

Doris Buckley

NEW HAMPSHIRE
COLLEGE OF ACCOUNTING
AND COMMERCE



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Co-educational
Accredited as a Senior College of Business
by the Accrediting Commission for
Business Schools

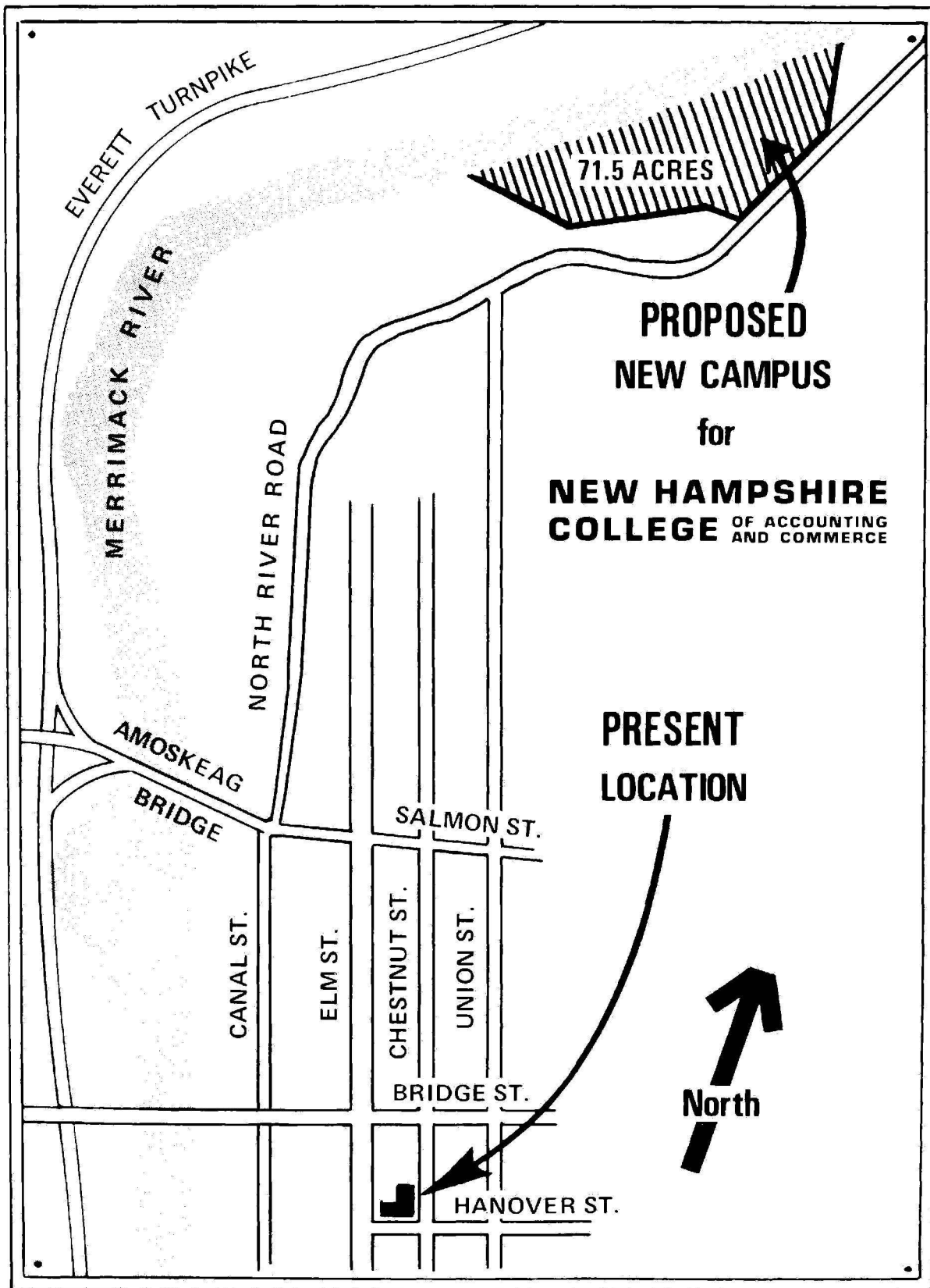
