles, norms, rewards, leadership styles and power authority relationships. Prerequisite: ADB 125
Offered every semester.

******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

******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

ADB 392 International Internship (3 credits)

This exciting work-study experience allows a student to spend six weeks overseas working for one of the leading distribution firms in such places as Denmark, England, Belgium, Germany,

France and Hong Kong. It serves as a dual cultural/business preparation for the world of international business. Prerequisite: Consent of the Director of Cooperative Education. Offered every year.

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. Course is available only to students who are Bachelor of Science degree candidates in Management, Business Studies or Marketing and have either two business or free electives available on their worksheet. Offered once a year.

ADB 420 Management Decision Making (3 credits)

This quantitative approach to business decision-making covers linear programming, queuing theory, transportation problems, optimization procedures, game theory and economic lot and order size problems. Prerequisites: FIN 320 or FIN 435, ADB 110, ACC 101, 102, MAT 220. Offered once a year.

ADB 421 Strategic Management and Policy (3 credits)

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. Text and case studies. Prerequisites: ACC 102, MKT 113, FIN 320 or 435, and Senior standing or permission of the instructor. Offered every year.

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.

Prerequisites: ADB 342 and ADB 326 or ECO 315 or permission of the instructor. Offered every two years.

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, Business Ethics, The Responsible Use of Power, and Management of Conflict.

Prerequisites: ADB 342 and permission of instructor. Offered every two years.

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 Internship (12 credits)

This is a supervised semester's 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 Director of Cooperative Education. Offered every year.

Computer Information Systems

CIS 100 Introduction to Business Data Processing (3 Credits)

This course functions as the basic

computer literacy course for all NHC students by ensuring a given level of understanding of computer concepts and by serving as the foundation for further academic and/or vocational computer-related education. The major components of a computer system, including hardware, application software, systems editors and compilers, and the structure of data and storage are included. Offered every year.

CIS 120 Fortran (3 credits)

This course gives the student the opportunity to develop his/her programming logic. The design of algorithms are emphasized along with the methodology of handling direct files, multidimensioned tables, functions, and subroutines. The student should acquire the knowledge to supply management with quantifiable information in the management science area. Prerequisite: CIS 100. Offered every year.

CIS 200 Introduction to Systems (3 credits)

This course introduces students to the concepts of the system lifecycle and the management of both CIS and non CIS projects. It helps students develop an awareness of the process and activities necessary to define, approve, acquire, and manage computer information systems. CIS 200 also develops the student's understanding and perception of the relationships that exist between information and organization structures and computer systems. Prerequisites: CIS 100, ENG 110, ADB 110, ACC 102. 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 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. Prerequisites: CIS 200 and any two of the following courses--CIS 120, CIS 220, or CIS 320. 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, etc.). Prerequisites: CIS 120, also CIS 200 and CIS 220 which may be taken concurrently. 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 pur-

pose 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 220 (Students may not get credit for CIS 242 and CIS 240, CIS 241). 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 240/241. Offered as needed.

CIS 305 Microcomputer System (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 microcomputers in personal, small business, and corporate environments are explored. Prerequisite: CIS 100. 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 every year.

CIS 325 Advanced COBOL (3 credits)

Advanced COBOL continues the material covered in the Principles of COBOL. 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 100, CIS 220. 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. Prerequisites: CIS 220, CIS 300. Offered every year.

CIS 360 Computer Simulation and Modeling for Business (3 credits)

This 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 120, MAT 210, MAT 220. Offered every year.

CIS 370 Assembler Language Programming (3 credits)

CIS 370 is an in-depth presentation of the IBM 370 Basic Assembler Language on the college's IBM 4341 mainframe. Included are decimal and

floating point arithmetic, I/O under OS and DOS, macros and conditional assembly. Prerequisite: CIS 240. Offered as needed.

CIS 375 Pascal Programming (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 120, MAT 210, MAT 220. Offered as needed.

CIS 390 Internship (3 credits)

Students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization in an upper CIS position. He or she will receive three CIS elective credits for successful completion of the internship. This success is determined by the work supervisor of the student, the Director of Cooperative Education and the Chairperson of the CIS department. Prerequisite: Consent of Director of Cooperative Education. Offered every year.

CIS 400 CIS Project and Policy (6 credits)

This course applies systems design and systems support concepts, to the development of a comprehensive computerized decision support system utilizing main frame and microcomputers. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Prerequisites: CIS 300, CIS 325, CIS 330, CIS 360, CIS 370. Offered every year.

CIS 401 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 425 MAS Project and Policy
(3 Credits)**

Applications of system analysis and accounting principles and practices to the development of a comprehensive computerized accounting system utilizing microcomputers are examined. A team approach is used to analyze, design, implement and document realistic systems of moderate complexity. Prerequisites: CIS 240, CIS 241, CIS 330. Offered every year.

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 100, CIS 200. Offered every year.

**Business/Marketing
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. Offered every year.

**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.

ed. Prerequisite: PSY. 108 Offered every year.

**EDU 290 Field Experience
(3 credits)**

Field experience provides future teachers with varied educational and business experience 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 internship. 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- is studied. Emphasis is on current practices in business education. 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 are also examined. Prerequisite: MAT 111. Offered every year.

**EDU 311 Methods of Teaching
Typing and Word Processing
(2 credits)**

This course studies the methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in typing, keyboarding, and word processing. Prerequisite: OAD 110. Offered as needed.

**EDU 312 Methods of Teaching Shorthand and Office Procedures
(2 credits)**

The methods of instruction, selection and preparation of instructional materials, standards of achievement, and techniques of evaluation and measurement of pupil progress in shorthand and transcription are analyzed. Prerequisite: 101. 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, data processing, and basic business courses. Prerequisite: Junior standing. offered every year.

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. Prerequisite: Junior standing. Offered every year.

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. Prerequisite: Junior standing. Offered as needed.

EDU 490 Student Teaching (15 credits)

Business and/or Marketing Teacher Education majors have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this 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 semester.

Secretarial Science/Office Administration

OAD 101 Shorthand (3 credits)

To give the student a thorough

knowledge of fundamentals of speed-writing, emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered every fall.

OAD 102 Shorthand 2 Dictation: 60-80 Words per Minute and Transcription (3 credits)

Designed to increase the student's shorthand vocabulary, emphasis in on developing speed and accuracy in typing mailable transcripts. Prerequisite: OAD 101 or permission of Department Chairperson. Offered every spring.

OAD 110 Typewriting 1 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 2 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 are drills to increase speed and accuracy. Prerequisites: OAD 110 or permission of Department Chairperson. 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 in-

creased speed at the keyboard. Grading is pass-fail.

OAD 201 Shorthand 3 Dictation: 80-100 Words per Minute and Transcription (3 credits)

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription is practiced with emphasis on mailable copy. Prerequisite: OAD 102 practice with emphasis on mailable copy. Prerequisite: OAD 102 or permission of Department Chairperson. Offered every fall.

OAD 202 Legal Shorthand (3 credits)

The dictation of legal terminology and definitions and their place in legal reports and documents are emphasized. The special terms, both ordinary legal terms and Latin phrases, which are commonly used in law such as the law of property, contracts and sales are cited. Prerequisite: OAD 102 or equivalent. Offered as needed.

OAD 203 Legal Procedures (3 credits)

Students learn the American legal system, the practice of law and modern legal secretarial practices and procedures. Decision making is stressed in all work completed. Students apply legal procedures pertaining to legal correspondence, briefs, preparing court documents, probate, divorces, corporations and real estate. Prerequisite: OAD 102 or equivalent. Offered as needed.

OAD 210 Typewriting 3 50-60 Words per Minute (3 credits)

This course includes manuscripts, billing, statements, legal documents business papers, and secretarial assignments. Drills to improve production are conducted. Prerequisite: OAD 111 or permission of Department Chairperson. Offered every fall.

OAD 220 Word Processing 1 (3 credits)

The application of Word Processing Systems and transcription skills in today's offices are reviewed. Students

learn machine transcription, dictation, magnetic typewriters, memory typewriters, the IBM System 6, and text-editors. Prerequisite: OAD 110. Offered every semester.

OAD 221 Word Processing 2 (3 credits)

Students learn more word processing equipment such as DECWP/8 as well as microcomputers. They learn management skills in correspondence or administrative tasks by implementing a word processing center. Prerequisite: OAD 220. Offered every semester.

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 secretarial 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 every year.

OAD 232 Office Administration 2 (3 credits)

Students learn the basic principles and processes to staffing, training, working with the handicapped, and motivating the officer worker to improve morale. Also, systems and procedures, job evaluations, job standards, and management reports are studied. Prerequisite: OAD 231. Offered every year.

OAD 233 Records Management (3 credits)

Students learn how to maintain useful records for business by controlling the

output of an abundance of information and documents, and organizing and maintaining records so that they are readily available and easily accessed when needed. Prerequisite: CIS 100 or OAD 220. Offered every year.

OAD 290 Secretarial Science Internship (6 credits)

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience. Prerequisite: Consent of the Director of Cooperative Education and Department Chairperson.

OAD 490 Office Administration Internship (12 credits)

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience. Prerequisite: Consent of the Director of Cooperative Education and Department Chairperson.

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 the 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 factor 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 and income is determined in a market-oriented economy. The role of fiscal and monetary policy in influencing the level of economic activity is 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 102, 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, ACC 101. Offered every semester.

ECO 308 U.S. Economic History (3 credits)

The course examines the changes in United States economic development from a colony in the era of mercantile capitalism to a global power in the era of industrial capitalism. Other focal points are historiography and the role of government in economic development. Prerequisites: ECO 201, ECO 202, HIS 213 or HIS 214. Offered every two years.

ECO 314 Labor Economics (3 credits)

This is a theoretical survey course on labor in the U.S. economy. Starting with an analysis of labor markets, including the development of labor supply and demand functions, the course proceeds to examine models of dual and segmented labor markets. Also

covered is an analysis of the labor process from the focal point of production rather than exchange. Prerequisites: ECO 201, ECO 202. Offered every two years.

ECO 315 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. Prerequisites: ECO 314 or ADB 211. Offered every two years.

ECO 322 International Economics (3 credits)

The course examines the basis of international trade and the mechanisms involved in international finance. The implications for United States industries, as well as the national economy, are also examined. Prerequisites: ECO 201, ECO 202. Offered every year.

ECO 327 Economic Development (3 credits)

The economic explanations for development and underdevelopment are examined. 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 two years.

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 101, ECO 202. Offered every two years.

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 two years.

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 examined. In addition, the elements and problems that go into 'putting an economic system together' are explored. Prerequisites: ECO 201, ECO 202. Offered every two years.

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. Prerequisites: ECO 201, ECO 202. Offered every two years.

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 spring.

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: MAT 220. Offered every year.

ECO 490 Internship (12 credits)

The Economics/Finance internship 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 Director of Cooperative Education. Offered every year.

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.

FIN 220 Introduction to Investments (3 credits)

Various investment vehicles, including stocks, bonds and commodities, are introduced and examined. The course emphasizes the investment decision-making process that underlies all investment decisions. Prerequisites: ACC 102, 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: ACC 102, MAT 111. Offered every semester.

FIN 324 Security Analysis (3 credits)

Student projects involve both stock and bond technical and fundamental analysis. Industry and company financial analysis is also discussed. Supply and demand factors are examined, as they affect individual firms and industries, in order to make a cogent investment decision. Portfolio management theory is briefly examined. 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. An analysis of sources and uses of corporate funds abroad are evaluated including 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: 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: Either FIN 320 or ACC 306, MAT 111. Offered every semester.

Hotel/Restaurant Management

HRM 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 are also studied. 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.

HRM 110 Quantity Food Production I (3 credits)

3 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. Lab fee. Offered every year.

HRM 111 Quantity Food Production II (3 credits)

3 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: HRM 109 and HRM 110. Lab Fee. Offered every year.

HRM 112 Introduction to Hotel and Restaurant 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.

HRM 191 Co-op Work Experience and Seminar (4 credits)

A guided work experience in back of the house operations. Students spend the summer working in food and food-related positions. They will complete a student workbook and attend a capping seminar the following fall. The seminar integrates classroom theory with work experience. Prerequisites: HRM 109, HRM 110 and HRM 112. Hotel and Restaurant majors. Offered every year.

HRM 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 in to, 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.

HRM 291 Co-op Work Experience and Seminar in Front of the House Operations (4 credits)

Students spend the summer working in front desk and/or related positions. They will complete a student workbook and attend a capping seminar the following fall. The seminar integrates classroom theory with work experience. Prerequisites: Successful completion of HRM 191 and HRM 215. Hotel Majors. Offered every year.

HRM 292 Second Year Co-op Experience and Seminar in Back of the House Operation (4 credits)

Students spend the summer working in advanced positions in food and/or food-related work. They will complete a student workbook and attend a capping seminar the following fall. The seminar integrates classroom theory with work experience. Prerequisites: Successful completion of HRM 191 and HRM 210. Restaurant Majors. Offered every year.

