

# **NEW HAMPSHIRE COLLEGE**

**Undergraduate  
School of Business  
Catalog  
'86 - '88**



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## Undergraduate School of Business Catalog '86-'88

*The information in this catalog 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 the college operations, as well as to change tuition and other charges without notice.*



# The School of Business of New Hampshire College

The oldest and largest of the schools at New Hampshire College, the School of Business, is an academic community that offers its diverse student population a quality undergraduate education that prepares them for positions in selected business fields. The faculty are committed to the art of teaching and strive to stimulate critical thought and inquiry in the classroom. The living-learning environment that exists at New Hampshire College provides the basis for effective development. The School of Business' significant international student body also provides the basis for intercultural learning experiences.

The school provides its students with a core of business courses enabling them to become competent managers in both the profit and non-profit sector. Students take courses in such disciplines as accounting, economics, computer information systems, and management to give them the knowledge and skills required of all business administrators. In addition, students also acquire those business skills that allow them to obtain the entry-level positions in more specific career paths. Such careers might include fashion merchandising, business education, or hotel restaurant management.

Complimenting their preparation for business careers, students also receive a foundation in general education that prepares them to:

- deal with the ambiguity that characterizes the complex modern world.
- appreciate and participate in the values and traditions of their culture and the culture of others.
- master a variety of perspectives that will assist them in formulating and resolving problems.
- communicate ideas clearly.
- attain the emotional maturity required of citizens able to make a meaningful contribution to their community.

## Mission Statement

The School of Business at New Hampshire College offers its diverse student population a strong academic foundation that prepares them for an entry-level position in the business world or for graduate study. The College's dedicated faculty are committed to the art of teaching, and strive to stimulate critical thought and inquiry both in and out of the classroom.

While classroom learning is paramount, the School of Business' international body creates a campus environment that promotes cross-cultural learning and understanding. In addition, the College sponsors a wide-variety of guest speakers and special programs that further enhance the academic, cultural and social environment on campus.

Students receive a broad-based business education which equips them to:

- communicate effectively, using both written and verbal skills.
- critically appraise, formulate, and resolve problems.
- appreciate and participate in the traditions of other cultures.
- function within unstructured situations.

## Bachelor of Science Degree Programs

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

- Accounting
- Applied Business Studies
- 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 in Science Programs

Besides its range of four-year bachelor's degree majors, New Hampshire College offers two-year associate's degree programs, which may be a solution for those not sure about going on to college for four years. A two-year program offers solid preparation for a job and the opportunity to continue easily on to a bachelors

degree. The college offers the following eight associate degree programs:

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

## Admissions School of Business

### Admissions Requirements

Candidates for admissions 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/her potential for success in the curriculum at New Hampshire College.

Among the factors considered in the admissions decision are:

- 1) The candidate's academic success in high school
- 2) Rank in class
- 3) SAT scores
- 4) High school recommendations
- 5) 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 transcript or you may ask the College Board to send them directly to: Code #3649, New Hampshire College, 2500 North River Road, Manchester, NH 03104.

### *Personal Interviews and 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

Admissions 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. You can make an appointment for an interview and campus tour by calling 603/668-2211, ext. 9611.

### Admissions Plans

**Rolling Admissions:** The rolling admissions process begins after the Early Decision response date and candidates can usually expect notification of an admissions 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 (Jr. SAT's will be accepted) and recommendations by December 15th.
- 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 admissions basis.

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

**Early Admissions:** High school juniors who have maintained above average work in their three years of high school may apply for Early Admissions. Candidates must have strong endorsement from their high school and show maturity and motivation for selecting this option. In applying for Early Admissions, select the rolling admissions plan.

### Transfer Admissions

Transfer students are accepted at New Hampshire College for both the semesters starting in 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 Applied Business Studies and Techni-Business majors have been specifically designed to meet the needs of students having 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 your transfer counselor 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 your high school records in your behalf. If you prefer, you may ask your high school to forward the transcript and records directly to us. Transfer applicants need not present SAT scores.
- 3) *College Transcripts.* Transcripts from all colleges previously attended must be forwarded to us for evaluation.
- 4) *Supplemental Transfer Form.* This form will be forwarded to you upon request of an application for admission. You should list all courses in progress or those which do not appear on your transcript, and forward it to the Director of Admissions.

All of the above factors will be considered in the evaluation process but in particular, 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

Please see general section for application procedures.

## 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 classwork 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 for missed class time.

### Preregistration Procedure

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

### English Competency Examination

Once students begin a degree program at New Hampshire College, they must pass the English Competency Examination at the College and they may not take English 110 elsewhere.

### 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 the:

- 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 a 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 are to 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 instructor 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 must receive a grade, and non-attendance will usually result in a failing grade.

### Withdrawal from the College

The grade for each course taken by a student who withdraws from New Hampshire College during the first eight weeks of the semester will

be W. The grade for each course taken by a student who withdraws from New Hampshire College after the eighth week of the semester will be WP or WF. However, if the conditions for withdrawal are beyond the student's control (e.g. illness documented by a physician's letter), each course grade will be W. The date of withdrawal from New Hampshire College is the date on the official withdrawal form provided by the Vice President of Student Affairs. 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.

### Credit Overload

A student who wants to take more than 19 credit hours in a single semester, including all day and continuing education credit hours, 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 \$240 a credit hour for each credit hour he or she takes in excess of 19.

An accepted student, not yet enrolled in the college, may withdraw by written notification to the Director of Admissions. 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 Admissions.

*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 5 weeks of the first day of class . . . no refund  
 There is no refund for room charges.

### 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, 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 regulation, an educational record will not include information concerning race, religion, nationality, political or social views, 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 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 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 waiving this right.

### Grading System

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

Grade	Quality Points
A	4.00
A- Excellent	3.67
B+	3.33
B Good	3.00
B-	2.67
C+	2.33
C Average	2.00
C-	1.67
D+	1.33
D Passing	1.00
F Fail	0.00
IF Incomplete/Fail	0.00
N No Grade Received from instructor	0.00
I Incomplete	
S Satisfactory	
U Unsatisfactory	
CR Credit	
AU Audit	
W 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:

ACC 101  
 3 credits x A(4) = 12 QP  
 ENG 110  
 3 credits x B(3) = 9 QP  
 ADB 110  
 3 credits x C(2) = 6 QP  
 CIS 100  
 3 credits x D(1) = 3 QP  
 History 109  
 3 credits x F(0) = 0 QP  
 30 QP divided by 15 CR = 2.0 GPA

### Posting of Grades

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

### **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 is not 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. However, students taking a course for the first time will be given priority in registration.

### **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. Students are required to attend at least four of these programs during each year they are full-time enrolled day students at New Hampshire College.

Attendance at the Spectrum series is a requirement for graduation. The requirement may be waived by the Academic Dean's office.

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 accumulative 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 in good standing as defined by New Hampshire College must maintain a total grade point average of 2.00 or better, or the student must be 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 page 000 for details).

A student will be deemed to be making satisfactory progress toward his or her degree requirements by specific action of the Scholastic Standing Committee or by the following guidelines.

### **Bachelor's Degree**

- when on schedule to complete the program within four years on a full-time basis.
- within six years if attending on a three-quarter-time basis.

### **Associate's Degree**

- within two years if pursuing full-time studies.
- within three-and-one-half-years if attending on a three-quarter-time basis.
- within eight years if attending on a half-time basis

## Academic Renewal

A New Hampshire College student who changes major, withdraws or 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 re-admitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters.

With the exception of documented medical leaves, which are approved by George Larkin, Vice-President of Student Affairs, leaves of absence are not permitted. In order to return to the college, a student must submit an application for re-admission to the admissions 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.

## Ammendment 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 9 credits from their major field. No exceptions will be made regarding residency requirement 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, 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. To graduate from New Hampshire College, students 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 resident 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 9 credits from their major field. No exceptions will be made regarding residency requirement 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.

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 accumulative 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 part of the 129 credits required for the bachelor's degree or the 63 credits for the associate's degree. At the end of the 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 pre-assigned topic. English 110 is a pre-requisite for English 111 and English 220. If the student fails this English Competency Examination, he or she must repeat English 110 before being tested again. 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 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.