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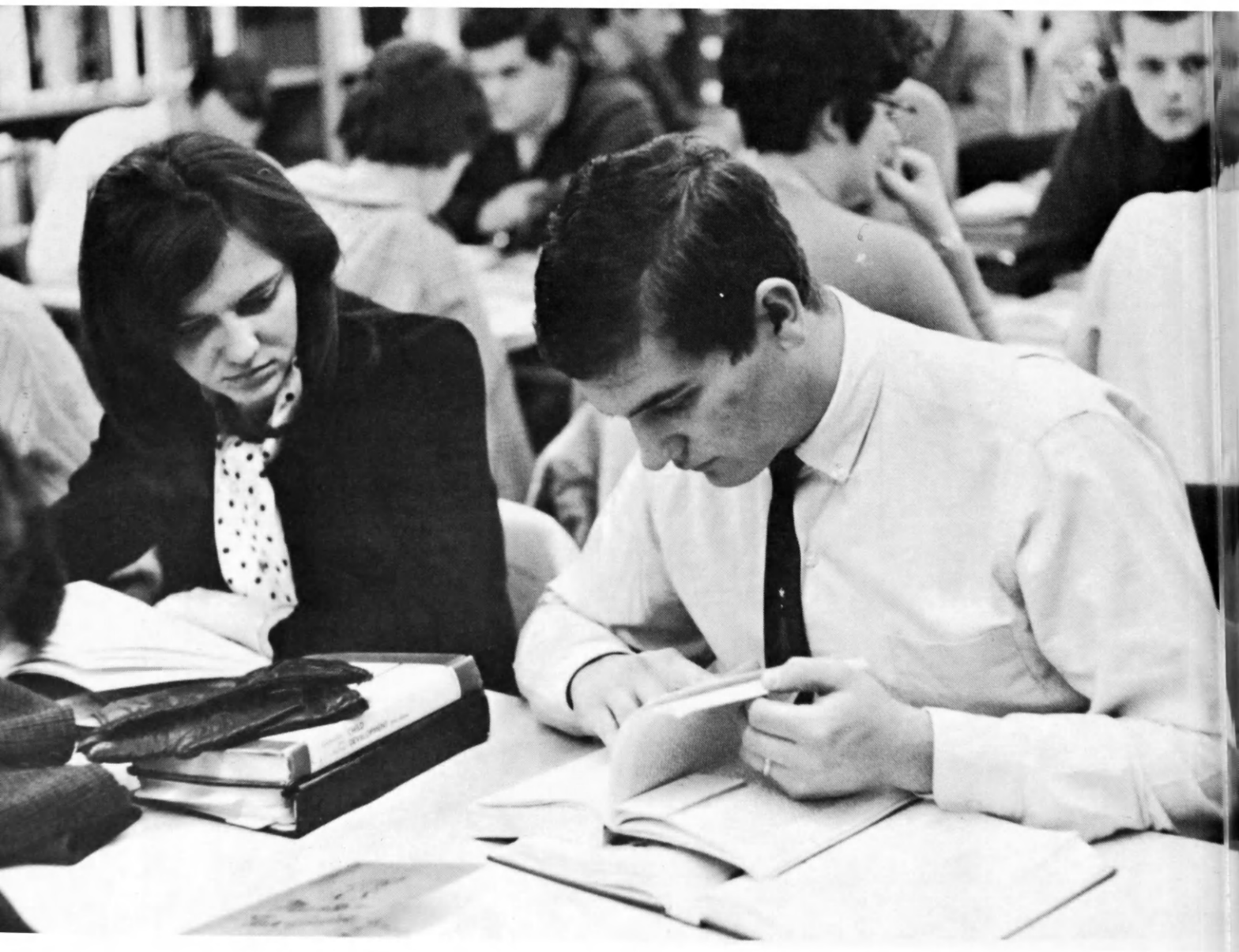
Authorized by the General Court
of New Hampshire to grant Bachelor of
Business Science and Associate in Business
Science Degrees
Catalog for the thirty-eighth year
88 Hanover Street, Manchester, N. H.
(603) 669-2652