HRM 314 Promotional Activities (3 credits)

This course studies the methods and tools used by hotels to promote business externally and internally. Included as major part of the course is a study of the process of identifying primary and secondary markets, and feasibility studies for hotel construction. Offered every year.

HRM 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 productions and menus, size, scope and

classification of restaurants, principles of American, French, Russian and English services, English services, principles of menu making, layout and design of restaurant, marketing and sales promotion, management of personnel and human relations, food and beverage control procedures. Offered every year.

HRM 322 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 two years.

HRM 391 Third Year Co-op Experience and Seminar (4 credits)

Students spend the summer in positions in hotel sales or in supervisory restaurant positions. They will complete a student workbook and attend a capping seminar the following fall. The seminar integrates classroom theory with work experience. Prerequisites: HRM 314 and successful completion of previous co-op experience. Hotel and Restaurant Majors. Offered every year.

HRM 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.

HRM 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. Offered every year.

HRM 420 Hotel Accounting (3 credits)

This course emphasizes the methods and procedures on 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 102. Offered every year.

HRM 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 process regarding planning, use of energy systems and cost-cutting measures in their operation. The interaction of management, engineering and maintenance is also explored. Offered every year.

HRM 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 two years.

HRM 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. Lab Fees. Legal Age. Offered every year.

HRM 425 Hospitality Facilities Management (3 credits)

This course introduces the housekeeping function of the hospitali-

ty industry. Interior design and decorating, purchasing of carpet, wallcover, draperies, furniture and supplies are analyzed. Time and motion studies in personnel utilization are reviewed in this course. Offered every two years.

HRM 429 Lodging Administration (3 credits)

The course considers the analysis of theories, principles, and techniques of lodging 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 every two years.

HRM 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, and airline feeding. Special problems involving these organizations are explored. The course considers staffing, logistical, and nutritional needs. Offered every two years.

HRM 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 209, HRM 210, and HRM 211. Lab Fee. Offered every two years.

HRM 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 209, HRM 210, HRM 211, and HRM 319. Offered every two years.

HRM 490 Internship (6 credits)

This provides a guided internship work experience for integrating study and experience. Students spend one summer working at approved hotels and restaurants. Open to HRM majors only. Prerequisite: Consent of Director of Cooperative Education. Offered every year.

Humanities/Social Sciences

Courses numbered 100-200 are appropriate for Freshmen and Sophomore level students; courses numbered 300-400 are appropriate for Junior and Senior level students.

Fine Arts

FAS 121 Survey of Western Art History (3 credits)

This course emphasizes 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 two 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 two 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 two 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 make photographs during the term, and to develop applications of the knowledge to practical situations.

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 as needed.

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 year.

FAS 330 Introduction to Films (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. Lab fee. Offered every spring.

Humanities

HUM 201 Introduction to the Humanities: 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 202. Offered every fall.

HUM 202 Introduction to the Humanities: Baroque through Modern (3 credits)

Continuing Humanities 201, 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 201. Offered every spring.

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 spring.

HUM 320 Special Topics in Humanities (3 credits)

The content of this course varies from semester to semester. A course description will be posted in the Registrar's Office; the instructor will circulate a syllabus prior to registration. Offered as needed.

HUM 384 Seminar on Soviet Society (3 credits)

HUM 384 is an annual study tour of the USSR under the sponsorship of New Hampshire College and St. Anselm College. This course incorporates field observations, lectures by Soviet authorities, and meetings with Soviet citizens. An orientation program is conducted prior to the tour. (Subject to student interest.)

English

ENG 090 Fundamentals of English (3 Internal credits)

This course provides students with a review of grammar and mechanics and allows for extensive practice in composing essays. English 090 is a prerequisite for students who fail to qualify for admittance into English 110. Offered every semester.

LCD 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 or 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 offered only with permission of the instructor. Offered every semester.

ENG 110 Expository Writing and Revision (3 credits)

This course stresses composition skills and rewriting. It also requires analysis and response to a variety of essays. In order to receive credit for English 110, the student must pass a final English Competency Exam designed to measure his or her abilities to write coherently, correctly and thoughtfully, and to analyze accurately. English Competency Exam

At the end of English 110 (Expository Writing and Revision), the student, using a dictionary and required course texts, will be expected to write coherently, correctly, and thoughtfully about an assigned topic. The test will require analysis and response. English 110 is a prerequisite for English 111 and English 220. If the student fails this English Competency Exam, he or she must repeat English 110 before being retested. Once students begin a degree program at New Hampshire College, they must pass the English Competency Examination at the College and may not take English 110 elsewhere. Testing

procedures are set forth in the Humanities Department's booklet, "English Competency Exam." Offered every semester.

ENG 111 Literature and Research (3 credits)

ENG 111 is a research and literature course with major emphasis on writing a research paper and developing an appreciation for imaginative literature. Prerequisite: ENG 110. Offered every term.

ENG 150 Honors Freshman Composition (3 credits)

This course is designed for those entering Freshmen whose high school record, verbal SAT scores and writing sample show them to possess a level of competency above that expected in English 110. The course moves quickly through writing and revision, analysis and synthesis, and the formal research paper. Students must also pass the English Competency Examination and are subject to the same requirements as are English 110 students. English 150 is a prerequisite to English 151, Honors Introduction to Literature. Offered every fall.

ENG 151 Honors Introduction to Literature (3 credits)

English 151 is designed for those Freshmen who successfully complete English 150 and who have already studied the formal research paper. This course provides an introduction to literary genres and focuses on developing a critical appreciation and understanding of literature. Offered every spring.

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 110. Offered every term.

ENG 213 American Literature (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 111, ENG 151 or permission of instructor. Offered every two years.

ENG 214 American Literature (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 111, ENG 151 or permission of instructor. Offered every two years.

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 111, ENG 151 or permission of instructor. Offered every year.

ENG 220 Business Communications (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 111 or ENG 151. Offered every term.

ENG 223 English Literature 1 (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 111, ENG 151 or permission of instructor. Offered every two years.

ENG 224 English Literature 2 (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 111, ENG

151 or permission of instructor. Offered every two years.

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 111, ENG 151 or permission of instructor. Offered every year.

ENG 227 Journalism Practicum (maximum 6 credits)

The practicum allows students an opportunity to help produce the student newspaper, THE OBSERVER. Credit positions of the newspaper include editors, copywriters and photographers. All credit is validated by an editorial board and faculty advisor. Offered every two years.

ENG 234 Modern Authors (3 credits)

ENG 234 introduces students to contemporary readings from the 20th century - American, British, European. Depending on the term, the course is organized around different literary themes or movements. Prerequisite: ENG 111, ENG 151 or permission of instructor. Offered every year.

ENG 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 110. Offered every year.

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 theatres are among those studied. Prerequisite: ENG 111 or ENG 151. Offered every two years.

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 111 or ENG 151. Offered every year.

ENG 325 Contemporary American Poetry (3 credits)

ENG 325 is an overview of trends in contemporary poetry beginning with a review of traditional techniques including metrics, figurative language, and scansion. In addition to works of poets published in the United States, the course examines the critical writings of Ransom, Tate, Trilling, Warren, Fiedler and Brooks. Prerequisite: ENG 110 or ENG 151. Offered every two years.

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 grade in Eng 110 and 111/151 or permission of the Department Chairperson. Offered every year. (Enrollment limited to 15 students)

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 novels, stories, poems and plays. Prerequisites: ENG 111 or ENG 151 Offered every year.

ENG 332 The Nature Writers (3 credits)

This course introduces students to the prose and poetry by major writers and naturalists who observe nature vividly and who write about man's relationship to the natural environment. The writings of De Crevecoeur, Emerson, Hawthorne, Ruskin, Lawrence,

Orwell, Commoner, Krutch, Leopold, and Dickinson are included for study. Prerequisite: ENG 111 or ENG 151. Offered every three years.

ENG 333 Language Awareness (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 110. Offered every two years.

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 111 or ENG 151. Offered every two years.

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, and general treatments of a variety of subjects. Prerequisite: ENG 111 or ENG 151. Offered every two years.

ENG 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 communications major. Students will learn how to develop and organize ideas, adopt their writing for specific audiences, and revise and polish their prose style. Prerequisites: ENG 111, ENG 235. Offered every two years.

Business Communications

Note: Business Communications courses may satisfy business and free elective requirements for non-business communications majors.

BCM 226 Mass Communications (3 credits)

BCM 226 is a survey course which covers the nature of mass media communication, its development and effect upon modern forms of communication. The course focuses on how and why the media operates as they do, as well as on how media performance might be improved to better meet the need of consumers. Offered every two years.

BCM 322 Oral Communication For Business (3 credits)

This course provides students with the principles which govern effective oral presentations to large and small groups. It builds on English 212 but goes beyond it, focusing on group dynamics. Special attention is given to group discussions, negotiations, and problem solving (using interpersonal communication skill) in a business context. Prerequisite: ENG 212 or permission of instructor. Offered every year.

BCM 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.

BCM 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: BCM 341. Offered every two years.

BCM 343 Journalistic Writing in Business (3 credits)

This course focuses on the researching and writing of articles for company publications and professional journals. Other kinds of copy for business-related publications are studied and

produced. Prerequisite: ENG 220 or ENG 235, or BCM 437. Offered every two years.

BCM 437 Managerial Communication (3 credits)

This course allows students the opportunity not only to complete research projects of a business nature for diverse audiences, but to design appropriate report formats. Research leads to documented reports and oral presentations using appropriate visual aids. Prerequisite: ENG 220. Offered every year.

BCM 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. Offered every year.

BCM 442 Corporate 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.

BCM 444 Corporate Video (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 two years.

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 ap-

proaches 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 every year.

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. Prerequisite: PHL 110 or permission of instructor. Offered every two years.

PHL 230 Comparative Religion (3 credits)

PHL 230 is a study of the origins of religion, how man manifests his religious spirit in the most primitive periods of history, how his 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. Prerequisite: PHL 110 or permission of instructor. Offered every two years.

****** PHL 245 Existentialism and the Human Condition (3 credits)**

An evaluation of man's existence—his fear, loneliness, and anxieties in a rapidly changing world—and its relationship to human conduct, especially in the sense of the individual's responsibility for his own life and that of his fellow man is analyzed in this course. Prerequisite: PHL 110 or permission of the instructor.

****** PHL 246 Mysticism (3 credits)**

This course investigates the spiritual nature of man's inner recesses and the

lives of the great mystics of the past. Prerequisite: PHL 110 or permission of instructor.

The Social Sciences

Government

GOV 109 Introduction to Politics (3 credits)

This introduction to politics examines theories of the purpose of government and the nature of man. Special attention is given to the democratic foundations of the United States. 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 the interaction of institutions and political factors within. This emphasis on process encourages the development of a political perspective applicable to social and economic activities. Offered every year.

GOV 211 International Relations (3 credits)

The study of international politics is considered in GOV 211 from a national interest perspective. The means of formulating and executing policy in the context of a system of sovereign states is emphasized as well as the limitations of the model are emphasized. Prerequisite: GOV 109 or GOV 110. Offered every year.

GOV 213 Comparative Government (3 credits)

In GOV 213 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 110. Offered every two years.

GOV 216 Constitutional Freedoms (3 credits)

This course studies the fundamental

freedoms or rights 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. Offered every two years.

GOV 217 Politics and the Media (3 credits)

GOV 217 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 conduct a model political communication campaign. Prerequisites: GOV 109, or GOV 110, or BCM 225. Offered every two years.

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. Prerequisite: GOV 109, GOV 110, or PHL 110. Offered every two years.

GOV 330 Politics of Canadian Federalism (3 credits)

As Canada moves to control more of its economic destiny, federal and provincial authorities compete for dominance in a society divided by ethnic and regional loyalties. The dynamics of evolving Canadian Federalism are investigated with attention on regional economics and cultural issues which influence United States-Canadian affairs. Prerequisite: GOV 109 or GOV 110. Offered every two years.

History

HIS 109 Ancient and Medieval (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 213 American History (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 (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 two years.

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 two years.

****** HIS 224 Canadian History (3 credits)**

HIS 224 is a study of Canada from 1500 to the present, focusing on the relations between the two founding na-

tions, the influence of the United States on Canadian politics and economics and the yet unresolved questions confronting Quebec and Canada over sovereignty, language and culture.

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 two years.

HIS 245 America Since 1945 (3 credits)

HIS 245 is a study of the Cold, Korean, and Viet Nam Wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations with coverage of the Nixon-Ford and Carter years. Also considered are the new frontiers, the great society and the Civil Rights movement of the 1960's. Offered every two years.

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 two 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 two years.

HIS 476 Seminar in 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 two years.

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 213 Psychology of Individual Adjustments (3 credits)

PSY 213 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 two years.

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 two years.

PSY 216 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 two years.

PSY 217 Reading and Research in Psychology (3 credits)

Seminar and/or individual meetings. Prerequisite: 6-9 hours in Psychology including PSY 108 (at least 3 hours at NHC) and permission of instructor. Offered every two years.