Students entering a career 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.

5. 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 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, this will not only challenge students, but will give them a stronger foundation in mathematics should they wish to apply for graduate programs requiring a more substantial math background.

6. Prospective graduates must petition to graduate by completing an application for Degree according to the following schedule:

	<i>Complete</i>	<i>Conferral</i>
<i>Apply by</i>	<i>Requirements By</i>	<i>Date</i>
June 10	August 31	September 15
October 15	December 31	January 15
January 20	May	May

Any application for degree received late will automatically be held over for the next conferral date.

The Graduation Fee (\$50) must be paid at the time the Application for Degree Form is submitted. Application for Degree Forms can be obtained from and are returned to:

*Business Graduate Students—*

Graduate School of Business

*Continuing Education—*

Continuing Education Office

*Day Students—Registrar's Office*

*Human Services Student—*

Human Services Office

*Culinary Student—Culinary Institute*

7. 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.

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

9. 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 any other person other than to the person identified by name on the transcript.

Parents who pay the cost (in full or in part) of

their child's education may request their son's/daughter's transcript. A request for a transcript must be made in writing and must include the student's signature (or parent's where applicable.)

No transcript will be furnished to a student or former student whose financial obligation to the college has not been satisfied.

### **Transcript Cost**

There is a charge of \$5.00 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

extracurricular 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.

## Academic Calendar 1986-87

### Fall

New Student Orientation	August 30-31, September 1
Returning Student Check-in	September 2
Staff Development Day	September 2
Classes Begin	September 3
Mid-Term Holiday	October 13
Thanksgiving Recess	November 27-28
Classes Resume	December 1
Last Class Day	December 12
Reading Day	December 13
Final Exam Period	December 14-21

### Spring

Returning Student Check-in	January 19
Staff Development Day	January 19
Classes Begin	January 20
Mid-term Holiday	March 9-13
Classes Resume	March 16
Last Class Day	April 27
Reading Day	April 28
Final Exam Period	April 29-May 6
Graduation	May 9

## Academic Calendar 1987-88

### Fall

New Student Orientation	September 5,6,7
Returning Student Check-in	September 8
Staff Development Day	September 8
Classes Begin	September 9
Mid-Term Holiday	October 12
Thanksgiving Recess	November 26,27
Classes Resume	November 30
Last Class Day	December 11
Reading Day	December 12
Final Exam Period	December 13-20

### Spring

Returning Student Check In	January 11
Staff Development Day	January 11
Classes Begin	January 12
Mid-Term Holiday	March 14-18
Classes Resume	March 21
Last Class Day	April 25
Reading Day	April 26
Final Exam Period	April 27-May 4
Graduation	May 7



## 1986-87 Costs

### School of Business (Day)

	<i>Per Semester    Annually</i>	
Tuition (includes activity fee) . . . . .	\$3,636	7,272
Room and Board (double dormitory) . . . . .	2,006	4,012
Room and Board (single dormitory) . . . . .	2,246	4,492
Apartment with 4 Beds		
-Room only . . . . .	1,100	2,200
-Room and Board . . . . .	2,030	4,060
Apartment with 6 Beds		
-Room only . . . . .	1,076	2,152
-Room and Board . . . . .	2,006	4,012
Townhouse		
-Room only . . . . .	1,316	2,632
-Room and Board . . . . .	2,246	4,492
Houses		
-Room only . . . . .	1,076	2,152
-Room and Board . . . . .	2,006	4,012
Board only . . . . .	930	1,860
More than 19 credits per semester . . . . .	\$240 per credit	
Less than 12 credits . . . . .	\$330 per credit	
Health Insurance		
(payable with first semester charges) . . . . .	\$ 65 per year	
Hotel Restaurant Laboratory fees		
(charges when applicable) . . . . .	\$100	
Late Registration Fee . . . . .	\$50	
Auto Registration Fee . . . . .	\$10 per car/per year	
Transcript Fee . . . . .	\$5 each	
Graduation Fee . . . . .	\$50	

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

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

# Programs of Study

## Accounting Department

*Chairperson: Professor Louis Lanzillotti*

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 they 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	3
	<hr/> 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	3
	<hr/> 15

### Second Year

ACC 203 Intermediate Accounting	3
ACC 207 Cost Accounting I	3
ECO 201 Microeconomics	3
CIS 200 Introduction to Systems	3
ENG 212 Public Speaking	3
	<hr/> 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	3
	<hr/> 18

### Third Year

ACC 305 Advanced Accounting I	3
ADB 331 Introduction to Operations and Production Management	3
MAT 220 Statistics	3
CIS 220 COBOL or	
CIS 120 FORTRAN or	
CIS 320 RPG	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
	<hr/> 18

ACC 306 Advanced Accounting II	3
ACC 322 Institutional Accounting	3
ECO 306 Money and Banking	3
Liberal Arts Core Requirement	3
Liberal Arts Elective	3
	<hr/> 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
Liberal Arts Elective	3
ACC 415 Federal Taxation I	3
	<hr/> 18
ACC 490 Internship or Free Elective	3
ADB 307 Business Law II	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
ACC 416 Federal Taxation II*(optional)	3
	<hr/> 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 and 102)

Intermediate Accounting I & II  
(ACC 203 & 204)

Cost Accounting I & II  
(ACC 207 & 208)

**Accounting Curriculum—Associate in Science**

<i>First Year</i>	<i>Credits</i>
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	3
	<hr/> 15
ACC 102 Elementary Accounting II	3
MAT 111 Finite Mathematics	3
ENG 111 Literature and Research	3
ADB 110 Introduction to Business	3
ADB 125 Human Relations in Administration	3
	<hr/> 15
<i>Second Year</i>	
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	3
	<hr/> 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	3
	<hr/> 18

## Department of Business Administration

*Chairperson: Dr. Robert C. Losik*

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 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 knowledge and skills needed. These skills compliment a specific business education and include analytical, planning, research and group skills necessary to be a complete manager.

### Business Administration Curriculum—Bachelor of Science

<i>First Year</i>	<i>Credits</i>
ACC 101 Elementary Accounting I	3
ENG 110 Expository Writing & Revision	3
MAT 110 Finite Mathematics I	3
ADB 110 Introduction to Business	3
ADB 125 Human Relations in Administration	3
	<hr/> 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
	<hr/> 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
	<hr/> 15
CIS 200 Introduction to Systems	3
ECO 202 Macroeconomics	3
ADB 211 Personnel Management	3
MKT 113 Introduction to Marketing	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
	<hr/> 18

### *Third Year*

ENG 220 Business Communications	3
ADB 326 Social Environment in Business	3
ADB 342 Organizational Behavior	3
Business Elective	3
Liberal Arts Core Requirement	3
	<hr/> 15
ECO 301 Managerial Economics	3
MAT 220 Statistics	3
ENG 212 Public Speaking	3
Liberal Arts Elective	3
Business Elective	3
Free Elective	3
	<hr/> 18

### *Fourth Year*

ADB 490 Internship	12
Business Elective	3
	<hr/> 15
or	
ABD 421 Strategic Management and Policy	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Business Elective	3
Business Elective	3
	<hr/> 15
FIN 320 Introduction to Finance	3
ADB 420 Management Decision Making	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Business Elective	3
Business Elective	3
	<hr/> 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**

<i>First Year</i>	<i>Credits</i>
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	3
	<hr/> 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
	<hr/> 15
<i>Second Year</i>	
ECO 201 Microeconomics	3
ADB 206 Business Law I	3
MKT 113 Introduction to Marketing	3
Liberal Arts Elective	3
Free Elective	3
	<hr/> 15
ECO 202 Macroeconomics	3
CIS 200 Introduction to Systems	3
ENG 220 Business Communications	3
ENG 212 Public Speaking	3
Liberal Arts Elective	3
	<hr/> 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	3
	<hr/> 18
Business Concentration	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
Free Elective	3
Free Elective	3
Free Elective	3
	<hr/> 18

*Fourth Year*

Business Concentration	3
Business Concentration	3
Liberal Arts Elective	3
Business Elective	3
Free Elective	3
	<hr/> 15
Business Concentration	3
Liberal Arts Elective	3
Business Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
	<hr/> 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  
or  
MKT 223 Marketing Communications  
MKT 427 Marketing Research (1)  
MKT 345 Consumer Behavior (2)  
MKT Elective

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 that may not be required for the degree.