NEW HAMPSHIRE
COLLEGE OF ACCOUNTING
AND COMMERCE



Architect's rendering of proposed new campus of New Hampshire College of Accounting and Commerce.





philosophy

The aim of New Hampshire College of Accounting and Commerce is to provide the professional training and education to prepare tomorrow's business leaders. To achieve this goal the college has incorporated into its curricula the newest ideas for applying the tools and techniques of business. Additionally, the student is offered a variety of cultural and creative courses through which he may enrich his mind to acquire a balanced professional and liberal education.

New Hampshire College of Accounting and Commerce concentrates on building close personal relationships between faculty and student, so that the student will be made aware of the college's role in our society; so that he will be instilled with a feeling of self-confidence; and so that his character will be firmly rooted in the traditions of western humanities and ethics. It is through this close association that graduates of New Hampshire College of Accounting and Commerce, upon entering the business profession, will be equipped to deal with those greater responsibilities of management that involve the broadest social concepts.



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



New library completed in 1967 more than doubled the space of previous library.

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college calendar

Freshman Orientation begins	September 8
Upperclassmen registration	September 12
Fall semester classes begin	September 15
Thanksgiving Recess	November 27-28
Winter Vacation begins	December 20
Classes resume	January 5
Fall semester classes end	January 14
Fall semester final examinations	January 16-24

Spring semester begins	February 2
Spring Vacation begins	March 28
Classes resume	April 6
Spring semester classes end	May 22
Spring semester final examinations	May 23-30
Commencement	June 7

Summer School

First semester begins	June 15
First semester ends	July 24
Second semester begins	July 27
Second semester ends	September 4

June 22
July 31
Aug 3

12-7-10

administration

Mrs. Harry A. B. Shapiro Boston University	<i>President</i>
Edward M. Shapiro B. S., University of New Hampshire	<i>Executive Vice President and Director of Admissions</i>
Louis Leotta B. A., Colby College M. A., Ph. D., Columbia University	<i>Dean of the Faculty</i>
Ann R. Shapiro B. A., Simmons College M. A., Columbia University	<i>Dean of Students</i>
Edward J. Connors B. S. B. A., Marquette University M. B. A., University of Massachusetts	<i>Director of Continuing Education</i>
Walter Zimmermann B. S., M. Ed., Springfield College	<i>Registrar</i>
William E. Beane B. Ed., Keene State College M. A., Middlebury College	<i>Associate Dean of Students</i>
Louis D'Allesandro B. A., University of New Hampshire	<i>Director of Athletics</i>
George J. Larkin, Jr. B. S., M. Ed., Boston College Candidate for C. A. G. S., University of New Hampshire	<i>Director of Counseling Services</i>
Beatrice C. Jordan B. A., Whitman College	<i>Librarian</i>

Lillian G. Crockett	<i>Bursar</i>
J. Donovan Mills	<i>Director of Housing and Admissions Counselor</i>
Allen H. Berzofsky B. B. A., City College of New York	<i>Director of Public Relations</i>
Edith V. Antunes B. S., Simmons College M. A., Siena College	<i>Director of Placement and Career Information</i>
Rachel Gosselin R. N., St. Mary's General Hospital B. S. N. E., University of Ottawa	<i>Nurse</i>
Ernest M. Greenburg B. S., University of New Hampshire	<i>Assistant Director, Off-Campus Programs</i>
David E. Stimpson	<i>Admissions Counselor</i>
Robert S. Williams B. A., St. Anselm's College	<i>Admissions Counselor</i>
Fay E. Bulcock New Hampshire College of Accounting and Commerce	<i>Administrative Secretary</i>
Diane I. Lutz B. A., State University of New York	<i>Assistant Librarian</i>
Doris M. Buckley	<i>Assistant to the Director of Continuing Education</i>

faculty

Guy Bauduy

B. S., Texas Southern University *Assistant Professor of Economics*
 M. A., The New School for Social Research
 Candidate for Ph. D., New School for Social Research

Frederick G. Briggs, Jr.