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 with required visits to schools and institutions. Prerequisite: PSY 108. Offered as needed.

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 year.

Anthropology

ATH 111 Introduction to Cultural Anthropology (3 credits)

ATH 111 is the study of preliterate and changing societies with an emphasis on the social organization and cultural aspect of the societies. Offered every two years.

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 every two years.

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 Contemporary Social Issues of the United States (3 credits)

SOC 213 studies contemporary human problems in their historical context - crime and delinquency, poverty, prejudice, pollution, and alcoholism, etc. Prerequisite: SOC 112 or permission of the instructor. Offered every two years.

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 two years.

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 two years.

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 two years.

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 two years.

SOC 330 Minority Relations (3 credits)

This course examines minority relations in America and other societies in-

cluding 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 two years.

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 fall.

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. Classification merchandising systems, merchandise 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 (may be taken concurrently). Offered every fall.

FMK 203 Retail Sales Promotion (3 credits)

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising and the design and execution of window and department displays are covered. Prerequisites: MKT 113, MKT 222, FMK 202, or permission of instructor. Offered every spring.

FMK 204 Product Analysis and Design (3 credits)

FMK 204 includes a study of textile information pertinent to merchandising, analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Correct concepts of color and design are explored and exposure is offered to non-textile

materials used in the fashion industry. Offered every spring.

FMK 490 Fashion Merchandising Internship (3 credits)

The student shall have the option of (1) working as an intern 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 Director of Cooperative Education.

Marketing

MKT 113 Introduction to Marketing (3 credits)

Introduction to Marketing functions through the study of customer behavior, product development, distribution structures, pricing systems, and promotional activities. Offered every semester.

MKT 220 Sales Management (3 credits)

MKT 220 analyzes the sales function in modern business. This 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, compensation of sales personnel. Prerequisites: MKT 113. Offered every fall.

MKT 222 Principles of Retailing (3 credits)

This course studies the principles 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 semester.

MKT 223 Marketing Communications (3 credits)

This course presents the spectrum of communication vehicles businesses use to reach their target markets. Focus is upon strategic integration of promotional instruments to accomplish business objectives. Advertising, sales pro-

motion, personal selling and publicity are topic areas which are examined. Prerequisite: MKT 113. Offered every semester.

MKT 235 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. Prerequisites: MKT 113, ENG 212. Offered every spring.

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 113. Offered every spring.

MKT 329 Principles of Advertising (3 credits)

This course is designed to give students an understanding of advertising, its planning, creation, and use, by approaching advertising from the viewpoint of management decision-making. Prerequisites: MKT 113, MKT 223. 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 military/government/industrial complex. Prerequisites: MKT 113, MKT 220. Offered every two years.

MKT 337 Marketing Research (3 credits)

MKT 337 introduces the student to the techniques of gathering, analyzing and using information to aid marketing decision-making. Student projects may be required. Prerequisites: MAT 220, MKT 113, ENG 111. Offered every semester.

MKT 345 Consumer Behavior (3 credits)

This course studies 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 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 environments. Prerequisites: MKT 113, and completion of four of the following courses: MKT 222, MKT 223, MKT 329, MKT 337 and MKT 345. Offered every spring.

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, and Junior/Senior standing. Offered every spring.

**MKT 442 Retail Management
(3 credits)**

An advanced level course beyond the scope of MKT 222, MKT 442 is geared to the retailing major and those with general marketing and consumer behavior interests. Inventory planning and control, operational budgeting, interpreting consumer demand, mall management, and overall coordination of merchandising policies within a retail framework are covered. Prerequisites: MKT 113, MKT 222. Offered every spring.

MKT 448 Advanced Marketing Seminar (3 credits)

This course is an in-depth investigation into specialized research and application areas within the realm of marketing thought and theory. Issues and topics examined include, site location analysis, store design and layout, copy testing, concept testing, product testing, marketing information systems, ecological marketing and market simulation. Topics may differ each time the course is offered. Prerequisites: MKT 113, and permission of the instructor. Offered when 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 Internship
(12 credits)**

This closely supervised on-the-job training combining 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 Director of Cooperative Education.

Mathematics and Science

MAT 050 Fundamentals (3 credits)

This course includes a review of basic arithmetic and an introduction to elementary algebra. Offered every semester.

**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 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). Offered every semester.

**MAT 150 Honors Finite Mathematics
(3 credits)**

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 Introduction to Calculus for Business Students (3 credits)

This course examines business functions which are non-linear related. The fundamentals of differential and integral calculus are developed and applied. (A student who has completed MAT 251 may not register for MAT 210). Prerequisite: MAT 111 or equivalent. Offered every semester.

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 theory 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 every spring.

MAT 251 Honors Business Calculus (3 credits)

This course is designed to provide a continued challenge for the MAT 150 student. Differential and integral calculus are discussed in greater depth than MAT 210. As a result, more time can be allotted to theory and a variety of applications to business and economics. (A student who has 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 both 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). Prerequisite: MAT 220 and CIS 100 or equivalent. Offered as needed.

MAT 310 Non-Parametric Statistics (3 credits)

This is an introductory course in nonparametric 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 used to expand on the examples. Prerequisite: MAT 220 or MAT 250 or equivalent. Offered as needed.

MAT 315 Topics in Statistics (3 credits)

Topics will vary from year to year but will be selected and departmentally approved from the following groups of topics: sampling techniques, index numbers, time series, ANOVA, and decision theory. Prerequisite: MAT 220 or MAT 250 or equivalent. 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. Offered every spring.

MAT 325 Topics in Mathematics (3 credits)

Topics may vary from year to year but will be selected and departmentally approved from the following group: linear algebra, logic, number theory, history of mathematics, differential equations, numerical integration and differentiation, curve fitting, and computer applications in mathematics. Prerequisite: MAT 210 or MAT 251 or equivalent or permission of the department chairperson. Offered as needed.

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 (3 credits)

This course is 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, fluids and waves, kinetic theory of matter, and electricity. Offered as needed.

SCI 113 Principles of Physical Science 2 (3 credits)

This course is a continuation of the study of the basic concepts of physical science. Topics covered include elec-

tricity and magnetism, light, meteorology, atoms and molecular theory of the atom, the periodic law, crystals, ion and solutions, chemical reactions, acid-based theory, and basic organic chemistry. SCI 112 is not required for SCI 113. Offered as needed.

SCI 117 Introduction to Anatomy and Physiology (3 credits)

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

SCI 119 Man and His Environment (3 credits)

By examining major environment 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.

**** Offered only in the Division of Continuing Education.

Reserve Officers Training Corps Programs

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 freshman 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.

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 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.

Aerospace Studies (AERO), Reserve Officer Training Corps

Professor of Aerospace Studies: Col. Noel F. Austin
Assistant Professors: Capt. Rudy Becker, Capt. Eddylou Donovan, Maj. Bobby E. Roberts

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 Credits)

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 Air Force Today II.

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. Motivational, 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.

681-682 National Security Forces in Contemporary American Society I and II (4 credits each semester)

This full year course focuses on the armed forces as part of American society, emphasizing civil-military relations in context of U.S. policy formulation and implementation. Attitudes toward the military, socialization processes, the role of the professional military leader-manager, and the 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. The variables involved in the formulation and implementation of national security policy, military justice and administrative law complete the topics covered in this course.

The Culinary Institute of New Hampshire College



Established in 1983 on the North Campus, The Culinary Institute is 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 in: basic and advanced skills in food preparation and service; bookkeeping and effective cost control; menu planning; and layout and work flow of kitchens and professional equipment found in the food service industry.

English and liberal arts courses are offered to assist students in developing skills that contribute to a professionally productive life. A work internship is required as well, in order to put to use knowledge acquired in the classroom.

Culinary Arts Curriculum

First Term		Credits
TCI 110	Culinary Skills and Procedures	3
TCI 113	Bakeshop I	3
TCI 126	Mathematics	3
TCI 115	Psychology	3
TCI 112	Pantry/Purchasing I	3
		<u>15</u>

Second Term

TCI 111	Food Production	3
TCI 114	Bakeshop II	3
TCI 125	English	3
TCI 127	Nutrition and Health	3
TCI 112	Pantry/Purchasing II	3
TCI 226	Social Sciences in the Workplace I	2
		<u>17</u>

Third Term

TCI 390	Culinary Internship	6
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Fourth Term

TCI 236	Social Sciences in the Workplace II	1
TCI 217	Classical Cuisine	3
TCI 235	Regional Cuisine	3
TCI 243	Management & Supervision I	3
	Elective	3
	Elective	<u>3</u>
		16

Fifth Term

TCI 218	International Cuisine	3
TCI 220	Garde Manger	3
TCI 237	Menu/Facilities Planning	3
TCI 250	Management & Supervision II	3
	Elective	<u>3</u>
		15

Culinary Institute Course Descriptions

TCI 110 Culinary Skills and Procedures

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 students in focusing attention on detail, neatness, and following correct procedure. This class also develops proper attitudes toward the culinary profession in accordance with the Institute's high standards.

TCI 111 Food Production

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. Students also produce multi-course American menus. Appropriate readings and written assignments are included. Prerequisite: TCI 110

TCI 112 Pantry/Purchasing I

Pantry/Purchasing I introduces the student to the functions of the breakfast line and pantry sections of the kitchen. The student will be involved in selecting, ordering, receiving, inspecting, storing and issuing foods, beverages and sundries needed for lab production.

Labs entail the production of breakfast items, sausages, and salads.

TCI 112 Pantry/Purchasing II

Pantry/Purchasing II is a continuation of Pantry/Purchasing I, however the student will be involved in the production of more advanced breakfast, pantry and brunch menu items. In addition, the student will participate in the actual purchasing process for the Culinary Institute.

Prerequisite: TCI 112.

TCI 113 Bakeshop I

This course defines basic baking terminology, ingredients, and methods. Basic techniques are applied to the actual production of baked items including breads, doughnuts 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.

TCI 114 Bakeshop II

This course is a continuation of Bakeshop I. The student will develop a better understanding of intermediate baking terminology and ingredients while learning more advanced methods. These new methods will be applied to more advanced production of items such as decorated cakes and tortes. Students are allowed to work individually on a project of their choice in addition to weekly lab sessions.

Prerequisite: TCI 113 or equivalent.

TCI 115 Psychology

This introductory course gives students the opportunity to evaluate their personal strengths and weaknesses in relation to their varied roles.

Students apply interpersonal strategies and techniques within experimental exercises and use critical evaluation of readings and group experiences.

TCI 125 English

Written and oral communication are considered vital in educating the whole person for a successful career and fulfilling life. The principles of clear and effective communication are emphasized in English 125. Selected readings help students analyze effective writing and develop the critical skills they can apply to their own writing. Research methods are presented. Workshops and lectures cover memos, business letters and resumes. Developing and presenting brief speeches are taught as well.

TCI 126 Mathematics

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.

TCI 127 Nutrition and Health

Through this course the student will develop knowledge toward a cohesive concept of health. Because the majority of all diseases and illnesses are directly related to lifestyle, emphasis is on day-to-day living and the individual's responsibility to and for him/herself. In addition, sanitation and safety as they apply to the work place 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 toward food service sanitation and safety is stressed.

TCI 217 Classical Cuisine

Historical in nature and artistic in philosophy, classical cuisine is the master French chef's approach. The student is expected to assimilate, through demonstration, production and service of fine French cuisine, a sense of his/her heritage in the culinary arts. The brigade system is stressed and used. Tableside cooking and preparation is explored featuring appetizers, salads, entrees, flaming desserts and coffees. Prerequisite: TCI 110, TCI 111.

TCI 218 International Cuisine

In this production class, the student prepares the cuisine of six different nationalities. Mid-Eastern, Latin, Bavarian, Italian, Chinese and Asian cuisines are practiced one week, and then a set menu is provided for service in the Culinary dining room the following week. All facets of a country's cuisine are studied, from appetizers through desserts. Prerequisite: TCI 217.

TCI 220 Garde Manger

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. Prerequisite: TCI 110, TCI 111, TCI 217.

TCI 222 Meat Identification

The material covered in this course is extremely important in relation to all other laboratory courses offered in the curriculum. Because meat is one of the most expensive items handled in the food service industry, one must have a thorough understanding of buying, butchering and preparation. The subject matter is taught from the Chef's point of view and covers animal anatomy for all the classes of animals used for meat, and boning primal cuts into sub-primal cuts and restaurant service cuts. Other

topics covered are inspection, grading, yield grading, variety meats, beef, veal, pork and lamb, charts, and butchering. All the tools of the butcher shops, including hand, power saws and grinders are used. As the different cuts of meat are produced, they are discussed in terms of cooking the product properly for the best yield. The course emphasizes purchasing a quality product for the menu and breaking it down, preparing it well, and presenting it to get the best profit. The student will be able to use this material to great advantage in all areas of food service and will gain extensive knowledge of how to deal with a salesman when purchasing meats and setting up a standardized meat buying system. There is also information on composition and structure of meats and poultry, their classifications and their market forms. Butchers as well as meat company representatives are invited to class to share their experiences with the class. Appropriate field trips will be arranged.