(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

**Applied Business Studies:** The Applied Business Studies degree is designed to meet the business education needs of two-year technical/vocational degree holders. Programs of study recognized as technical include digital electronics, nursing, navigation, mechanical, construction, electrical automotive, aerospace technology, dental, medical, X-ray technology, computer operations, culinary arts, drafting and art design. As a general rule, those who have completed similar two-year programs are eligible for the Applied Business Studies degree.

Technical school graduates should be able to maximize opportunities in their skill by completing this degree, which enhances their ability to operate their own business or advance in management. The degree is applied in the sense that students are using their technical skills as a basis for success in business or to open up new or more opportunities. To achieve this, Applied Business Studies majors are required to select five courses from one of three business curriculum areas—the General Area, the Management Area, or the Financial area.

### **Applied Business Studies—Bachelor of Science**

ENG 110 Expository Writing and Revision  
ENG 111 Literature and Research  
ENG 212 Public Speaking  
ENG 220 Business Communications  
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 125 Human Relations in Administration  
ADB 110 Introduction to Business

### *Liberal Arts Core Requirements*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### *Liberal Arts Electives*

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

## Applied Business Studies, cont.

### Free Electives

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

### Business Curriculum Area

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Business Curriculum Areas

(Select five courses in one area)

#### General

CIS 200 Introduction to Systems  
FIN 320 Introduction to Business Finance  
ADB 342 Organizational Behavior (1)  
MAT 220 Statistics  
ADB 215 Principles of Management  
ADB 206 Business Law I  
CIS 305 Microcomputer Systems  
ACC 415 Federal Taxes I

#### Business Management

ADB 211 Personnel Management  
ADB 215 Principles of Management  
ADB 317 Small Business Management  
ADB 342 Organizational Behavior (1)  
ADB 331 Introduction to Operation/Production Management  
CIS 200 Introduction to Systems  
ADB 206 Business Law I  
ADB 421 Strategic Management and Policy (2)

### Financial

FIN 220 Introduction to Investments  
ECO 306 Money and Banking  
ECO 402 Business Cycles and Forecasting  
FIN 320 Introduction to Business Finance  
ECO 301 Managerial Economics  
ACC 214 Management Accounting  
ADB 206 Business Law I  
FIN 435 Financial Policy and Decision Making

*Note:* The numbered notations after course titles in the three curriculum areas are intended to point out that the student must take prerequisites for the course that may not be required for the degree.

(1) Requires ADB 125

(2) Requires ACC 102, MKT 113, FIN 320 or FIN 435

**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 Revisions
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

<i>First Year</i>	<i>Credits</i>
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
	15
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 Art Elective	3
	15

Second Year

ECO 201 Microeconomics	3
ADB 211 Personnel Management	3
MKT 113 Introduction to Marketing	3
Liberal Arts Elective	3
Business Elective	3
	15
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
	18

**Business Education/Office Administration  
Department**

*Chairperson: Dr. Burton Kaliski*

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 program at New Hampshire College, each student must be interviewed by the Committee of Teacher Education and meet the following requirements:

- Have accumulated a minimum of 63 hours of credit.
- Have accumulated a 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 curriculums, 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) Typing 1 (OAD 110), Typing 2 (OAD 111), Typing 3 (OAD 210), Word Processing I (OAD 220), 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 (FIN 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 (OAD 231)

## Business Teacher Education—Bachelor of Science

<i>First Year</i>	<i>Credits</i>
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
	<u>15</u>
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
	<u>15</u>
<i>Second Year</i>	
ECO 201 Microeconomics	3
EDU 200 Introduction to Education	3
PSY 211 Human Growth and Development	3
Business Elective	3
Typing Elective	3
	<u>15</u>
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	3
	<u>18</u>
<i>Third Year</i>	
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	3
	<u>18</u>
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 I	3
Liberal Arts Core Requirement	3
PSY 320 Psychology of Individual Differences & Special Needs	3
	<u>16</u>

## 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)	3
	<u>18</u>
EDU 490 Student Teaching	15
*Not required for Accounting Business Education certification; becomes free elective.	

## Marketing Teacher Education

<i>First Year</i>	
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
	<u>15</u>
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
	<u>15</u>
<i>Second Year</i>	
ECO 201 Microeconomics	3
EDU 200 Introduction to Education	3
PSY 211 Human Growth and Development	3
Business Elective	3
Marketing Elective	3
	<u>15</u>
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	3
	<u>15</u>

## Marketing Teacher Education, cont.

### Third Year

OAD 230 Office Simulation	3
EDU 300 Principles of Business/Vocational Education	3
EDU 301 Evaluation Measurement Testing	3
Business Elective	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
	18
EDU 314 Co-op/Real Work Experience	3
EDU 315 Methods of Teaching Marketing Education	3
EDU 201 Educational Psychology	3
OAD 220 Word Processing I	3
PSY 320 Individual Differences	3
Liberal Arts Core Requirement	3
	18

### 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
Liberal Arts Core Requirement	3
	18

### EDU 490 Student Teaching

Dual certification for Business and Marketing 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

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
Liberal Arts Elective	3
	15

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

#### 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	3
	18
OAD 102 Shorthand 2	3
OAD 111 Typing 2	3
ECO 202 Macroeconomics	3
Liberal Arts Elective	3
Liberal Arts Core Requirement	3
	15

#### Third Year

OAD 201 Shorthand 3	3
CIS 200 Introduction to Systems	3
OAD 231 Office Administration 1	3
OAD 220 Word Processing 1	3
OAD 210 Typing 3	3
Liberal Arts Elective	3
	18
OAD 230 Office Simulation	3
OAD 232 Office Administration 2	3
ADB 206 Business Law I	3
OAD 233 Records Management	3
Liberal Arts Core Requirement	3
	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	3
	15
OAD 490 Office Administration Internship	12
ADB 211 Personnel Management	3
ENG 212 Public Speaking	3
	18

**Administrative Assistant/Word Processing Specialist:** 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**

<i>First Year</i>	<i>Credits</i>
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	3
	<hr/> 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	3
	<hr/> 15
<i>Second Year</i>	
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	3
	<hr/> 18
OAD 231 Office Administration 1	3
OAD 290 Internship	12
	<hr/> 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**

<i>First Year</i>	<i>Credits</i>
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	3
	<hr/> 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	3
	<hr/> 15
<i>Second Year</i>	
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	3
	<hr/> 18
OAD 231 Office Administration 1	3
Business Elective	3
Liberal Arts Elective	3
OAD 290 Internship	6
	<hr/> 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, 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**

<i>First Year</i>	<i>Credits</i>
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	3
	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	3
	15
<i>Second Year</i>	
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	3
	18
OAD 220 Word Processing 1	3
OAD 203 Legal Procedures	3
Liberal Arts Elective	3
OAD 290 Internship	6
	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.

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

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 procedure specialist.

**Electronic Data Processing Curriculum—Associate in Science**

<i>First Year</i>	<i>Credits</i>
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	3
	15
CIS 120 FORTRAN	3
MAT 111 Finite Mathematics II	3
ACC 102 Elementary Accounting II	3
ENG 111 Literature and Research	3
Liberal Arts Elective	3
	15
<i>Second Year</i>	
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	3
	18
CIS 320 RPG II	3
CIS 325 Advanced COBOL	3
ENG 220 Business Communications	3
CIS Elective	3
Liberal Arts Elective	3
	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 them 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	3
		<hr/> 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	3
		<hr/> 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	3
		<hr/> 18
CIS 200	Introduction to Systems	3
CIS 241	Systems Software	3
MAT 320	Non Parametric Statistics or Topics in Statistics	3
ACC 208	Cost Accounting II	3
	Liberal Arts Core Requirement	3
	Liberal Arts Core Requirement	3
		<hr/> 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	3
		<hr/> 15
CIS 325	Advanced COBOL	3
CIS 330	Data Base Management	3
CIS 370	Assembler Language Programming	3
ECO 202	Macroeconomics	3
ENG 220	Business Communications	3
		<hr/> 15

##### *Fourth Year*

CIS 400	CIS Project and Policy	3
CIS 440	Data Communications and Networks	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
		<hr/> 15
CIS 400	CIS Project and Policy	3
	CIS Elective or Internship	3
	Free Elective	3
	Liberal Arts Elective	3
	Liberal Arts Elective	3
		<hr/> 15

\*\*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 objective in areas of systems analysis, information management, or general management in a computer system environment.