Instructor in Accounting

B. Co., St. Mary's University
 M. B. A., Boston College

Mary P. Brown

Chairman of English and General Education Departments

B. S., Smith College *Professor of English*
 M. Ed., Harvard University

Robert A. Buckley

Assistant Professor of English

B. A., M. A., St. John's University

Robert A. Coburn

Assistant Professor of Business Management

B. S., American International College
 M. B. A., University of Massachusetts

Howard Corsack

Chairman of Accounting Department

B. S., B. A., M. B. A. Rutgers University *Professor of Accounting*
 C. P. A.

George W. Coutris

Instructor in History

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

Helen Crossin

Instructor in Sociology

B. A., College Misericordia

Mary Dionne

Chairman of Secretarial Science Department

B. S., Boston University *Associate Professor of Secretarial Science*

- Helen Donaldson** *Assistant Professor of Psychology*
 B. S., M. A., University of New Hampshire
 Candidate for C. A. G. S., University of New Hampshire
- Joseph A. Feigo** *Instructor in Business Management*
 B. S., Wilkes College
 M. B. A., University of Scranton
- H. Courtenay Fenn** *Instructor in Accounting*
 B. S., University of Connecticut
 C. P. A.
- Robert H. Fleeson** *Instructor in English*
 B. A., Yale University
 Candidate for M. A., University of New Hampshire
- Roland Gibson** *Professor of Economics*
 B. A., M. A., Dartmouth College
 Ph. D., Columbia University
- Rachel N. Gosselin** *Instructor in Anatomy and Physiology*
 R. N., St. Mary's General Hospital
 B. S. N. E., University of Ottawa
- Richard F. Hechtl** *Lecturer in Psychology*
 B. A., Bates College
 M. A., University of New Hampshire
- Thomas J. Henry, Jr.** *Instructor in Business Law*
 B. A., Trinity College
 L. L. B., Boston University
- Albert G. Jacobbe** *Instructor in Philosophy*
 B. A. Boston College
 M. A., Marquette University
 Candidate for Ph.D., Marquette University

- Edward A. Jordan** *Assistant Professor of Accounting*
B. S., M. A., Boston College
- Wallace Kartsen** *Instructor in Accounting*
B. S., M. B. A., New York University
C. P. A.
- James C. Martell** *Instructor in Business Management*
B. B. A., Northeastern University
M. F. A., Columbus University
M. Ed., Bridgewater State College
- Gerald D. McGonigle** *Instructor in Business Law*
A. B., L. L. B., Boston College
- Claire C. Monier** *Instructor in Geography*
B. Ed., Plymouth State College
M. A., Clark University
Candidate for Ph. D., Boston University
- Michael Morello** *Lecturer in Psychology*
B. A., M. A., Ph. D., Temple University
- Mary H. Opie** *Assistant Professor of Secretarial Science*
B. Ed., Salem State College
M. Ed., Boston University
- Norton R. Phelps, Jr.** *Instructor in Mathematics*
B. S., Springfield College
M. S., University of Utah
- Herbert G. Quigley** *Instructor in Finance*
B. A., M. B. A., Rutgers University
- Alan Rogers** *Lecturer in Sales*
B. A., University of New Hampshire

- Dorothy Rogers** *Instructor in Business Management*
B. S., Simmons College
- Irving E. Rothman** *Chairman of Business Management Department*
B. S., Boston College *Professor of Business Management*
M. A., Protestant Episcopal University
- Jean Silver** *Instructor in Secretarial Science*
B. S., University of New Hampshire
- Diann Steinberg** *Instructor in Spanish and English*
B. A., Colby College
- Eleanor B. Stetson** *Instructor in Mathematics*
B. A., Colby College
- Elizabeth Stimpson** *Chairman of Mathematics Department*
B. A., Plymouth State College *Assistant Professor of Mathematics*
M. A., Boston College
- George Teloian** *Associate Professor of Accounting*
B. S., Boston University
C. P. A.
- Vernon T. Tetley** *Instructor in Mathematics*
B. Ed., Plymouth State College
M. S., University of New Hampshire
- Joanne C. Tilton** *Instructor in Secretarial Science*
B. Ed., Plymouth State College
- Charles G. Van Ausdall** *Lecturer in Philosophy*
B. D., Andover Newton Theological School
B. A., Georgetown University



Leroy S. Walker

Instructor in Political Science

B. S., University of Pennsylvania
L. L. B., New York University
M. A., New School for Social Research

Robert M. Walsh, Jr.