TCI 226 Social Sciences in the Workplace I

Social Sciences in the Workplace I prepares students for full participation in their internships. Students explore the relationship of each of the social sciences (anthropology, history, sociology, political science, psychology) to the workplace. Students are assisted in finding an internship best suited to their individual needs and career aspirations. Requirements for receiving academic credit for the internship are set forth in this course.

TCI 235 Regional Cuisine

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. Prerequisites: TCI 111, TCI 114.

TCI 236 Social Sciences in the Workplace II

Social Sciences in the Workplace II is a required post-internship course combining class and conference time. Class time is devoted to readings and discussions of the social sciences which affected the internship experience. Oral presentations of the internship projects will be scheduled. Conference time centers on the updating of resumes for career placement and finalizing and evaluating the written portion of the internship project. Prerequisites: TCI 226 and TCI 390.

TCI 237 Menu/Facilities Planning

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.

TCI 240 Advanced Pastry

Participation in a small group gives students in this course the opportunity to refine finishing skills for pastry items and to develop a sense of timing in production. Classical desserts and terminology are covered, as well as cake decorating techniques. Prerequisites: TCI 113, TCI 114.

TCI 241 Food and Literature

This course develops critical reading/thinking skills through the analysis and discussion of literary and journalistic selections that contain, to some degree, the theme of food. Selections span several genres: poetry (including mythology), novel, short story, non-fiction. The text provided for the course will serve as initial reference material for seminar projects.

TCI 243 Management and Supervision I

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.

TCI 244 Chef as Teacher

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 videotaped evaluation sessions are conducted during the dinners at the conclusion of each class. Prerequisites: All freshman courses, TCI 390 and Staff Approval.

TCI 245 Catering

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 canape and hors d'oeuvre preparation as well as attractive platter garnishing and buffet setups. Students are required to organize, prepare and serve a catered function as a class project. Prerequisites: TCI 110, TCI 111, and staff approval.

TCI 250 Management and Supervision II

This course, in conjunction with International Cuisine, stresses the importance of fine service based on a well trained and competent staff. Students participate in the art of French tableside preparation and service with a variety of appetizers, entrees, desserts and beverages. Personnel management techniques are studied as they pertain to various situations that exist in the industry. A comprehensive mixology segment is also included. Prerequisite: TCI 243.

TCI 390 Culinary Internship

The internship is an intricate 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 infield 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; and apply what has been learned in the classroom.

Admission

In order for an applicant to be admitted to the Culinary Institute program, he or she must have completed high school with an average, or better than average academic record. SAT scores are optional. High school curriculum should have included four years of English and one year of algebra. Personal interviews are strongly recommended. Applicants may furnish letters of recommendation as well.

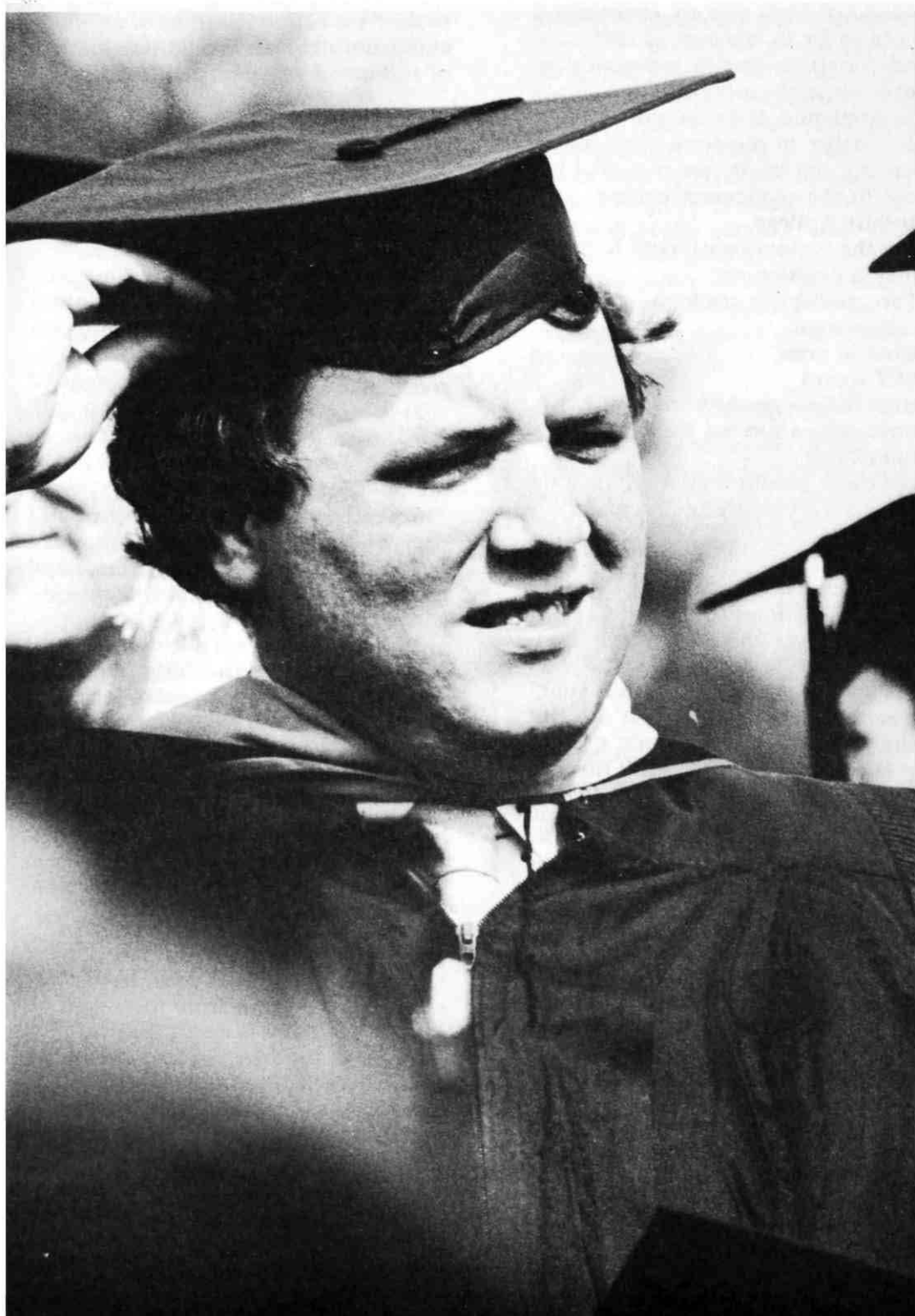
Those applicants who do not meet the above admission requirements are allowed to enroll on a part-time basis in one or two courses during the initial term. Full-time enrollment may begin at a later date.

While the Admission Office of the Undergraduate School of Business handles applicants' records, the Culinary Institute Admission Director evaluates each applicant for admission. Interested persons may contact either the Culinary Institute of 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 of Business students. These policies are outlined in the Undergraduate School of Business section of this catalog.

Admission and Financial Aid



Admission Requirements

Candidates for admission to the New Hampshire College Undergraduate School of Business 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.

SAT Scores: New Hampshire College requires the Scholastic Aptitude Test scores of all freshman applicants to the Undergraduate School of Business. 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 River Road, Manchester, NH 03104.

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 am 4:00 pm with Saturday appointments available during the academic year. Special open houses are scheduled in November and April for prospective students and their parents. Appointments for interviews and campus tours may be arranged by calling 603/668-2211, Ext. 9611.

Admission Plans

Rolling Admission: The rolling admission process begins after the Early Decision response date. Candidates can usually expect notification of an admission decision within one month of receipt of academic credentials.

Early Decision: This program is restricted to academically sound students who are seriously considering New Hampshire College as their first choice institution. Candidates for Early Decision should:

- 1) Submit an application for admission, high school transcript, standardized test results (Junior-year SAT's will be accepted) and recommendations by December 1st.
- 2) Possess a 3.0 (B) high school grade point average on a 4.0 scale.
- 3) Apply as a high school senior for the fall term only.

Accepted applicants will receive a decision within two weeks of receipt of the completed application. Preferential treatment will be given for admission and housing.

Applicants who are not offered admission through the Early Decision program will be re-evaluated during the regular application cycle and processed on a rolling admission basis.

Accepted early decision candidates must submit a \$200 non-refundable deposit by February 1st.

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. In applying for Early Admission, candidates should select the rolling admission option.

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 any other accredited institution and, in particular, encourages transfer applications from students already holding associate's degrees. The College's Techni-Business 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:

- 1) An Application for Admission. Forms are available from transfer counselors or directly from the college. There is no application fee.
- 2) 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.
- 3) College Academic Transcripts. Transcripts from all colleges previously attended must be forwarded to the Admission Office for evaluation.
- 4) 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.
- 5) 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 (London Center, Continuing Education, Culinary Institute) and wishes to enroll in the Undergraduate School of Business 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 School of Business, Day Division.

Advanced Placement

Acceptable test results of the Advanced Placement Program (APP), the College Level Examination Program (CLEP), DANDES, institutional examinations, the Proficiency Examination Program (PEP), and through educational programs taken in non collegiate organizations (ACE), as well as applicable military schooling will be accepted by New Hampshire College for advanced credit.

International Students

See the general section for application procedures.

Scholarships and Student Assistance

The financial aid program at New Hampshire College is designed to assist deserving, needy students who, without such assistance, would be unable to pursue a program of study at the college. In selecting aid recipients the college places primary emphasis on demonstrated financial need. Consideration is also given to academic performance.

The comprehensive, fully coordinated scholarship and assistance programs include three basic types of aid: gift

assistance, loan assistance and work assistance.

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.

The student aid programs administered by the college include federal, state and institutional funds as well as private dollars.

New Hampshire College participates in, or is an eligible institution under the following programs:

- Pell Grant Program (PELL)
- Supplemental Educational Opportunity Grant Program (SEOG)
- State Student Incentive Grant Program (SSIG) (including funds from the states of New Hampshire, Maine, Vermont, Massachusetts, Connecticut, Rhode Island, and Pennsylvania).
- National Direct Student Loan (NDSL).
- Guaranteed and/or Federally Insured Student Loan Program (GSL/FISL).
- College Work-Study Program (CWS).

No person at New Hampshire College shall, on the grounds of age, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving federal assistance.

All scholarship 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.

Demonstrated Need and Selection Criteria

New Hampshire College makes its admission decision without reference to the economic status of its applicants, but considers the primary financial responsibility for the education of a dependent student to rest with the student and the family. The college will make every effort to address the needs

of an accepted and enrolled student, but views its efforts as supplemental to the efforts of the student, the student's family and other agencies.

New Hampshire College is a member of the College Scholarship Service Assembly (CSSA) of the College Board, and utilizes the CSS method of need analysis to determine student and/or parental support levels. The CSS system and all other major need analysis systems use a formula which is generally referred to, as the Uniform Methodology. All systems produce similar estimated family contribution.

For dependent applicants, the Uniform Methodology estimates the parents' contribution toward education on the basis of the amount of the parents' income and assets as well as a consideration of taxes, medical expenses, and other liabilities of the family. The student applicants' income (generally from summer employment prior to the academic year for which assistance is sought) 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, the Uniform Methodology estimates the student or family contribution toward education on the basis of the amount of student (and 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. It is generally the college's policy to award scholarships and other student aid within the limits of a student's demonstrated financial need.

Priorities and entitlements under the federal and state programs are recognized and honored, as are institutional programs which carry commitments to specifically identified students.

Students not entitled to special consideration compete for available

funds on an academic basis within the limits of their demonstrated financial need. Where a student ranks within the applicant group may well have a bearing on the student's selection for participation, the percentage of need met and the make-up of the financial aid package, that is, the balance between gift assistance and self-help (work assistance and loan assistance). It therefore benefits each student to recognize and diligently pursue academic responsibilities.

The Application Process

Students who wish to apply for financial aid should submit: 1) a New Hampshire College Financial Aid Application Form; and 2) the College Scholarship Service's Financial Aid Form (FAF). New Hampshire College usually makes its determination on an annual basis. Awards are for the academic year which includes terms starting on or after the next July 1st.

Rolling Financial Aid

Complete applications (FAF and NHC received in the Financial Aid Office) will be considered on a rolling basis. Applications that are complete in one month will receive a determination the next month. Applicants selected for verification by the federal government will not be considered until all documentation, including tax returns, is received in the Financial Aid Office.

Priority will be given to completed applications received by: March 15th; Freshmen, Transfers, and Readmitted students (Undergraduate School of Business - Day) April 15th; Returning upperclass students (Undergraduate School of Business - Day) May 15th; Culinary Arts students.

All applications received after the above dates will be considered when available funds permit.

It is important to remember that student aid awards are not automatically renewed. You must apply each year.

The NHC Financial Aid Application form may be obtained from either the admission office or the financial aid

office at New Hampshire College.