#### **Management Information Systems Curriculum—Bachelor of Science**

<i>First Year</i>	<i>Credits</i>
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	3
	15
CIS 120 FORTRAN	3
MAT 111 Finite Mathematics II	3
ACC 102 Elementary Accounting II	3
ENG 111 Literature and Research	3
Liberal Arts Elective	3
	15
<i>Second Year</i>	
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	3
	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	3
	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	3
	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	3
	18

#### *Fourth Year*

→CIS 401 MIS Project and Policy	3
ADB 206 Business Law I	3
ADB 331 Introduction to Operations and Production Management	3
CIS Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
	18
→CIS 401 MIS Project and Policy	3
ADB 342 Organizational Behavior	3
→FIN 320 Introduction to Business Finance	3
CIS Elective or Internship Available	3
Liberal Arts Elective	3
	15

*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 FORTRAN
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.

## Economics/Finance Department

*Chairperson: Dr. R. Larry Johnson*

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

<i>First Year</i>	<i>Credits</i>
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 212 Public Speaking	3
CIS 200 Introduction to Systems	3
Business Elective	3
Business Elective	3
	15
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
	18

### *Third Year*

MAT 220 Statistics	3
ECO 306 Money and Banking	3
Liberal Arts Core Requirement	3
Business Elective	3
Eco./Fin. Elective	3
	15
FIN 320 Introduction to Finance	3
ECO 301 Managerial Economics	3
Eco./Fin. Elective	3
Eco./Fin. Elective	3
Liberal Arts Core Requirement	3
Liberal Arts Core Requirement	3
	18

### *Fourth Year*

ADB 490 Internship	12
FIN 435 Financial Policy and Decision Making	
or	
Business Elective	
Eco./Fin. Elective	3
Eco./Fin. Elective	3
FIN 435 Financial Policy & Decision Making	3
Liberal Arts Elective	3
	15
ECO 402 Business Cycles & Forecasting	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Business Electives	3
Eco./Fin. Elective	3
	18

**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**

<i>First Year</i>	<i>Credits</i>
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	3
	<hr/> 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	3
	<hr/> 15
<i>Second Year</i>	
CIS 120 FORTRAN	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	3
	<hr/> 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	3
	<hr/> 18

<i>Third Year</i>	
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	3
	<hr/> 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	3
	<hr/> 18

<i>Fourth Year</i>	
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	3
	<hr/> 15-18
ACC 322 Institutional Accounting (Optional)	3
ACC 416 Taxes 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	3
	<hr/> 15-21

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

## Hotel/Restaurant Management Department

*Chairperson: H. Fred Walter*

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 explosive growth in the service economy due to heightened business travel and convention activity. Salaries in the hospitality industry are excellent for HRM middle and upper management positions 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, based on a co-operative education model, 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

<i>First Year</i>	<i>Credits</i>
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 Mathematics I	3
Liberal Arts Elective	3
	<hr/> 15
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
	<hr/> 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 Elective	3
	<hr/> 15

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
	<hr/> 15

\*HRM 490 Summer Hotel Restaurant Internship—6 credits—either in sophomore or Junior year.

### *Third Year*

ECO 201 Microeconomics	3
Liberal Arts Core Elective	3
Liberal Arts Elective	3
Hotel Restaurant Management or Business Elective	3
Hotel Restaurant Management or Business Elective	3
	<hr/> 15
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
	<hr/> 18
HRM 321 The Operation of Energy, Security and Maintenance in the Hospitality Industry	3
HRM 324 Wines and Beverages	3
HRM 451 Nutrition	3
Liberal Arts Core Elective	3
Hotel Restaurant Management or Business Elective	3
	<hr/> 15
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
	<hr/> 15
Total Credits	129

## Restaurant Management Co-op Program

### *First Year*

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 Mathematics I	3
Liberal Art Elective	3
	<hr/> 15
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
	<hr/> 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 Elective	3
	<hr/> 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 Elective	3
	<hr/> 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 Elective	3
Liberal Arts Elective	3
Hotel Restaurant Management or Business Elective	3
Hotel Restaurant Management or Business Elective	3
	<hr/> 15

HRM 319 Restaurant Management	3
ECO 202 Macroeconomics	3
Liberal Arts Core Elective	3
Hotel Restaurant Management or Business Elective	3
Free Elective	3
	<hr/> 15

### *Summer*

HRM 391 Sales or Supervision Work Experience	4
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### *Fourth Year*

Co-op Seminar**	
HRM 321 Operation of Energy, Security and Maintenance Systems in the Hospitality Industry	3
HRM 324 Wines and Beverages	3
HRM 451 Nutrition	3
Liberal Arts Core Elective	3
Hotel Restaurant Management or Business Elective	3
	<hr/> 15
HRM 422 Bar Management and Control	3
HRM 450 Experimental Foods	3
Liberal Arts Elective	3
Free Elective	3
	<hr/> 12

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

## Hotel Management Internship Program

### 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 Mathematics I	3
Liberal Arts Elective	3
	<hr/>
	15
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 Quantity Food Production I	3
	<hr/>
	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 Elective	3
	<hr/>
	15
ENG 212 Public Speaking	3
HRM 215 Hotel Information Systems	3
ACC 102 Elementary Accounting II	3
Liberal Arts Core Elective	3
Business Elective	3
	<hr/>
	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 Elective	3
Liberal Arts Elective	3
Hotel/Restaurant Management Elective	3
	<hr/>
	15
HRM 319 Restaurant Management	3
ECO 202 Macroeconomics	3
Liberal Arts Core Elective	3
Liberal Arts Elective	3
Hotel/Restaurant Management Elective	3
Free Elective	3
	<hr/>
	18

### Fourth Year

HRM 420 Hotel Accounting	3
HRM 321 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	3
	<hr/>
	15

HRM 416 Law of the Hospitality Industry	3
HRM 418 Seminar	3
Hotel Restaurant Management Cluster Course	3
Liberal Art Elective	3
Free Elective	3
	<hr/>
	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 324 Wines and Beverages
HRM 422 Bar 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

### *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 Mathematics I	3
Liberal Arts Elective	3
	<hr/> 15
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
	<hr/> 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 Elective	3
	<hr/> 15
ENG 212 Public Speaking	3
HRM 215 Hotel Information Systems	3
ACC 102 Elementary Accounting II	3
Liberal Arts Core Elective	3
Business Elective	3
	<hr/> 15
HRM 291 Work Experience in Systems	4

### *Third Year*

Co-op Seminar **	
HRM 314 Promotional Activities	3
ECO 201 Microeconomics	3
Liberal Arts Core Elective	3
Liberal Arts Elective	3
Hotel Restaurant Management Elective	3
	<hr/> 15

HRM 319 Restaurant Management	3
ECO 202 Macroeconomics	3
Liberal Arts Core Elective	3
Liberal Arts Elective	3
Hotel Restaurant Management Elective	3
	<hr/> 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 321 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	3
	<hr/> 15
HRM 416 Law of the Hospitality Industry	3
Liberal Arts Elective	3
Hotel Restaurant Management or Business Cluster Course	3
Free Elective	3
	<hr/> 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 324 Wines and Beverages
HRM 422 Bar Management and Control
MKT 235 Sales and Persuasion

#### *Management*

ADB 211 Personnel Management
HRM 429 Lodging and 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 Department

*Chairperson: Dr. Carolyn Hollman*

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

<i>First Year</i>	<i>Credits</i>
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 to Systems	3
PSY 108 Introduction to Psychology	3
ENG 212 Public Speaking	3

15

ECO 202 Macroeconomics	3
SOC 112 Introduction to Sociology	3
Literature Elective	3
MKT 113 Introduction to Marketing	3
ENG 235 Introduction to Journalism	3
Liberal Arts Core Requirement	3