Instructor in Accounting

B. S., Boston University
C. P. A.



council of advisors

Dr. Nathan Brody

Ph. D., University of Michigan

Instructor, Princeton University

William Green

L. L. B., Harvard University

Attorney at Law, State of New Hampshire

Maurice Katz

M. B. A., Harvard University

Board of Directors, Associated Grocers of New Hampshire

Dr. Gordon Klopff

Ph. D., University of Wisconsin

Dean of Faculties, Bank Street School of Education

Virgil Smith, C. P. A.

A. B., Chico State College,
New Hampshire College of Accounting and Commerce

general information

History

New Hampshire College of Accounting and Commerce was founded in 1932 to provide a college that would fully meet the needs of the expanding business community. The college, offering one and two year courses in accounting and secretarial science, opened with seven students and two classrooms. The college remained comparatively small until 1961 when it was incorporated in the State of New Hampshire. At that time the name of the school was changed to New Hampshire College of Accounting and Commerce. In 1963 the college reached two significant milestones; authorization by the State of New Hampshire to grant the Bachelor of Business Science Degree and Associate in Business Science Degree and accreditation by the Accrediting Commission for Business Schools as a Junior College of Business.

In May 1968 the college received accreditation as a Senior College of Business by The Accrediting Commission for Business Schools.

Currently the college has an enrollment of one thousand day students who come from the New England and Middle Atlantic States. The college is currently planning a new 70-acre campus to be located in Manchester.

Degrees

New Hampshire College of Accounting and Commerce is authorized by the State of New Hampshire to grant the Bachelor of Business Science degree and the Associate in Business Science degree.

Accreditation and Approvals

New Hampshire College of Accounting and Commerce was accredited in 1968 as a Senior College of Business by The Accrediting Commission for Business Schools. (The ACBS has been designated as a nationally recognized accrediting agency by the United States Office of Education.)

NHCAC was the first college of business in the state to be approved for

veterans' education. The college is also approved by the N. H. State Board of Education for the rehabilitation training of handicapped students.

NHCAC is listed in the Department of Health, Education, and Welfare, Education Directory, Part 3: Higher Education.

Location and Facilities

The college is located in the center of downtown Manchester with its main entrance at 88 Hanover street. It occupies the entire second floor at this address and recently has expanded its classroom and office space into adjacent buildings.

Across from the main building, the college also has additional classrooms and recreational facilities.

New Hampshire College of Accounting and Commerce has large, airy, well-lighted, modern classrooms. The college has available for instruction purposes all

necessary educational equipment including audio-visual aids, an electronic computer, and electric and manual typewriters.

Library

The college library is a working library. It contains 10,000 volumes, 150 periodicals and 10 newspapers all chosen for their direct relationship to student needs and use. It includes monographs, reference works and all important professional publications. In addition, the library is continually expanding its collection of volumes for general education. All volumes are housed on open shelves to allow students to browse freely. This is in itself an invitation to learning. The college also has an arrangement with the State Library in Concord and the Manchester Public Library so that students may borrow books in related fields in which the college's collection may be limited.

admissions

Admission Requirements

The college admits those students who will profit from a program of higher education. It is the policy of the college to review all candidates individually, not only as to scholastic attainment, but also as to character, motivation, and aptitude. Fundamental business subjects are not required for admission and in many cases it is to the student's advantage to have a college preparatory background.



Applicants for admission must present the following credentials:

1. High school diploma.
2. Recommendation of high school principal or guidance director.
3. Scholastic Aptitude Test (S. A. T.) of the College Entrance Examination Board: S. A. T. scores are required of all applicants to the bachelor degree programs. Students applying to the associate degree programs need not present S. A. T. scores.