The form should be completed in its entirety and returned directly to the attention of the Director of Financial Aid, New Hampshire College, 2500 River Road, Manchester, NH 03104.

The Financial Aid Form (FAF) may be obtained from either the admission or financial aid offices at the college, from your high school or college guidance office or from CSS by writing the College Scholarship Service, Box 2700, Princeton, NJ 08540.

It is in your best interest that the FAF be completed carefully and accurately. All items must be answered. In the items requesting a dollar (\$) amount, if no figure is to be entered, please do not leave the space blank - enter a zero (0). Those items requesting non-financial information, if the information requested does not pertain to your situation, please do not leave the space blank - 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 FAF at CSS is about four (4) weeks. You should 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 he or she previously attended. The completed FAT must be sent directly to the NHC Financial Aid Office from the other school. Federal financial aid cannot be disbursed to a student until appropriate FAT's have been received.

Information submitted in support of an applicant's scholarship and assistance 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.

Satisfactory Academic Progress for Financial Aid Eligibility

1. Quantitative Measure

A student must successfully complete **AT LEAST 75%** of all credits attempted (to a maximum of 174 semester hours credit less total credits accepted for transfer from other institutions) at New Hampshire College during the student's cumulative period of enrollment. Credits attempted are those for which the student is enrolled as of the end of the add/drop registration period.

Successful completion is defined as the assignment of a passing grade to the courses attempted (credits earned). Failure, withdrawal, and incomplete designations to the courses attempted are not considered successful completion.

All noncredit remedial courses taken by a student are included in the maximum credits allowed to complete his/her degree. Courses that are repeated will be counted in the calculation of credits attempted and credits earned if the student receives a passing grade; however, all grades received for the courses will be included in the calculation of G.P.A.

2. Qualitative Measure

A student must maintain a cumulative G.P.A. of 2.00 on a 4.00 scale.

Satisfactory progress will be determined at least once each year using the academic record of the student for all terms completed and entered on his/her transcript as of the date of the review. Grade Point Average will be reviewed at the beginning of each term.

Failure to meet the standards (1 and 2, above) will result in the student being placed on financial aid probation. The probationary period for all programs will be twelve months.

A student may be reinstated if, upon recalculation by the Financial Aid Office, the student meets both standards (1 and 2, above).

At the end of the probationary

period, students not meeting both standards will have their eligibility for financial aid suspended.

The decision of the Financial Aid Office to suspend a student's financial aid may be appealed to the Financial Aid Advisory Committee. Appeal procedures are available from the Financial Aid Office upon request.

Student Assistance Programs

There are many programs designated to assist students with their post-secondary educational expenses. The solution to dealing with rapidly rising educational expenses often revolves around your ability to discover just who administers each program and exactly how and when you should apply. For further information regarding federally funded financial assistance, we recommend that you read "A Student's Guide to Five Federal Financial Aid Programs," HEW publication No. OE 78-17914. You should be able to obtain a copy through your guidance office or you may request a copy from the New Hampshire College Financial Aid Office.

Note: New Hampshire College operates its own scholarship and work program and acts as administrator for the Perkins Loan Program formerly (NDSL), Supplemental Educational Opportunity Grant Program (SEOG), and the federal College Work-Study Program (CWS). You will be given consideration for these programs when you submit your NHC Financial Aid Application Form and an appropriate need analysis document (FAF, GAPS FAS, or AFSA).

New Hampshire College Programs

H.A.B. Shapiro Memorial Scholarships

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of the late founder of New Hampshire College. All high school seniors entering the college from secondary schools in the State of New Hampshire are eligible for consideration. Awards are made on the basis of demonstrated need and academic excellence or promise. Applicants may request consideration for an H.A.B. Shapiro Scholarship by attaching a note to their NHC Financial Aid Application.

Robert E. Plourde Scholarships

A limited number of partial tuition scholarships are awarded each year, for a single year, in honor of Robert E. Plourde, an alumnus, in recognition of his outstanding contribution to the college. These scholarships, awarded on the basis of demonstrated need, academic excellence or promise, are available to high school graduates of the Suncook, New Hampshire area. You may request consideration for one of these scholarships by attaching a note to your NHC Financial Aid Application.

Hoyle, Tanner & Associates Minority Scholarship Program

Hoyle, Tanner and Associates, Inc., of Londonderry, New Hampshire has established a minority scholarship program at New Hampshire College for the express purpose of encouraging excellence in the fields of management or accounting.

The Hoyle, Tanner Scholarship will be awarded to minority students on the basis of demonstrated financial need and academic performance or promise.

Applicants for these scholarships will utilize the usual financial aid forms including the College Scholarship Service's FAF and NHC Financial Aid Application. Minority students should indicate their interest in the Hoyle-Tanner Scholarship on the college's Financial Aid Application form.

Hoyle, Tanner Scholarship recipients will be selected by a panel representing the donor, the college, and the Manchester area minority community. Award renewals will be restricted to recipients who maintain a 2.5 cumulative grade point average on a 4.0 basis.

New Hampshire College Alumni Scholarships

A limited number of partial tuition scholarships are awarded each year, for a single year, to New Hampshire College students from the New Hampshire College Alumni Association. Awards are made on the basis of demonstrated need and academic excellence or promise. Special attention may be given to sons and daughters of New Hampshire College alumni. Applicants may request consideration for an alumni scholarship by attaching a note to their NHC Financial Aid Application.

Institutional Scholarships

New Hampshire College scholarships, for the most part, are awarded on the basis of academic achievement, usually within the limits of demonstrated financial need. You will be automatically considered for scholarship assistance, including the special designated scholarships previously indicated, upon receipt of your NHC Financial Aid Application form and your FAF.

Students seeking consideration for athletic scholarships should also contact the athletic department in addition to the financial aid office.

During the 1986-87 college year, New Hampshire College awarded nearly \$1.2 million in scholarships to over 700 students. The awards ranged from \$200 to several thousand dollars and averaged about \$1,600.

Part Time On-Campus Employment

There are always a number of tasks which must be performed every day within a college community and it is not always possible to fill positions with students eligible under the federal College Work-Study Program. The college, therefore, maintains a relatively large part time employment program

where your willingness and availability play larger roles than your demonstrated financial need in determining your employment prospects. Most of these jobs are in the maintenance and food service areas and students interested in such opportunities should contact the Director of Financial Aid. The Financial Aid office will provide counsel concerning the areas in which such employment may be available at any given time. Preference for all on-campus employment is given to students eligible under the College Work-Study Program and those who have demonstrated financial need.

Campus-Based Federal Programs

Perkins Loan Program, formerly (NDSL)

You may borrow, subject to available funds and your demonstrated need, up to \$4,500 if you have completed less than two (2) years of a program leading to a bachelor's degree, and up to \$9,000 if you have completed two or more years of a four year program. You will be considered for a Perkins loan when you submit your NHC Financial Aid Application form and FAF to New Hampshire College.

Funds for Perkins Loans come from the federal government, the college and from previous borrowers. While there is not interest on such loans while you are in college, the loans must be repaid when you leave. Repayment begins six (6) months after you graduate or leave college for other reasons. You may be allowed up to ten (10) years to repay your loan; but New Hampshire College repayment schedule usually requires payment at the minimum rate of \$30 per month or \$90 per quarter, principal and interest. During the repayment period you will be charged 5% interest per year on the unpaid balance of the loan.

You may defer repayments on your loan during periods when you are enrolled full-time for further education, and for up to three (3) years while you

serve in the armed forces, Peace Corps or VISTA.

Cancellation or forgiveness of the loan, at the rate of fifteen percent (15%) per year, is available if you teach the handicapped or teach in a school designated by the U.S. Secretary of Education as eligible for such consideration.

Last year New Hampshire College loaned over \$500,000 in National Direct Student Loans to more than 500 students; an average of \$1,000 per student. The loans ranged from \$200 to \$2,200.

Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant program is for students of exceptional financial need, who, without the grant, would be unable to pursue their programs of study. At New Hampshire College, you will receive consideration for an SEOG award when you submit your NHC Financial Aid Application form and FAF.

Federal College Work-Study Program (CWS)

Federal and college money fund the College Work-Study (CWS) Program which is designed to create part time employment opportunities for students in need of the earnings to begin or continue their programs of study. Your eligibility for the program will be determined when you submit your NHC Financial Aid Application form and FAF.

In arranging employment under the CWS program the college's financial aid officers will take into consideration your demonstrated financial need, health and academic progress.

Employment under the College Work-Study program may be on-campus or off-campus with a public or private non-profit agency. At New Hampshire College, the majority of such opportunities are on-campus. Pay rates range from the minimum wage and up, and are related to the type of work you do and the proficiency required of you.

During the 1987-88 college year, New Hampshire College provided CWS employment to more than 350 stu-

dents, amounting to more than \$400,000. Earnings ranged from \$200 to more than \$2,000; averaged more than \$1,500.

Other Federal Programs

Pell Grant (formerly Basic Education Opportunity Grant)

You may apply for a Pell Grant by using the Financial Aid Form (FAF) being sure to complete item #94. The form will be available from your guidance office or from the Financial Aid Office at the college.

Students who have recent dramatic changes in family financial circumstances may wish to apply for a Pell Grant consideration by utilizing a Special Condition Form which is available from the Financial Aid Office at the college.

The Pell Grant is considerably different from the other financial aid programs operated under the United States Department of Education, in that it has an entitlement feature which means that all students who are eligible will be funded. New Hampshire College acts as a disbursing agent for this program.

Under the Pell Grant Program, demonstrated financial need is determined by a formula approved annually by the Congress of the United States. The formula is applied to the information submitted on your application to produce an eligibility which is forwarded to you via a Student Aid Report (SAR).

All three original copies of the SAR must be submitted to the financial aid office of the school you will be attending before any funds can be disbursed to the student under the Pell Grant Program.

Guaranteed Student Loan Program (GSL)

The Guaranteed Student Loan program enables you to borrow directly from a bank, credit union, savings and loan association or other participating lenders (such as fraternal benefit society) which is willing to make the loan.

The loan is guaranteed by a state or private, non-profit agency or insured by the federal government.

Students who desire a Guaranteed Student Loan should contact the lender directly. This contact should be made in person and in the company of your parents if you are dependent on them. You will find it most helpful if the lender you contact has had a prior business relationship with you or your family.

The maximum a student may borrow as an undergraduate is \$2,625 per year freshman and sophomore years; \$4,000 per year junior and senior years; to a cumulative total of \$17,250. Students may borrow up to \$7,500 per year for graduate study to a cumulative total of \$54,750 which includes the loans made at the undergraduate level.

An insurance premium of up to one percent of the loan may be collected in advance under a state or private guarantee agency program. Usually this premium is collected, for your in-school and grace periods of time, by the lender at the time of loan disbursement.

An origination fee of five percent of the loan principle will be collected in advance of the loan disbursement. A \$2,500 loan will carry an origination fee of \$125 which may be deducted directly from the applicant's disbursement check.

Repayment of such loans normally begins six months after you graduate or leave school, and you may be allowed to take up to ten years to repay the loan. The amount of your payments depends upon the size of your debt and your ability to pay; but in most cases you must pay at least \$600 per year unless the lender agrees to a lesser amount.

You do not have to make repayments for up to three years while you serve in the armed forces, Peace Corps, or in full-time volunteer programs conducted by ACTION. In addition, deferments are available any time you return to full-time study and for a period of not more than one year for students who are unable to find full-time employment.

New Hampshire College urges all its financial aid applicants to seek aid from the Guaranteed Student Loan Program operating in their home states.

New Hampshire Incentive Program (NHIP)

The New Hampshire Incentive Program (NHIP) is designed to provide increased, equal access and choice for deserving, needy New Hampshire residents seeking the benefit of post-secondary education training within the state.

NHIP awards provide gift assistance ranging from \$100 to \$1,500 based on your need, academic qualifications, the tuition charges at the institution you select within the state, and your willingness to help yourself.

To be eligible, incoming freshmen students must have graduated in the upper three-fifths of their high school graduating class or have had a high school grade point average of 2.4 on a 4.00 scale. If a non-graduate, you may qualify academically, if you have a G.E.D. Certificate and scored on the average of the 50th percentile or higher based on national averages. Upperclassmen and renewal applicants are judged on the basis of their post-secondary work.

To apply for NHIP Grant, students must complete a New Hampshire College Financial Aid Form (NHFAF) which may be obtained from the local high school guidance office or directly from the college. Be certain to read all the instructions accompanying the NHFAF.

The schedule of awards under NHIP is approved annually by the administering agency, the New Hampshire Post Secondary Education Commission, on the basis of appropriated federal and state funds, the qualifications and needs of the applicant group, and the institutional choice of the successful applicants. During the 1987-88 academic year, freshmen awards ranged as high as \$900. For the 1988-89 academic year, the deadline is May 1, 1988.

Awards under the New Hampshire Incentive Program are not automatically

renewed. It is important to remember that you must apply annually.