18

### *Third Year*

ENG 333 Language Awareness	3
ENG 330 Advanced Writing (Seminar)	3
Liberal Arts Core Requirement	3
BCM 322 Oral Communications for Business	3
Free Elective	3

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BCM 341 Technical Report Writing	3
MKT 329 Principles of Advertising	3
Liberal Arts Core Requirement	3
Free Elective	3
Free Elective	3
Free Elective	3

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### *Fourth Year*

BCM 442 Corporate Public Relations	3
BCM 437 Managerial Communications	3
Liberal Arts Core Requirement	3
Free Elective	3
Literature Elective	3

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ADB 342 Organizational Behavior	3
BCM 440 Graphics and Layout in Print Media	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3

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### General Studies—Associate in Science

This two-year program is available to students who find the specialized curricula of the College is not what they want. 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*

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	3
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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	3
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##### *Second Year*

Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Free Elective	3
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Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
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### Department of Marketing

*Chairperson: Professor Karen Stone*

Exploring an exciting field, the marketing major will have the opportunity to inter-relate marketing theory with practical work experience. The program involves a strong network of specialized marketing courses while at the same time is designed to integrate 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*

	<i>Credits</i>
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
Liberal Arts Elective	3
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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 Core Requirement	3
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##### *Second Year*

ECO 201 Microeconomics	3
CIS 200 Introduction to Systems	3
ADB 206 Business Law I	3
ENG 212 Public Speaking	3
MKT 113 Introduction to Marketing	3
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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
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## Marketing Curriculum, cont.

### Third Year

MKT 235 Sales and Persuasion	3
MKT 329 Principles of Advertising	3
MKT 222 Principles of Retailing	3
MAT 220 Statistics	3
MKT 345 Consumer Behavior	3
Free Elective	3
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FIN 320 Introduction to Finance	3
MKT 437 Marketing Research	3
MKT 220 Sales Management	3
Liberal Arts Core Requirement	3
Liberal Arts Elective	3
	<hr/>
	15

### Fourth Year

MKT 490 Internship*	12
Business Elective	3
or	<hr/>
	15
MKT 432 Marketing Strategies & Policies	3
ADB 342 Organizational Behavior*	3
or	
ADB 326 Social Environment of Business	3
Business Elective	3
Business Elective	3
Free Elective	3
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ADB 326 Social Environment of Business*	
or	
ADB 342 Organizational Behavior*	3
Marketing Elective	3
MKT 327 Retail Site Selection	
and Facilities Planning	3
Liberal Arts Elective	3
Free Elective	3
Free Elective	3
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\*If you do not take Marketing 490 (Internship), you must take both ADB 326 and ADB 342. If you take MKT 490 you need to take either ADB 326 or ADB 342.

*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, and one of each of the following: ADB 326 or ADB 342, and MKT 432 or MKT 448.

**Retailing:** One of the most dynamic areas of business today is the field of retailing. The art of selecting, pricing, promoting, and selling goods is "big business", and for the executive involved in these functions the opportunities are unlimited. In every city in the world, there are 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

<i>First Year</i>	<i>Credits</i>
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
Liberal Arts Elective	3
	<hr/>
	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
MKT 113 Introduction to Marketing	3
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	15
<i>Second Year</i>	
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
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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
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## Retailing Curriculum, cont.

### Third Year

FMK 202 Fashion Merchandising	3
ENG 220 Business Communications	3
MAT 220 Statistics	3
Business Elective	3
Liberal Arts Core Requirement	3
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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 437 Marketing Research	3
Liberal Arts Core Requirement	3
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### Fourth Year

MKT 490 Internship	12
MKT 480 Independent Study	
or	
Business Elective	3
or	15
Free Elective	3
Free Elective	3
Business or Marketing Elective	3
Business Elective	3
Business Elective	3
	<hr/> 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
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*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
	<hr/> 15
ENG 111 Literature and Research	3
FMK 101 Basic Design	3
MKT 222 Principles of Retailing	3
PSY 108 Introduction to Psychology	3
CIS 100 Introduction to Business Data Processing	3
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### Second Year

ECO 201 Microeconomics	3
FMK 202 Fashion Merchandising	3
FMK 290 Internship—Fashion Merchandising	3
ADB 211 Personnel Management	3
Liberal Arts Elective	3
	<hr/> 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
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\*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 transferring to a four-year degree program should consult their advisors regarding the most effective use of liberal arts and free electives.

**Mathematics Department**  
*Chairperson: Professor Alec Ingraham*

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 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.

**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 may 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. A recommendation from the student's academic advisor is also considered. 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 crucial 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 course Contemporary Britain, which is required of all students attending the program. He also assists them 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 them 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, the humanities, social sciences 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 at a hotel 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 residing at Lansdowne College, London, England. To achieve these ends, both institutions, New Hampshire College and Lansdowne College, mutually plan a slate of courses that meet the needs of students who apply to the program. Selection criteria for admission to the program include: academic good standing, emotional and social maturity, and intellectual and emotional growth potential.

The program is primarily designed for students who will be in either their sophomore or their junior years. 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. Whereas Lansdowne College is located in London, an international city steeped in history and culture, each student is encouraged to take Lansdowne elective courses, providing them with an international perspective.

At Lansdowne College students reside in Lansdowne College housing.

# 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 in 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 of 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)

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 cost systems 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)  
Included in Advanced Accounting is 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 412 Advanced Auditing (3 credits)

Included in this course is an analysis of auditing procedures applicable to the examination of computerized systems. The use of statistical sampling techniques are examined in detail. The statements on auditing standards and the more recent FASB opinions are also covered. This course should be elected by those students who plan a career in public accounting. Prerequisite: ACC 411. Offered every two years.

### 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 two years.

### ACC 490 Internship (3 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 Career Development Center. Offered every year.

## Business Administration

### ADB 110 Introduction to Business (3 credits)

An introduction to business which focuses on basic business functions, and how they 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)**

A study of human relations skills needed by managers to develop effective interaction skills which contribute directly to effective human resource management and development and higher productivity. Skill areas include leadership, motivation, communication, group dynamics, organizational development, management by objectives, stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and people. 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)**

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

**ADB 212 Risk and Insurance (3 credits)**

A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire and allied 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. It covers various theories and practices as it relates to problems and opportunities. 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 began 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, anti-trust law, labor law. Prerequisite: ADB 206. Offered every two years.

**ADB 317 Small Business Management (3 credits)**

Study of problems involved in starting and operating a successful business, selecting the location, determining how to borrow money, budgeting, and credit. Prerequisites: ACC 102, MKT 113, ADB 110.

**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 reading 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, increases 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)**

This course addresses productivity management which is crucial to efficient resource allocation and effective human resource management. Covers major factors affecting productivity and strategies for effective management. Uses contemporary readings, case studies, exercises and simulations. Prerequisite: ADB 125 and Junior standing. Offered every two years.

**ADB 326 Social Environment of Business (3 credits)**

This course will introduce the student to the study of economics, culture, government,

technology, international relations, and labor as they affect business decision-making. The social responsibility of the manager in formulating operational policies is stressed. Offered every semester.

**ADB 328 Organizational Leadership (3 credits)**

This course emphasizes the need for leadership, an interpersonal 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 motivation, 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)**

An introductory course in operations and production management which 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 is designed to provide a sound introduction to the techniques employed by professional purchasing executives and to management of a purchasing department. This course 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)**

A study of the system and techniques used for the management and control of production operations. 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 operating policies of the multinational corporation. 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. Prerequisites ADB 125, ADB 211.

**ADB 347 Inventory Management (3 credits)**

A study of the concepts of Inventory Control and Logistics. 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)**

A capstone course which 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 and implementation of MRPI 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. A dual cultural/business preparation for the world of international business. Prerequisite: Consent of the Director of Career Development Center. 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 (1) are bachelor of science degree candidates in Business Administration, Business Studies or Marketing and (2) have either two business or free electives available on their worksheet. Offered once a year.

**ADB 420 Management Decision Making (3 credits)**

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



**ADB 421 Strategic Management and Policy**  
(3 credits)

An interdisciplinary approach to the study of the process of strategic management to include strategic planning implementation, evaluations and control from the perspective of top management in profit-making U.S. and international corporations and public and not-for-profit organizations.