The S. A. T. may be taken in December, January, March, May or July preceding the anticipated date of entrance. Responsibility for arranging to take these tests must be assumed by each applicant. Information concerning the tests may be obtained from your school counselor or by writing to the College Entrance Examination Board, P. O. Box 592, Princeton, New Jersey 08540.

4. A personal interview with a member of the admissions staff of the college is strongly recommended.

Admission Procedure

A. Application for Freshman class.

1. A written application for admission should be filed on the official college form during the senior year of high school. Application forms may be secured through the Office of Admissions or your High School Guidance Office.
2. The completed application is to be returned to the Director of Admissions, accompanied by a \$10.00 non-refundable application fee.
3. The applicant will be requested to visit the college for a personal interview.
4. The applicant will be notified by mail as to his acceptance.
5. Upon the receipt of notification of acceptance by the college, the applicant will be given 30 days to mail in a tuition deposit and, if a resident student, a room deposit. Tuition and room deposits are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.

B. Transfer students

The above application requirements are the same for transfer students, but, in addition, the following steps must be taken.

1. A transcript of all previous college work is to be submitted for evaluation. Only grades of C or better are transferable.

2. A statement of recommendation from the proper official of the college from which the student wishes to transfer should accompany the transcript.

C. International students.

The above application requirements are the same for international students, but in addition, the following steps must be taken.

1. Official transcripts of secondary and college work together with three notarized translations must be submitted. These transcripts must include dates of school attendance, courses taken each year, and grades received.
2. Applicants whose native language is not English must submit proof of their English proficiency before the student's application can be approved. Proof of proficiency may be accomplished in the following ways: (1) a report of proficiency in English by the director of consular official of the United States of America, or their qualified representative, or by a teacher of English at an institution other than that of the candidate; or (2) a statement by the school head or housemaster.
3. It is strongly advised that all applicants file their application well in advance of the beginning of the semester they wish to attend. This is necessary in order to insure sufficient time for the proper evaluation to be made before form 1-20 (Cer-

tificate of Eligibility for Non-Immigrant F-1 Student Status) can be sent to the applicant.

D. Special students. The college will accept a limited number of special students. Credits earned will not be toward a degree. This service is offered to those whom the college deems capable of undertaking the course of study.

Foreign Students

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

academic requirements

Class Attendance

Students are expected to attend all classes and not schedule conflicting employment or personal activities. Excessive cuts may result in dismissal from a course.

The procedure on absences is outlined in the student handbook which will be distributed during orientation week.

Grading System

Grades are recorded and submitted to students and their parents at the end of each semester. Warnings of unsatisfactory progress are mailed to parents in November (Thanksgiving Vacation) and in April (Spring Vacation).

A – 90-100	Excellent
B – 80-89	Good
C – 70-79	Fair
D – 60-69	Poor
F – Below 60	Failing

The point system is as follows:

A – 4 points
B – 3 points
C – 2 points
D – 1 point
F – 0 points

The grade-point average is determined by multiplying the grade-point value by the total number of semester hours for