State Grants/Scholarship Programs:

Most, if not all, of the 50 states have scholarship or grant programs for the benefit of their students. Many of these programs have portable features; that is, students may take their awards out of state. New Hampshire College expects all scholarship and assistance applicants to vigorously pursue all reasonable avenues of support and suggests that you check with your guidance counselor concerning the application deadlines and procedures in your local area.

Other Sources

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 who works under the Vice President of Student Affairs, coordinates information concerning these opportunities and acts as liaison with local employers.

Outside Assistance

New Hampshire College does urge its students to seek assistance from every source outside the college in addition to making application through the financial aid office. You should consider local programs such as Dollars for Scholars, service clubs and trust programs which may be known to the trust officer at your local bank. Your Director of Guidance should be able to provide you with information concerning available reference material. You are required to report awards of \$100 or more to the Director of Financial Aid.

Your success in obtaining support from sources outside the college does not automatically reduce assistance for you through the financial aid office. Laws and rules governing such matters

are extremely complex and New Hampshire College can best serve you and all its students by having the most accurate and up to date information available concerning your situation.

1987-1988 Costs

**Undergraduate School of Business
(Day)**

Per Semester Annually

Tuition (includes activity fee)	\$3,852	\$7,704
Room and Board (double dormitory)	2,126	4,252

1987-1988 Costs

Culinary Institute

Per Semester Annually

Tuition (includes activity fee)	\$3,168	\$6,336
Room and Board (double dormitory)	2,126	4,252

(All New Hampshire College tuition and fees are subject to change by action of the Board of Trustees.)

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. Exceptions require the expressed prior approval of the business office.

Installment Payment Programs: Educational loans are probably available through your local lenders and other organizations such as Academic Management or 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 educa-

tion assistance from the Veterans Administration. Inquiries regarding the Veterans Payment Plan should be directed to the business office. New Hampshire College does have veterans specialists on its staff and a VA representative on campus.

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.

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 towards a successful experience for each student. Students Affairs at NHC includes athletic facilities management, health services, residence life, domestic and foreign internships, career development center, intercollegiate athletics, recreational and intramural sports, public safety, center for international exchange, counseling, student activities, veterans services and campus ministry.

Orientation

Prior to matriculation all new students are required to attend a three-day orientation program which introduces them to the academic and social life of the college. During this period students have the assistance of the Student Affairs staff, members of the faculty and administration, and upperclass students to guide them through registration, course selection, and social activities.

Athletics

New Hampshire College supports an active athletic program as an integral part of the educational process. Both intercollegiate and intramural competition is offered to men and women of the college community. On the intercollegiate level, men's teams are fielded in baseball, basketball, ice hockey, lacrosse, soccer and tennis. Women's teams include basketball, soccer, softball, tennis and volleyball. The athletic department also sponsors the cheer-leading squad. 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 intramurals include indoor soccer, powder puff football, basketball, racquetball, and broom hockey. Badminton, softball, swimming, tennis, volleyball, water basketball and water polo are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise on both campuses, ballet/jazz dance, scuba diving, swimming, advanced life saving, water safety instruction (W.S.I.), and weight lifting. The college also sponsors recreational activities including cross-country skiing and snowshoeing, and provides reduced-rate downhill skiing at the Crotched Mountain ski area and other northern mountains including Loon, Waterville Valley, and Attitash.

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.

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.

Internships and Cooperative Education options that integrate classroom study with related on-the-job experience offer experience in the business community while earning credits toward a degree. These experiences 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 and internship programs.

The college maintains a working relationship with current and potential employers, both within New Hampshire and the United States. Students are also encouraged to develop business contacts that will assist them and the college in developing new opportunities.

Internship/Cooperative Education

Recognizing that learning and education do not take place in the classroom alone, the NHC programs incorporate what the student learns in the classroom with practical work experience. Through participation in these pro-

grams, students work in the business community, receive credit for the experience and in most cases are provided with a short term income. Some excellent internships are unpaid.

Cooperative Education

Students in the Hotel/Restaurant Management major may elect to enroll in the Coop Ed Program after completion of their first semester. These students will work in their career field for three consecutive summers starting at the end of the freshman year. Thus, in four years they will have had eight semesters in school and three in the field. Credits will be awarded by their academic department each fall after completion of a seminar during the fall semester. (Nine credits total)

Domestic Internships

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive from three to twelve credits for a work place learning experience. Participants must be in good academic standing and receive approval from the department chairperson and the Career Development Center before acceptance into the program. All candidates are also interviewed and screened by the prospective employer who makes the actual selection of the intern.

As with regular classroom credits, students will be assessed the standard tuition charge for credits received during internships.

Foreign Internships

The foreign internship option offers students in the following disciplines — management, economics/finance, marketing, retailing, and hotel/restaurant management—the opportunity to spend either a full semester or the summer term working for 12 credits in Canada, England or Bermuda. Canadian or English internships may also be available in CIS/MAS, accounting and fashion merchandising. Limited work stations also exist in Europe.

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.

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, 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:

1. to provide services, assistance, information and support to over 400 international students
2. to assist American students, staff and others interested in travel, study, or work abroad
3. to promote intercultural exchange on campus and in the community.

The Center for International Exchange 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 laws.

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

As a department of Student Affairs, CIE serves the needs of a culturally diverse population. The Center is the focal point for intercultural events such as New Hampshire International Student Week in February, the Annual Cultures Around the World Exhibit in December, International Bazaar in the fall and an International Film Festival.

The Center 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.

CIE also serves as liaison with the greater Manchester community through media coverage, country presentations, student speakers, a host program, workshops and activities.

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

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

Office of Residence Life

College housing is available on both the south and north campuses. On the south campus, facilities include dormitories, townhouses, and apartments. Dormitories consist mainly of double rooms in suite arrangements with capacities of 12-24 students. Students in dormitories 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 dormitory 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, and glasses; the college provides plates, cereal and dessert dishes, cups and saucers, knives, forks, and spoons. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to dormitories.

Housing at the north campus consists of dormitory accommodations. Students reside in single and double rooms that are furnished with a desk, chair, bed and dresser for each occupant. The residents share a common lounge and bath facilities.

The college requires students in the Undergraduate School of Business, the Culinary Institute, and ESL to reside in college housing for a minimum of two of their school's semesters or terms, exclusive of summer sessions. Married students and students living with a parent or legal guardian are exempt from this policy. Graduate School and School of Human Services students are not required to reside in college housing, however if they do select housing they are committed for a minimum of two- and one- term respectively.

Being admitted to the college offers housing to a student; it does so for one academic year—not until the student graduates.

If accommodations are not available and students are granted permission to live off campus, this permission is only temporary, as students may be recalled to campus the following semester if space is available. Recalls will be based upon relative senior standing on a lottery basis in the following order: (1) freshmen, (2) sophomores, (3) juniors, and (4) seniors. Because of this recall system, students are warned not to make long-term commitments for off-campus accommodations.

Freshmen resident students and any other students living in dormitories are required to be on the college's meal plan. Specific questions regarding the meal plan should be directed to the Director of Food Services. Questions relating to the residence program

should be directed to the Director of Residence Life.

Resident Assistants

Adjusting to college living is not always an easy experience. Realizing this, the college has staffed its living centers with resident assistants. They are upperclass students who are selected and trained to be of assistance to 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 assistant and to ask them any questions they have. Questions concerning the resident assistant program should be directed to the Associate Director of Residence Life.

Health Center

During the academic year, the Health Center is open 8 a.m. to 4:30 p.m., 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. Students may stay at the Health Center, on the south campus, for limited nursing care. If further care is needed, they may be admitted to a local hospital at the physician's recommendation. All full-time day students are required to have a Health History and Physical Exam on file in the Health Center prior to their registration and will not be treated without proper records.

Public Safety

The Office of Public Safety is responsible for the safety of the New Hampshire College community—students, staff and bona fide visitors—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

At New Hampshire College the Campus Ministry Program strives to contribute to the college's goal of fostering the personal growth and development of students by addressing and responding to their religious needs and concerns. Through "Encounter Weekends," peer ministry, support groups, and religious services during the year, Campus Ministry provides students of all faiths with many opportunities to come together, share, and experience God in their lives. In a loving and caring way, Campus Ministry also offers students an opportunity for confidential, personal counseling and spiritual direction.

Student Activities

Student activities include a wide range of programs including: Bach to rock, fraternities and sororities, special interest clubs, religious organizations, humanities series, film series, Arts and crafts, entertainment series, trip series, and pub series.

Student Organizations

Student Government Association

Undergraduate student government at the college is the responsibility of the Student Government Association (SGA) which is composed of elected congresspersons. Representatives from the various clubs and organizations and the officers are elected at large. The SGA administers the student activities fund, sponsors the major social activities on campus, involves students in the affairs of the college and generally looks after the interest of all students.

Through appointments to various academic committees, the Student Life Advisory Committee, and the Student/Staff Disciplinary Review Board, students are given a voice in the running of New Hampshire College.

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

The Culinary Government Association

The Culinary Government Association (CGA) was formed in 1985 to voice student concerns through appropriate channels at the college. In addition, the Culinary Government Association provides numerous activities for the students.

Student Publications

The Student Handbook is published annually by the Student Affairs Division and distributed to all students at the beginning of each academic year. It should be retained by each student for reference throughout the year.

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

The New Hampshire College yearbook is published annually through the

efforts of the student body. It serves to chronicle the college years as a remembrance for all undergraduate students.

Fraternities and Sororities

Through membership in social fraternities and sororities, students often make life-long friendships based upon mutuality of interest and experience. Chartered and listed in the order of their establishment at New Hampshire College are Phi Delta Psi fraternity; Kappa Delta Phi fraternity; Chi Chapter; Kappa Chi sorority; Phi Omega Psi sorority; Kappa Sigma fraternity; Lambda Mu Chapter; Alpha Phi Fraternity; Zeta Lambda Chapter; and Phi Delta Theta.

Special Interest Fraternities

Delta Mu Delta, the National Academic Honor Fraternity, and Pi Omega Pi, the National Business Education Honorary Fraternity, have chapters at New Hampshire College.

The Intrafraternal Council

IFC is a coordinating board for the fraternal system at New Hampshire College. Its purpose is to establish pledging procedures, to review applications of new fraternities and sororities, and to discuss any problems which may exist among the various fraternal groups.

Future Secretaries Association

The objectives of the FSA are to stimulate interest in the secretarial profession, develop a better understanding of secretarial responsibilities, and provide the basics necessary for the preparation of future professional secretaries.

To be eligible for membership, a student should be enrolled in the secretarial course of study and must maintain a 2.00 average.

The FSA is sponsored by the Profile Chapter of the National Secretaries Association (International).

The Student/Alumni Relations Council (S.A.R.C.)

The Student/Alumni Relations Council is a dynamic organization that will represent the commitment of the student to New Hampshire College. As a member of S.A.R.C., the opportunities to use your creative, organizational, and leadership skills are limitless. Membership is open to all.

Special Events Committee

This group plans and presents the Fall, Winter, and Spring Weekend festivals and concerts. Careful planning and hard work by the members have delighted students with a multitude of varied, large scale productions and events. Membership is open to all.

Marketing Club

The New Hampshire College Collegiate Chapter is an affiliate of the American Marketing Association. One of its many purposes is to encourage and uphold sound, honest practices, and to keep marketing work on a high ethical plane.

Spectrum Committee

The Spectrum Committee is sponsored by the college. The purpose of the committee is to introduce educational and cultural speakers, films, and programs to the student body and the community. Membership is open to all members of the college.

WNHC Radio Station

WNHC, the college radio station, is owned and funded by the Student Government Association. It is completely student-operated. Its purposes are to help bridge the communication gap on campus and to provide students with a variety of music as well as reports on the news.

Jewish Student Association (JSA)

The Jewish Student Association (JSA) exists to unite Jewish students on cam-

pus, to establish relations with the surrounding community, and to provide individuals with an opportunity to meet and 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.

Catholic Student Association (CSA)

The Catholic Student Association (CSA) strives to build and foster a community of caring people dedicated to Christian living and fellowship based on the "Good News" and life of Jesus Christ. As a student organization CSA offers individuals an opportunity to come together, to share, and to experience God's presence in an honest, meaningful, and dynamic way. Through various socials, programs, and activities, members of CSA strive to celebrate life by giving witness to Christian values, love, worship, and service to others as prayerful, caring, and compassionate people.

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.

Organization of International Students (O.I.S.)

This organization brings together the special needs of international exchange students within our campus community. They host numerous activities, among which are international discussion groups, parties, and cultural festivals.

Outing Club

The Outing Club is one of our fastest growing organizations. It promotes many trips and functions such as canoeing, mountain climbing, camping, skiing, and an entire array of nature-oriented activities.