Text and case studies. 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** (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 446 Quality Control/Productivity**  
(3 credits)

A study of quality control techniques and applications to production and services. Topics include the areas of maintaining and improving quality and productivity. Prerequisite: ADB 335

**ADB 447 Inventory and Materials Control**  
(3 credits)

This course involves the development and application of quantity ordering which is affected by economics, materials requirements planning, forecasting and other control procedures. Prerequisite: ADB 336

**ADB 448 Advanced Operation/Production Management** (3 credits)

Primarily a case study approach to operation/production problems with an integrated study of problem areas. Computer useage for analysis is performed. Prerequisite: ADB 335

**ADB 460 Seminar in Organizational Behavior**  
(3 credits)

The content of this course will vary 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)

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By Permission of 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 Career Development Center.

Offered every year.

**Computer Information Systems.**

**CIS 100 Introduction to Business Data Processing** (3 credits)

The primary purpose of this course is to function 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 development of the student's understanding of the major components of a computer system, including hardware, application software, system editors and compilers. The structure of data and storage are included in the course objectives. Offered every year.

**CIS 120 FORTRAN** (3 credits)

This course is designed to allow the student the opportunity to develop his/her programming logic. The design of algorithms is emphasized along with the methodology of handling direct files, multidimensioned tables, functions, and sub-routines. 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 life 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. The course 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 and structured techniques for designing and developing problem solutions. The course covers 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 120, CIS 220 (may be taken concurrently). Offered every year.

**CIS 241 Systems Software (3 credits)**

Today's 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. The purpose of this course is to acquaint the student with the understanding of the design rationale, and the implementation for resource management within a computer operating system. It should deal with the purpose of an operating system, management techniques (ex. 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 (ex. system generation, control languages such as JCL, etc.). Prerequisites: CIS 120, CIS 200, CIS 220 (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 main

frames, mini and micro computer environments. The purpose of registers, storage locations (real and virtual), channels, control units and the like will be studied. System software (operating systems) functions and their relations to hardware units will be emphasized. Prerequisite: CIS 220 (Students may not get credit for CIS 242 and CIS 240, 241).

**CIS 300 Advanced Systems Design (3 credits)**

(Required for CIS, MIS, and MAS majors) 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 and CIS 241.

**CIS 305 Microcomputer Systems (3 credits)**

This course examines the role of microcomputers in modern information systems. Students are introduced to microcomputer hardware and software including operating systems and selected applications. Design and selection of microcomputer systems is included. The use of microcomputers in personal, small business, and corporate environments is explored. Prerequisite: CIS 100. Offered as needed.

**CIS 320 RPG (3 credits)**

This course is designed to illustrate 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)**

This course expands upon the material covered in CIS 220. The course begins with a comprehensive programming assignment and the topics of program structure, cohesion, and design are included. A review of basic features of COBOL follows. Additional language features, including the REPORT WRITER and features necessary for various types of file processing, are then introduced. Structured design and programming concepts are emphasized throughout the course, and the student is introduced to structured walkthroughs. 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. Computer technology has advanced from the simple punched card file to sophisticated data base organizations. The purpose of this course is to acquaint the student with the patterns of thought necessary to understand a hierarchical (tree), network (plex), and relational data base management systems. The logical conceptual and physical aspect of a DBMS will be 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 will also be considered. A student enrolling in this course has dealt with the physical aspect of data files (i.e. sequential, indexed and randomly organized files). Therefore, it will be necessary to cover the physical aspect of DBMS design (ex. 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)**

Provides the student with an understanding of fundamental computer simulation and modeling techniques used in business along with hands-on computer practical 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)**

An in-depth presentation of IBM 370 Basic Assembler Language of 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)**

To develop a strong foundation in structured 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)**

The 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 Career Development Center and the Chairperson of the CIS department. Prerequisite: Consent of Director of Career Development Center. Offered every year.

**CIS 400 Project and Policy (6 credits)**

Application of 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. Prerequisite: CIS 300, CIS 325, CIS 330, CIS 360, CIS 370. Offered every year.

**CIS 401 MIS Project and Policy (6 credits)**

Part I—Application of on-line computer programming and system development concepts, principles and practices to a comprehensive system development project. A team approach is used to analyze, design, and implement and document realistic systems of moderate complexity. Prerequisites: CIS 300, CIS 320, CIS 325, CIS 330. Offered every year.

**CIS 425 MAS Program Policy (3 credits)**

Applications of system analysis and accounting principles and practices to the development of a comprehensive computerized accounting system utilizing microcomputers. 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 will be 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. Prerequisite: PSY 108. Offered every year.

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

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)**

A study in the field of business education: its curriculum levels, facilities, materials, research and issues. Emphasis will be 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 will be discussed. The use of standardized and teacher-made tests will also be examined. Prerequisite: MAT 111. Offered every year.

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

This course provides a study of 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 (3 credits)**

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and techniques of evaluation and measurement of pupil progress in shorthand and transcription. Prerequisite: OAD 101. Offered as needed.

**EDU 313 Methods of Teaching Accounting and General Business (3 credits)**

A study of the methods of instruction selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the areas of bookkeeping/accounting, data processing, and the basic business courses. Prerequisite: Junior standing and ACC 102. Offered every year.

**EDU 314 Coordination of Realistic Work Experience (3 credits)**

A study of the philosophy and objective 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)**

A study of the methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of Marketing Education. Prerequisite: Junior standing. Offered as needed.

**EDU 490 Student Teaching (15 credits)**

Business and/or marketing teacher education majors will have the opportunity to participate in one semester of full-time practice teaching at nearby public schools. During this semester, the student teacher will receive close and continuous supervision and guidance from teaching personnel at the local school and by a member of the New Hampshire College faculty. In-school seminars are also held. Prerequisite: Senior standing. Offered every semester.

**Secretarial Science/Office Administration**

**OAD 101 Shorthand (3 credits)**

Planned to give the student a thorough knowledge of fundamentals of Speedwriting. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility, and mastery of basic vocabulary. Offered every fall.

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

Designed to increase the student's shorthand vocabulary, the emphasis is 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 365 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. 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. Drill to increase speed and accuracy. Prerequisite: OAD 110 or permission of Department Chairperson. Offered as needed.

**OAD 112 Keyboarding for Information Processors and Microcomputers (3 credits)**

Designed for a 20-hour course, keyboarding prepares students for the growing variety of jobs which require keyboarding skills to input information accurately and quickly. Keyboarding is for data processing students who cannot type by touch; for students interested in positions as data entry operators; for managers with executive work stations, for people in many occupational areas (medicine, law, sales, accounting, travel industry, farming, education) now requiring keyboarding skills. Alpha, number and symbol keys are taught; stressing accuracy and increased speed at the keyboard. Grading is pass-fail.

**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 practice with emphasis on mailable copy. Prerequisite: OAD 102 or permission of the Department Chairperson. Offered every fall.

**OAD 202 Legal Shorthand (3 credits)**

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

Manuscripts, billing, statements, legal documents and business papers, secretarial assignments. Drills to perfect production speed. Prerequisite:

OAD 111 or permission of the Department Chairperson. Offered every fall.

**OAD 220 Word Processing 1 (3 credits)**

Application of Word Processing Systems and transcription skills in today's offices. Students learn machine transcription and dictation, magnetic typewriters, memory typewriters and the IBM System 6, and text editors. Prerequisite: OAD 110. Offered every semester.

**OAD 221 Word Processing 2 (3 credits)**

Students learn more processing equipment such as DECWPS/B as well as microcomputers. They will 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 (1) operation of basic office machines, (2) filing, (3) letter and memo writing, and (4) human relations. 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 1 (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 office 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 Career Development Center 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 Career Development Center and Department Chairperson.

**Economics**

**ECO 201 Microeconomics (3 credits)**

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

**ECO 202 Macroeconomics (3 credits)**

This course covers macroeconomics, national wealth, income, the components of spending, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth. Offered every semester.

**ECO 301 Managerial Economics (3 credits)**

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculations, pricing and decision-making. Prerequisites: ECO 201, ECO 202, ACC 102, MAT 220. Offered every semester.