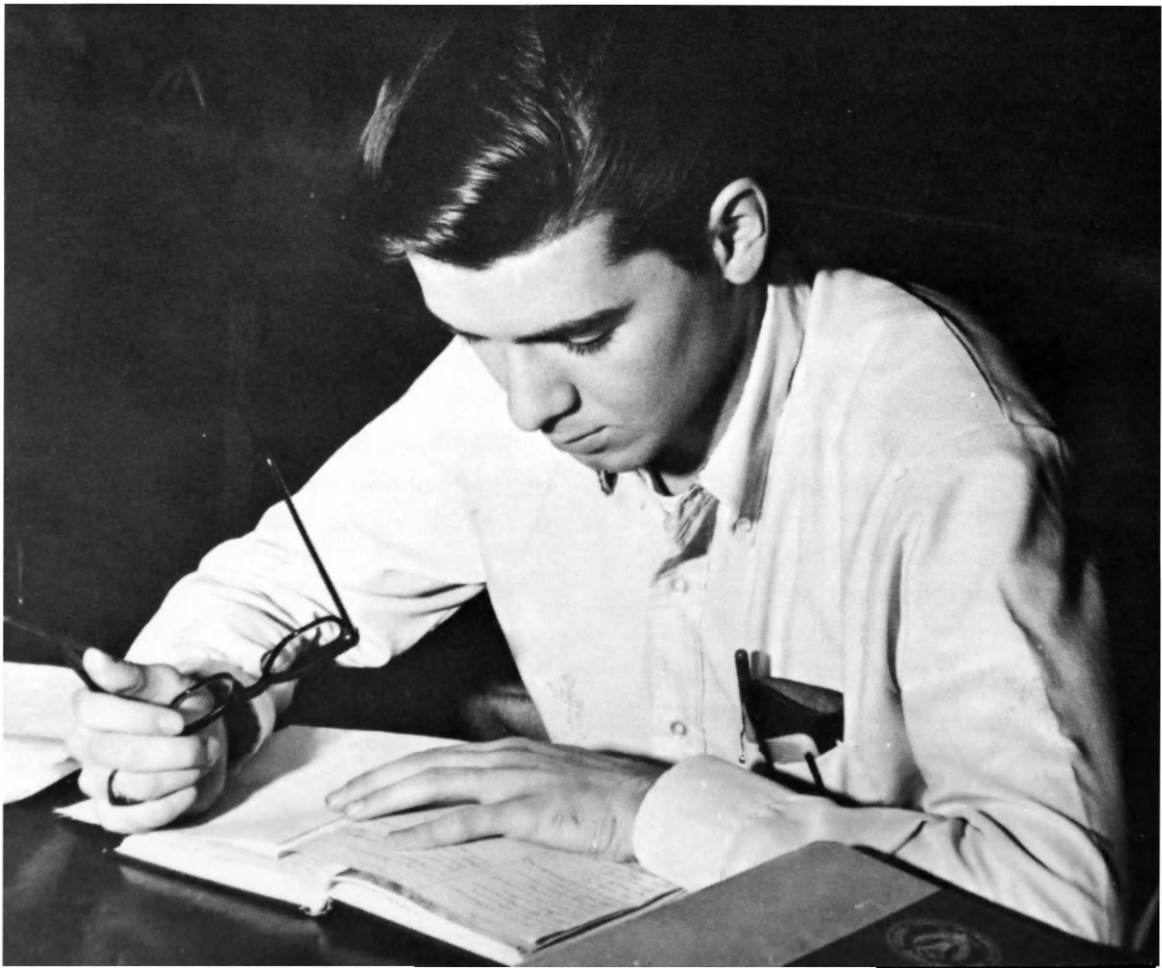
the particular course, summing the products, and dividing by the total number of semester hours. An example of a student's grades and grade-point average is as follows:

Accounting 1
 4 credits x B (3) = 12
 Business Law 1
 3 credits x C (2) = 6
 English 1
 3 credits x D (1) = 3
 Typing 1

2 credits x F (0) = 0
 Economics 10
 3 credits x A (4) = 12
 Business Math
3 credits x B (3) = 9
 18 credits 42
 42 divided by 18 = 2.333
 Grade-point average is 2.333

Scholastic Requirements

Although a D (1.0) is passing, a student must maintain a C (2.0) average to receive a degree.



Classification of Students

Freshman — up to 36 credit hours or up to 12 courses

Sophomores — 34 to 72 credit hours or up to 24 courses

Juniors — 64 to 108 credit hours or up to 36 courses

Seniors — 96 and above credit hours or up to 48 or more courses.

Incompletes

To remove an incomplete grade, the student must complete the required work within one month after completion of the course. Otherwise, the incomplete grade will be changed to an "F".

Make-Up Final Examinations

Permission must be obtained from the Dean of the Faculty to enable a student to take a make-up final examination. This permission may be granted only when a student has been prevented from attending the regularly scheduled examination for reasons beyond his control. The examination fee is \$5.00.

Failures

No student may repeat a required course more than once without permission from the Committee on Scholastic Standing. A student who fails an elective course twice will not be allowed to take that course again.