Programming Board

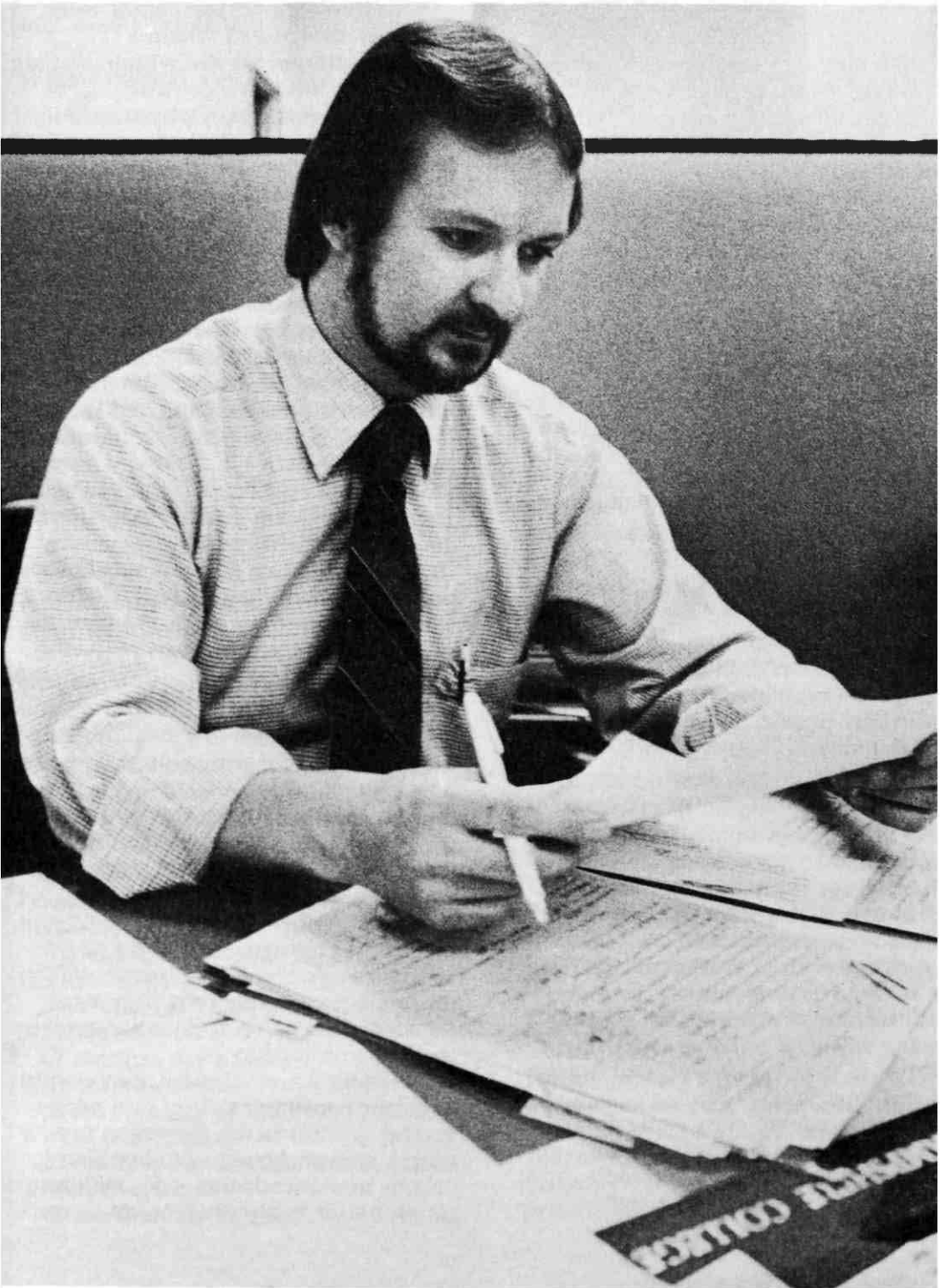
The Programming Board is a student organization that provides the New Hampshire College community with quality educational, cultural and just plain fun activities and programs. Over the past year, the Programming Board sponsored such diverse events as the Spring Weekend Carnival, a Rock Video Dance party and brought Saturday Night Live's Father Guido Sarducci to campus. Each September the board selects new members through an informal interview process of all the interested students.

Summary

In the final analysis, an institution committed to teaching is an institution that does not waiver from its goal of struggling to create a learning environment worthy of all those who become a part of it. At New Hampshire College this struggle 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

Academic Standards and Regulations



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.

Preregistration Procedure

Students are to report on the scheduled date and at the scheduled time for preregistration for classes.

English Competency Examination

Students beginning a degree program at New Hampshire College must pass the English Competency Examination at the College. English 110 may not be taken elsewhere.

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 registering for the required Freshman courses. Day School students must receive permission from the Chairperson of the Humanities/Social Sciences Department to enroll in evening or weekend English 110 and English 111.

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

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.

Withdrawals after the eighth week will only be allowed when:

(1) Conditions for the withdrawal are beyond the student's control (e.g. illness documented by a physician's letter). The course grade under these conditions will be W. Documentation must be provided by the student and approved by the Vice-President for Academic Affairs.

(2) Withdrawal is instructor initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these conditions will be WP or WF. Instructor initiated withdrawals must be approved by the instructor, student's advisor and the Academic Dean.

Withdrawal forms may be obtained from the Registrar's Office and must be completed by the student, signed by the instructor and the student's advisor, and returned to the Registrar's Office. The date of withdrawal is the date the completed form is received by the Registrar's Office.

Add and Drop

Beginning on the fourth school day of each semester, students may add or drop classes from their schedule during the next seven school days. To do so, the student must obtain permission on an add/drop form obtained at the Registrar's Office. Permission will be indicated by the signatures of all of the instructors involved. The add and/or drop is not complete or official until the signed add/drop form is received by the Registrar's Office.

A student's non-attendance in class does not constitute a drop or a withdrawal. An instructor, however, may drop a student because of excessive cuts or non-attendance. Also, without giving notice to the student, an instruc-

tor 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 officially withdraws from a class, he or she must receive a grade, and non-attendance will usually result in a failing grade.

Withdrawal from the 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. Failure to file a withdrawal form with the Vice-President will result in the automatic recording of F grades in 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 tuition refund, if any. Activity cards must be returned when withdrawing from the college.

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 college will be entitled to a refund of tuition if the withdrawal occurs:

Prior to the first scheduled day of class domestic

students 100% minus \$100
International

students 100% minus \$1000
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.

Credit Overload

A student who wants to take more than 19 credit hours 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 total number of credit hours being taken by that student.

Except as provided below, a student will be required to pay \$240 for each credit hour he or she takes in excess of 19 credit hours.

A senior who will complete all of his or her studies in residence at New Hampshire College in not less than eight semesters may take up to 21 credit hours in his or her seventh and/or eighth semesters at New Hampshire College without charge, providing that these credits are needed to graduate in eight semesters after entrance to New Hampshire College. A student who will graduate from New Hampshire College in seven or less semesters will be assessed \$254 a credit hour for each credit hour he or she takes in excess of 19.

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. Transcripts or grades will not be issued to students whose financial obligations have not been met.

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.

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
IF Incomplete/Fail	0
N No grade received from instructor	0.00
I Incomplete	
S Satisfactory	
U Unsatisfactory	
CR Credit	
AU Audit	
W Withdrew	
WP Withdrew Passing	
WF Withdrew 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 credit hours (CR). An example of a student's grades and grade point average is as follows:

C 101	
3 Credits × A(4) = 12 QP	
ENG 110	
3 Credits × B(3) = 9 QP	
ADB 110	
3 Credits × C(2) = 6 QP	
CIS 100	
3 Credits × D(1) = 3 QP	
HIS 109	
3 Credits × F(0) = 0 QP	
30 QP ÷ 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 F if work has not been completed.

Repeating Courses

A student may repeat any course once 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 second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade. While the first course grade will not be computed

into the total GPA, it will continue to appear on the student's transcript. To repeat a course, a student must obtain a permission form from the Registrar's Office. Students taking a course for the first time will be given priority in registration, however.

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 Dean's office. Students should keep in mind that faculty members are not required to provide independent studies and do so on a purely volunteer basis.

Spectrum

Spectrum is a series of special programs, held once each month throughout the academic year, designed to create greater student awareness for contemporary issues in the humanities, business and the arts.

Individual faculty members at the college may require attendance at certain lectures and may integrate lecture material into their classes. The overriding purpose of this 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 AS program.

Academic Review

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, at the end of any term, to academic dismissal by the Committee on Scholastic Standing. The offices of the Academic Dean and the Vice-President for Student Affairs will be responsible for working with students in academic difficulty.

Satisfactory Progress/Good 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 a baccalaureate degree program within four years if pursuing full-time studies, within six years if attending on a three-quarter time basis or within eight years if attending on a half-time basis; or when on schedule to complete an associate's degree program within two years if pursuing full-time studies, within three and one half years if attending on a three-quarter time basis or within eight years if attending on a half-time basis.

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 Grade Point Average (cumulative) (see p. 82 for details).

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.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.
- A minimum of 33 credits must be completed at New Hampshire College after renewal is granted.
- Academic renewal does not apply to, nor does it effect, eligibility for student financial assistance.

Dismissal

New Hampshire College reserves the right to dismiss any student, following due process procedures, whose presence is deemed detrimental to the best interest of the college.

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.

The college has no leave of absence policy. A student who wishes to leave the college and return at a later date must go through the withdrawal procedures; to return to NHC, the student must submit an application for readmission to the Admission Office.

Transfer Credits

Students who wish to take courses at other colleges and transfer the credits to New Hampshire College, must receive approval from 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 courses, the student must arrange to have an official transcript of the course grade sent to the Registrar's Office.

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 a space-available basis. Courses completed at other institutions under the program are recorded on New Hampshire College transcripts and grades are computed into the NHC average. Colleges participating in this program in addition to New Hampshire College are: Colby-Sawyer College, Franklin Pierce College, Keene State College, Nathaniel Hawthorne College, New England College, Notre Dame College, Plymouth State College, Rivier College, St. Anselm College, the University of New Hampshire, Daniel Webster College, and Merrimack Valley College.

Amendment of Degree Requirements

The courses required in a specific degree program are listed on each student's work-sheet. Any change in program course requirements must be approved by the student's department chairperson and by the Academic Dean. A form for this purpose can be obtained from the Registrar's Office. The completed and approved form must be received by the Registrar's Office before the change will become effective.

Residency Requirements

To graduate from New Hampshire College, students must complete 33 credits in residence at NHC. Students who expect to graduate from the college with a bachelor of science degree must include in their 33 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 33 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 33 residence credits. Any request for exceptions to the residence requirement given in this paragraph must be in writing setting forth the reasons why the exception is sought and submitted to 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 internships and for courses in NHC's England program and any approved New Hampshire College exchange program are considered to be residence credits.

Graduation Requirements

1. To graduate from New Hampshire College students must complete a minimum of 129 credits of work in the bachelor's degree program or 63 credits in a program leading to the associate's degree. In addition students must have completed their programs with a minimum of a 2.0 grade point average.
2. In order to graduate from New Hampshire College, students must fulfill the residency requirements as specified above.
3. 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.
4. 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 Expository Writing and Revision (ENG 110). Students who fail to qualify for admittance into this course are required to take Fundamentals of English (ENG 090). This course provides students with a review of grammar and mechanics and allows for extensive practice in composing expository essays. Although the three credits earned in ENG 090 are included in the student's grade point average, they do not count toward graduation. At the end of ENG 110 (Expository Writing and Revision) the student must pass an English Competency Examination that is simultaneously a final examination for the course and an institutional test of writing ability. The student, using a dictionary and required course text, will be expected to write coherently, correctly, and thoughtfully about a preassigned topic. English 110 is a prerequisite for English 111 and English 220. If the student fails this English Competency Examination, he or she must repeat English 110 before being retested. Once students begin a degree program at New Hampshire College, they must pass the English Competency Examination at the College and may not take English 110 elsewhere. Testing procedures are set forth in the Humanities Department booklet, "English Competency Exam." Entering students whose high school record, verbal S.A.T. scores and writing samples show them to possess a level of competence above that expected in English 110 are placed in English 150 (Honors) the first semester and English 151 (Honors) second semester. These courses substitute for the English 110 and 111 requirements.

5. Students entering careers in business require an ability to work with quantitative information. For that reason, the School of Business requires mathematics in all its curricula. Most students will take the basic freshman course, Finite Mathematics (MAT 110). Entering students who are deficient in

math skills may be required to enroll in the Fundamentals course (MAT 050). Although the three credits received for MAT 050 count toward a student's grade point average, the credits do not count as a part of total credits required for graduation.

Entering students who have demonstrated superior math skills, including a strong background in Algebra, are placed in MAT 150, a one-semester course that covers material in the two semesters of Math 110 and 111. Students in the MAT 150 sequence are still required to take the same number of semesters of math as students in the MAT 110 and MAT 111 sequence. Students should follow their major worksheets to determine the specific mathematics courses they must take. Those students who have taken 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.