**ECO 306 Money and Banking (3 credits)**

This course covers three broad areas. The first is the banking industry as it operates internally and how it is regulated. The second area is the banking industry in the national economy. This includes monetary policy and its macroeconomic effects on prices, employment and growth. International banking is the third area to be covered, and includes an overview of its institutional arrangements and the effects of international banking on world economy. Prerequisites: ECO 201, ECO 202, MAT 111. Offered every semester.

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

The course examines the ups and downs of the 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 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 utilize 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. Prerequisites: ECO 314 or ADB 211. Offered every two years.

**ECO 322 International Economics (3 credits)**

This course examines the basis of international trade and the mechanics 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 course examines the economic explanations for development and underdevelopment. Problems faced by less developed countries attempting to develop are covered, and alternative approaches to these problems are explored. 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 and efficiency criteria for this provision are examined. The economic effects of taxation and government expenditures are studied including current budget analysis. Prerequisite: ECO 201, 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 system 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, Marxian political economy, neo-classical and Keynesian economics, as well as institutionalism. Prerequisites: ECO 201, ECO 202, MAT 220. Offered every two years.

**ECO 402 Business Cycles and Forecasting**  
(3 credits)

The course examines business cycle history, theory, and the use of lagging, leading and coincident economic indicators in business forecasting. Prerequisites: ECO 201, 202. Offered every spring.

**ECO 480 Independent Study** (3 credits)

A course to allow 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 to prepare a final written analysis in a case study format. Prerequisite: consent of the Director of Career Development Center. 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. Offered every spring.

**FIN 320 Introduction to Business Finance**  
(3 credits)

This course is designed to survey the corporate finance discipline, examine balance sheets and income statements, to develop skills necessary for financial decision-making and to acquaint the student with corporate financial 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 industry and company analysis. Supply and demand factors are examined, as they affect individual firms and industries, so as to make a cogent investment decision. 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 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, and 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 305, 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. Additional topics include: wholesale and retail cuts of meat, standard purchasing procedures, specifications, centralized

procurement and container sizes. Comparison will be 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. 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 also studies. The course also includes the theory and preparation of breads, rolls, pies, cookies and other baked products. Sanitation, safety, equipment and usage are also stressed. 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. The organization and functions of modern operations, contrasting differences and similarities of resorts, hotels, and restaurants. Students will 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 will 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 will integrate classroom theory with work experience. Prerequisites: HRM 109, HRM 110 and HRM 112. Hotel and Restaurant Majors. Offered every year.

**HRM 210 Quantity Food Productions**  
(3 credits)

3 lecture/laboratory hours, 1 lecture hour. An advanced course in the theory and preparation of haute cuisine under conditions of quantity food production management. Special emphasis will be placed on both classical and international dishes. The course will cover such areas as complete menus and menu planning, which will revolve 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 215 Hotel Information Systems** (3 credits)  
A systems approach is used to examine the flow of information which occurs as a guest makes a

reservation, checks into, occupies, and checks out of a hotel. The course contains an in-depth analysis of current manual and computer-based systems that facilitate the flow of information in a hotel. Prerequisite: CIS 100. Offered every year.

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

Students will 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 will integrate 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 will 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 will integrate 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)

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

**HRM 319 Restaurant Management** (3 credits)

This course is designed to provide instruction in operational restaurant management. Included in the topics covered are: history and development of restaurants, food productions and menus; size, scope and classification of restaurants; principles of American, French, Russian and English services; principles of menu-making; layout and design of restaurant; marketing and sales promotion; management of personnel and human relations; food and beverage control procedures. Offered every year.

**HRM 321 The Operation of Energy, Security and Maintenance Systems in the Hospitality Industry** (3 credits)

Provide 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. To



study the interaction of management engineering and maintenance. Offered every year.

**HRM 322 Tourism (3 credits)**

The history, development and international implications of world tourism. 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 324 Wines and Beverages (3 credits)**

A course which 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, the effect of vintage years on pricing are also covered. Alternate semesters. Lab Fees. Legal Age. Offered every year.

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

Students will 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 will integrate 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 law applicable to the hospitality industry. Included in the course are discussions of the innkeeper's duties and responsibilities for the guest, 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)**

A senior level course designed to bring together theory, practical knowledge, and individual experience from other coursework 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 of internal control for hotels and restaurants. Management tools available to interpret and analyze data which contribute to

more effective decision-making are also examined. Prerequisite: ACC 101 and ACC 102. 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, distilling and brewing processes, sanitation procedures, and regulations affecting operations. Offered every two years.

**HRM 425 Hospitality Facilities Management (3 credits)**

An introduction to the housekeeping function of the hospitality industry. Interior design and decorating, purchasing of carpet, wallcover, draperies, furniture and supplies. Time and motion study in personnel utilization. Offered every two years.

**HRM 429 Lodging and Administration (3 credits)**

Analysis of theories, principles, and techniques of lodging management. Subjects covered include principles of organizing, formulation of goals and objectives, decision-making process, staffing, employee and guest relations and labor management negotiations. Emphasis is on problems and issues encountered by management. Offered every two years.

**HRM 430 Management of Institutions Feeding Operations (3 credits)**

To introduce the student to areas of the hospitality industry outside the normal hotel/restaurant dining room areas. Areas covered will include school, nursing homes, outside catering, and airline feeding. Special problems involving these organizations will be explored. The course will consider staffing, logistical, and nutritional needs. Offered every two years.

**HRM 450 Experimental Foods (3 credits)**

A laboratory course designed to review and evaluate existing techniques for food production, judging, quality and cost, then comparing them with convenience foods and new techniques. The products' adaptability to specific restaurant operations will be examined. Prerequisites: HRM 209, HRM 210, and HRM 211. Lab Fee. Offered every two years.

**HRM 451 Nutrition (3 credits)**

Changing consumer dining habits mandates awareness of the importance of the proper nutrition in menu offerings. Included in the

course is 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

The above will be 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)**

Guided internship work experience for integrating study and experience. Students will spend one summer working at approved hotels and restaurants. Open to HRM majors only. Prerequisite: Consent of the Director of Career Development Center. Offered every year.

#### **Humanities/Social Sciences**

Courses numbered 100-200 are appropriate for freshman and sophomore level students.

Courses numbered 300-400 are appropriate for junior and senior level students.

#### **Fine Arts**

##### **FAS 121 Survey of Western Art History (3 credits)**

A course in understanding and appreciating the visual arts, particularly painting. There will be an emphasis on the economic and intellectual history of each period as it influenced the art of the era. Slides will be 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 of the course will be the correlation of the music of the past with 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 is 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)**

A review of 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 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 will become acquainted with film theory, basic terminology, film history, aesthetics and production techniques. Three lecture and two scheduled viewing hours per week. Lab fee. Offered every spring.

#### **Humanities**

##### **HUM 201 Introduction to 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, an introduction to visual arts, music, literature and ideas in various cultural environments including the Baroque, the 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 their views of 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 own choosing. 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, 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 re-tested. 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 records, verbal SAT scores and writing samples demonstrate 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, 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)**

English 223 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 the 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, some 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, traditional and modern. Prerequisites: 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 terms, the course will be 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)**

A writing practicum that 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, Fielder 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 English 110 and 111/151 or permission of the Department Chairperson. Offered every year. 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 151. Offered every year.

**ENG 332 The Nature Writers (3 credits)**

This course is designed to introduce students to the prose and poetry of 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-Compton, 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.

**Business Communications**

**BCM 226 Mass Communication (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 will focus on how and why the media operates as they do, as well as on how media performance might be improved to better meet the needs 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 and includes training in the use of appropriate visual/audio aids.

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 will 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 organizations. 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 Communications (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)**

This course entails practice in the art and craft of graphic design and layout, including copy-fitting, 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 approaches in philosophy are examined in relation to the present. Offered every year.

**PHL 214 Logic Language and Argumentation (3 credits)**

PHL 214 is the study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization. Prerequisite: PHL 110 or permission of instructor. Offered every year.

**PHL 216 Business Ethics (3 credits)**

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, and the like. 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. Prerequisite: PHL 110 or permission of the instructor.

**PHL 246 Mysticism (3 credits)**

An investigation into the spiritual nature of man's inner recesses, and the lives of the great mystics of the past, are considered. Prerequisite: PHL 110 or permission of the instructor.