6. 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.
7. The college's mission mandates that business students be exposed to those cultural values which liberal arts courses provide. To this end, each student must complete a Liberal Arts core distribution requirement. Among the liberal arts courses required by individual majors, each student must take at least one course in each of four categories:

- Advanced Writing or Literature
- History
- Humanities, Philosophy or Fine Arts
- Government, Psychology, Sociology, or Anthropology

8. Prospective graduates must petition to graduate by completing an Application for Degree form according to the following schedule:

Apply By	Complete Requirements By	Conferral Date
June 1	Aug. 31	Sept. 15
Oct. 1	Dec. 31	Jan. 15
Nov. 15	May	May

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

The Graduation Fee (\$40) for the Undergraduate School of Business must be paid at the time the Application for Degree form is submitted.

Application for Degree forms can be obtained from and returned to: Business Graduate Students—Graduate School of Business; Continuing Education—Continuing Education Office; Day Students—Registrar's Office; Human Services Students—Human Services Office; Culinary Students—Culinary Institute.

9. All obligations to the college, such as library fines, tuition dues and fees, must be met; all athletic equipment must be returned.

10. All students are expected to attend the graduation ceremonies.

Transcript Request

Except as provided by the Federal Education Rights and Privacy Act and in instances where a student consents to release his transcript to another party, the Registrar's Office will not furnish a transcript to anyone 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 obligation to the college has not been satisfied.

Transcript Cost

There is a charge of \$2.00 per transcript.

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, the highest academic honor at the college. 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:

The New Hampshire College Honor Society is the Gamma Nu Chapter of Delta Mu Delta, a national honorary society in business administration. The purpose of the society is to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects. Student membership must be selected from the top twenty percent of their total class in cumulative grades. Membership is restricted to business or commerce students of good character, day or evening division, who are candidates for the baccalaureate degree, who have completed at least one half of the work required, and who have achieved an average qualitative grade record of 3.2.

NBEA Award of Merit:

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

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 students in good scholastic standing who have contributed particularly to the college's extra-curricular life. The selection committee is chaired by the Associate Director of Residence Life.

Pi Omega Pi:

Pi Omega Pi is the national honor society for undergraduate business education. Epsilon Tau, New Hampshire College's chapter, is devoted to upgrading the profession of Business Education. Membership in Pi Omega Pi is limited to Business Teacher Education students with exceptional academic records.

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 graduating class who have completed a minimum two years residency requirement, including completion of 63 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.

Gold Key Award:

Students who are 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 cumulative grade point average of 3.50 and must be eligible for graduation with distinction.

NHC In 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 offers NHC students a wide variety of courses. Travel is encouraged and there is usually time in students' schedules for travel throughout Great Britain and Europe.

Professor James Grace, Director of the London Program, works closely with students in planning their semester abroad. 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 early in their sophomore year.

Professor David Morgan directs the program for the Polytechnic. He teaches the Contemporary Britain course required of all students attending the program. He also assists in selecting other appropriate courses and makes arrangements for housing. The courses use the English system of evaluation requiring written papers rather than tests or quizzes. NHC credit is given for each course taken in England.

Students attending the Polytechnic of North London have an opportunity to spend the fall semester of the junior or senior year in a cosmopolitan world capital known for its many theaters, museums and other cultural opportunities. The course on Contemporary Britain helps students to appreciate their new cultural experience. The Polytechnic of North London, one of the largest Polytechnics in Great Britain, offers a wide range of courses in business, humanities, social science, and natural sciences. Besides receiving New Hampshire College credit for courses at the Polytechnic, students also receive any financial aid they would have normally received had they spent the semester on the NHC campus. NHC students stay in Central London. Central London, with its multiple cultural opportunities and the West End, with

its shopping and entertainment areas, are 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.

New Hampshire College Program At Lansdowne College

The Lansdowne College program at New Hampshire College provides the opportunity for a New Hampshire College student to continue his or her studies while resident at Lansdowne College, London, England. To achieve these ends, both institutions, New Hampshire College and Lansdowne College, mutually plan for a slate of courses that meet the needs of students who apply to the program. Selection criteria for admissibility to the program include: good academic standing, emotional and social maturity, intellectual and emotional growth potential.

The program is primarily designed toward students who will be in either their sophomore or their junior year. Students may apply for a half year or a full year residency at Lansdowne. Although selected students are assured that they will proceed at a normal pace in their curriculum, each student is encouraged to sample the curriculum fare of Lansdowne College, particularly in those areas where Lansdowne has its own unique strengths. Each student is encouraged to take Lansdowne elective courses which provide an international perspective. While resident at Lansdowne College, students reside in Lansdowne College housing.

Academic Support Services

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 maturity, 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.

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 74,500 volumes, 900 magazines and journals, and 100,000 company financial and annual reports on 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 San Juan and Roosevelt Roads, Puerto Rico, Brunswick, ME., and New Haven, CT. 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 a 150 seat studio. The center includes a listening room where its library of records, 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. Original transparencies and slide video programs are produced by students and faculty with assistance from audio visual personnel. The studio is the broadcast point for Channel 13, the college's closed circuit television system.

The Learning Center

New Hampshire College recognizes its responsibility and commitment to the academic success of all students who enroll in its programs. The college acknowledges that success in academic matters is the result of 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.

The purpose of the Learning Center is to offer whatever academic assistance is needed by individual students to attain academic success.

- study skills instruction
- academic counseling
- individual tutoring
- supplemental workshops in various academic subjects
- study labs for various courses
- a developmental reading program
- writing assistance

Learning Center services are available to all enrolled students, on a voluntary basis. Students who want to achieve better academic results are welcome to discuss their needs with any of the Learning Center staff.

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 office of the undergraduate school.

Computer Center

New Hampshire College is served by an up-to-date computer center which is continually expanding and evolving to meet the diverse educational and administrative needs of the college and its satellite centers.

At the North Campus, a cluster of remote terminals in Alumni Hall connects the school on-line with the South Campus Computer Center's IBM 4381 and IBM 4341. In addition, the North Campus Computer Center utilizes a Digital Vax II.

The center is administered and operated by professional staff members who are assisted by student consultants involved in a variety of projects. Microcomputing and word processing facilities in Alumni Hall are also accessible for student use in graduate work and research.

New Hampshire College's Computer Center supports a variety of business software languages including BASIC, COBOL, FORTRAN, PASCAL and the integrated academic operating system, MUSIC. Statistical and analytical packages such as SPSS and SAS, and simulation and modeling software, including GPSS and DYNAMO, are also accessible, along with specialized programs in marketing, production, accounting and other disciplines.

The American Language and Culture Center

The American Language and Culture Center offers a continuous cycle of one semester, intensive English language instruction and culture study. 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; science, 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 believes that the uniqueness of its program lies in the emphasis on intense 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 levels ensure individualized learning; high beginning to advanced students cooperate in peer tutoring, counseling, and in multi-level group work. Video programming and activities are an integral part of the program. Specially trained and experienced instructors guide each student through a progression of linguistic and analytical activities. Advanced students are offered courses in computer literacy and English for business studies. TOEFL preparation classes are offered at frequent intervals throughout the year.

The American Language and Culture Center also offers transitional programs in the Undergraduate and Graduate Schools of Business at New Hampshire College. Students qualifying for these programs engage in a language course combined with two courses chosen from the core curriculum of New Hampshire College or from the curriculum of their intended fields of specialization.

The July program is a short term (five week) intensive English language and culture program which enables potential students to adjust to American life and the college environment before pursuing studies at the undergraduate or graduate levels in the United States. Students who enter the July program are able to review English language

skills, assess English language needs, and become acquainted with the New Hampshire College campus and with the small but beautiful state of New Hampshire.

Curriculum

The English as a Second Language program is a full-time program with a minimum of 23 hours of language instruction and language guidance. Students are tested and assigned to high beginning, 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.

ALCC 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 outstanding 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 descriptive writing, to make and support points, to compare and contrast, and to show causal relationships.

English Structure and Grammar

This section is devoted to the development of skills in English grammar usage. Forms, meaning and usage levels (from colloquial to very formal) of basic structures are presented. Students practice a wide variety of oral and written exercises, ranging from simple manipulation to situational and idiomatic usage. The contents of the exercises are of interest to adult students. Material focuses on business, current events, or human relations. Emphasis is placed on coping skills for lower level students.

Culture Studies

Another aspect of the ESL program is concerned with 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 roles in American colleges and universities.

Business English

This course is designed by individual teachers and is dependent on the interests and level of the group. Since New Hampshire College students are required to study Computer Information Systems 100, our Business English course for advanced ESL students includes a section on the language of computer science. Students assigned to the Business English class have unlimited access to IBM computers in a well equipped computer lab. At the lowest level, students study life skills problems such as banking language, credit language, health and safety and consumer economics.

Admission Procedures

Admission is open to anyone who has completed secondary school. 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.

Program Calendar

The American Language and Culture Center terms are one semester in duration with a one week break in the middle. New terms start approximately every other month or six times per year. No classes are held during August and the center reopens September 2.

Entry dates:

September 5, 1987

October 30, 1987

January 18, 1988

March 21, 1988

April 29, 1988

June 24, 1988

September 4, 1988

October 29, 1988

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

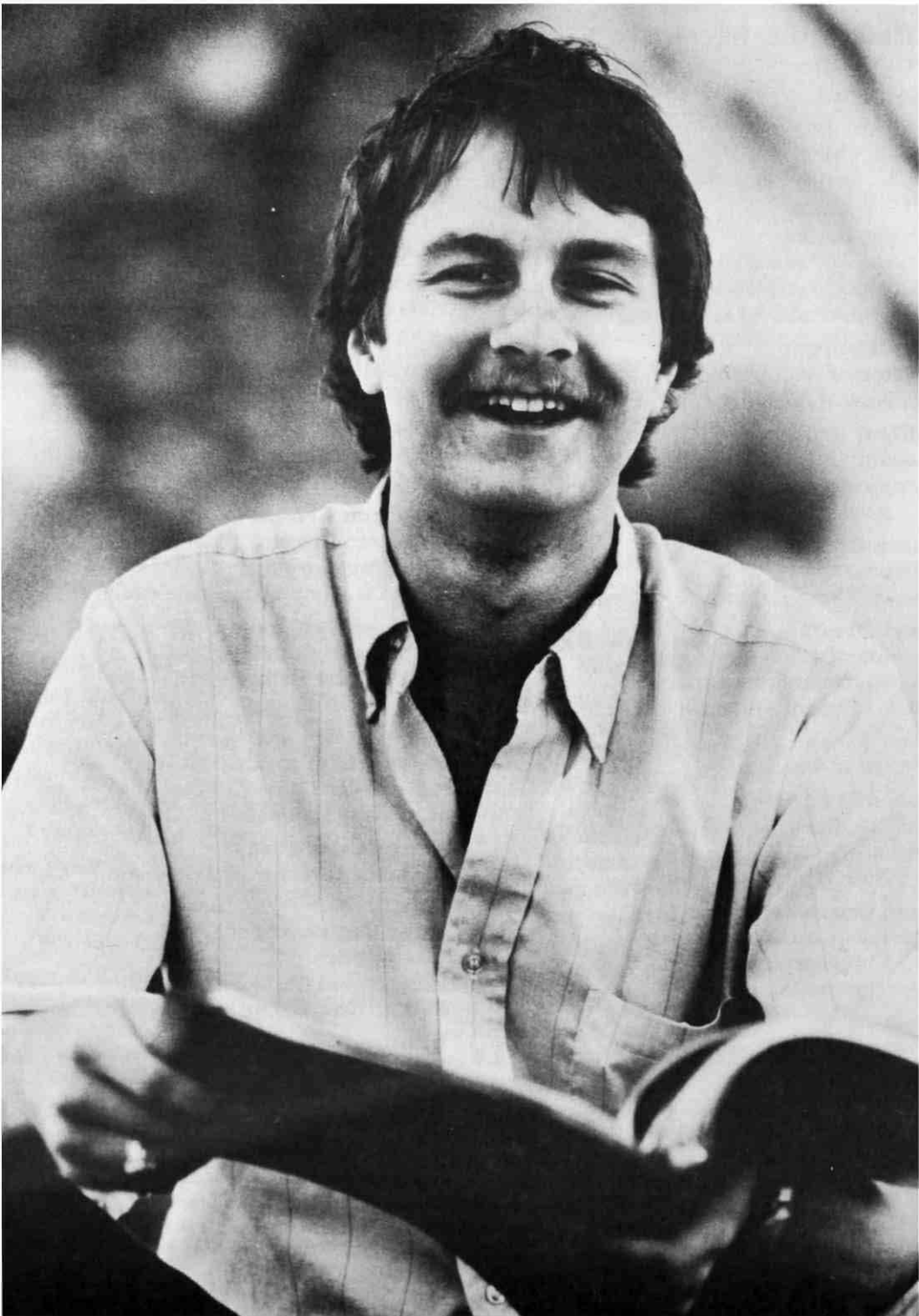
ALCC Fees:

Tuition	US \$2034.00
Room/Board	2126.00
Damage Deposit	100.00
Health Insurance	132.00
Activity Fee	58.00

Term Requirements

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

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