**The Social Sciences****Government****GOV 109 Introduction to Politics (3 credits)**

GOV 109 is an introduction to politics which 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. Prerequisite: GOV 109 or 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 as well as of the instructor. Prerequisite: GOV 109 or 110. Offered every two years.

**GOV 216 Constitutional Freedoms (3 credits)**

This course studies the fundamental freedoms of 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)**

An examination of the relationships between the information media and the political system. Issues to be addressed include: various models of the press, media roles in political education,

propaganda, election campaigns, and First Amendment issues. Students will conduct a model political communication campaign. Prerequisites: GOV 109, 110 or BCM 225.

**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. Students will study the dynamics of evolving Canadian Federalism with attention to regional economic and cultural issues as they 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 civilizations 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 subject 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 nations, 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 contribute 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 430 Seminar in Civil War (3 credits)**

This course will focus on the battles and campaigns that represented the important turning points of the Civil War with considerable attention to the factors that brought about the war. Prerequisite: HIS 213 or permission of instructor. Offered every two years.

**HIS 476 Seminar in American Revolution**

(3 credits)

The 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. 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 culture aspect of the societies. Offered every two years.

### **ATH 310 Cross Cultural Business Communications (3 credits)**

This course examines how American cultural values affect communication patterns and behavioral styles, both verbal and nonverbal. The course will cover differences in cultural patterns and look 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, 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 American and other societies. Both traditional and non-traditional 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.

**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 year.

**FMK 202 Fashion Merchandising** (3 credits)

A study of fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores. Analysis of classification merchandising systems, merchandise assortment plans and inventory control methods. A field trip to New York City's market district is a possibility. Prerequisite: MKT 113, MKT 222 (May be taken concurrently). Offered every year.

**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 the instructor. Offered every year.

**FMK 204 Product Analysis and Design**  
(3 credits)

A study of textile information pertinent to merchandising, including 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 Career Development Center.

**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)

An analysis of 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 an operational control over recruiting, retention, supervision, motivation and compensation of sales personnel. Prerequisites: MKT 113, MKT 235. Offered every year.

**MKT 222 Principles of Retailing** (3 credits)

A study of 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 year.

**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 promotion, personal selling and publicity are topic areas 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. Prerequisite: MKT 113, ENG 212. Offered every year.

**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 will be 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 will be stressed. Prerequisite: MKT 113. Offered every year.

**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, the development of industrial marketing plans, and how to sell to the military/government/industrial complex. Prerequisites: MKT 113, MKT 220. Offered every two years.

**MKT 345 Consumer Behavior (3 credits)**

This course studies the behavior that consumers display in searching for purchasing, using, evaluating and disposing of products. Prerequisites: MKT 113, ADB 125, PSY 108. Offered every year.

**MKT 432 Marketing Strategies and Policies (3 credits)**

Marketing Strategies and Policies is the capstone course of the undergraduate marketing curriculum. Primarily through a series of case studies, it will focus 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 will cover a diversity of product, market and industry environments. Prerequisites: MKT 113, MKT 220, MKT 329, MKT 345, ADB 206 or permission of the instructor. Offered every two years.

**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 social and physical dimensions of the environment are examined. The changes underway in marketing systems as well as the adaption of marketing philosophies and practices to fit conditions in different countries are considered. Prerequisites: MKT 113, ECO 202, and Junior/Senior standing. Offered every year.

**MKT 437 Marketing Research (3 credits)**

Introduces the student to application of a variety of popular techniques used in the collection and analysis of marketing information. Student projects are required. Prerequisites: MAT 220, MKT 113. Offered every year.

**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 year.

**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 have included 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: Marketing for retailing majors, senior standing/3.0+ GPA marketing, four or more marketing courses previously taken, or permission of the Marketing Department Chairperson. Offered when needed.

**MKT 480 Independent Study (3 credits)**

A course to allow the student to investigate any marketing subject not incorporated into the curriculum, or do in-depth study or research in a specialized area of marketing. By permission of the instructor, Department Chairperson and Academic Dean.

**MKT 490 Marketing Internship (12 credits)**

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 Career Development Center.

## **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)**

A survey of the mathematical techniques essential to every day 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 every fall.

### **MAT 105 Merchandising Mathematics (3 credits)**

A survey of 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 1 & 2 (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 111.) Offered every semester.

### **MAT 150 Honors Finite Mathematics 1 & 2 (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. MAT 150 is offered every fall semester. (A student who has completed MAT 150 may not register for MAT 110 or MAT 111.) Prerequisite: Permission of the Mathematics Department Chairperson.

### **MAT 210 Introduction to Calculus for Business Students (3 credits)**

This course will examine 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)**

A fundamental course in the application of statistics including descriptive statistics, probability distributions, and hypothesis testing. (A student who has completed MAT 250 may not register for MAT 220.) 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. Math 250 will be offered every spring semester. (A student who has completed MAT 220 may not register for MAT 250.) Prerequisite: MAT 150 or permission of the 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 will be 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. MAT 251 is offered during the fall semester. (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 the instructor. Offered every fall.

### **MAT 300 Regression Analysis (3 credits)**

Beginning with only a brief review of hypothesis testing, the course quickly moves into a study of regression analysis: analysis of residuals, multiple regression, polynomial regression, indicator variables, and analysis of variance (as an extension of regression). Experience using both interactive and batch-mode statistical packages is provided. MAT 300 is offered during the spring semester. Prerequisite: MAT 220 or MAT 250 or equivalent.

### **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, Bayes and 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.) MAT 305 is generally offered every other year. Prerequisite: MAT 220 and CIS 100 or equivalent.

**MAT 310 Non-Parametric Statistics (3 credits)**  
This is an introductory course in nonparametric statistical techniques as they apply to business applications. Various procedures will be examined based on the scales of measurement. Independent and dependent sampling tests for 2 and n-sample cases will be examined. SPSS and STATPAK will be used to expand on the examples. MAT 310 is generally offered every other year. Prerequisites: MAT 220 or MAT 250 or equivalent.

**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, X2, and decision theory. MAT 315 is generally offered every other year. 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 departmentally approved from the following groups: linear algebra, logic, number theory, differential equations, numerical integration and differentiation, curve fitting, and computer applications in mathematics. MAT 325 is generally offered every other year. Prerequisite: MAT 210 or MAT 251 or equivalent or permission of the Department Chairperson. Offered as needed.

**SCI 110 Survey of the Physical Sciences (3 credits)**

A study of 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)**

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

**SCI 112 Principles of Physical Science (3 credits)**

A study of the basic concepts of physical science. Topics covered include: the influence of the scientific method in understanding science, energy and motion; Newtonian physics; fluids and waves; kinetic theory of matter, and electricity. Offered as needed.

**SCI 113 Principles of Physical Science 2 (3 credits)**

A continuation of the study of the basic concepts of physical science. Topics to be covered include: electricity and magnetism, light, meteorology, atoms and molecular theory of the atom, the periodic law, crystals, ions and solutions, chemical reactions, acid-based theory, and basic organic chemistry. SCI 112 is not required for SCI 113.

**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 environmental problems, the student is made aware of current possible future issues from the perspective of society, business and the individual. Offered every fall.

**SCI 120 Energy and Society (3 credits)**

A survey of the forms of energy that are available to, and are currently being used by, industrial society; the environmental impact of and continued availability of each form 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 every spring.

NOTE: Not all of the above listed courses are offered every year.

## **Reserve Officers Training Corps Programs**

New Hampshire College has Army and Air Force ROTC programs in cooperation with the University of New Hampshire and the University of Lowell. These programs lead to a commission as a second lieutenant. Students enrolled in either ROTC program may pursue any curriculum which leads to a baccalaureate or higher degree.

Two-and-four-year programs are available. The four-year program is open to freshmen and to transfer students who began ROTC at another institution. Two-year ROTC programs are open to students who have two academic years of study remaining.

Any questions regarding the ROTC programs may be directed to the Registrar's Office.

# School of Business

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LL.B. Harvard College

St. Anselm College LL.D. (Hon.)

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*The preceding interim catalog contains only a  
partial listing of the courses offered by New  
Hampshire College, and is not intended to be  
inclusive.*