Withdrawal From Class

A student may withdraw from a class with permission from the instructor and the department chairman at any time within the first two weeks of the class. This change will not appear on his transcript. After the first two weeks, any student who is given permission to withdraw from class must remember that his attendance in the class will be noted on this transcript. This will be indicated by WP, withdrew from class while passing, or WF, withdrew from class while failing. A student may withdraw from class at any time before the end of the first six weeks of the course with permission from the instructor and the department chairman.

The instructor has the right to permit the auditing of a class from which a student has withdrawn with the understanding that the instructor is not obligated to grade papers for a particular student and with the understanding that there is room in the class.

Requests for withdrawal after six weeks must be cleared through the office of the Dean of Students. If any student is permitted to withdraw beyond the six week period because of an unusual circumstance, WF, WP, or F will depend upon the instructor and the department chairman, subject to the approval of the Dean of the Faculty.

Permission for withdrawals or course changes must be obtained from the Dean of Students.

Dismissal

The college reserves the right to dismiss any student whose presence is detrimental to the best interests of the institution.

President's and Dean's List

Each semester the college publishes two lists of students who have achieved a certain standard of academic excellence. Students who have earned an A – or higher (3.5-4.0) average are appointed to the President's List, students who have attained a B or higher (3.0-3.49) average are appointed to the Dean's List.

Graduation

Requirements for graduation from NHCAC are a minimum of 2.0 (C) average in all the programs of study. Specific program requirements are as follows:

1. Baccalaureate Degree – Accounting, Business Management, Management Information Science, Secretarial Science – requires satisfactory completion of 128 credit hours in the

prescribed program of study.

2. Associate Degree – Accounting, Business Management, Executive Secretarial, Medical Secretarial, Legal Secretarial and Technical Secretarial – requires satisfactory completion of 64 credit hours in the prescribed program of study.

Graduation With Honors

A student in the Bachelor of Business Science program who has completed a minimum two-year residency requirement will be graduated summa cum laude if a 3.8 or higher scholastic average has been maintained. Those with a 3.5 or higher will be graduated magna cum laude and those with a 3.0 or higher will be graduated cum laude.

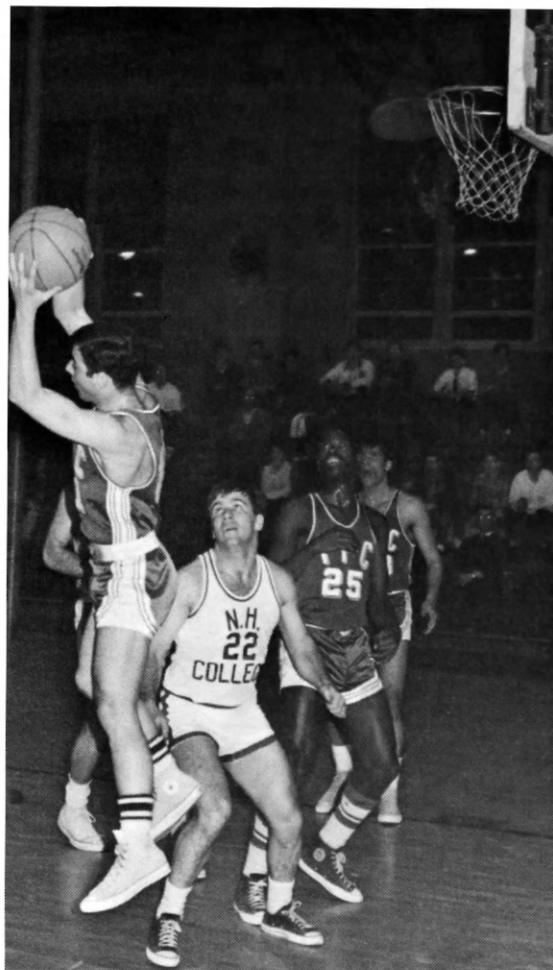
A student in the Associate in Business Science program who has completed his two-year program at the college will be graduated with highest honors if a 3.8 or higher scholastic average has been maintained. Those with a 3.5 or higher will be graduated with high honors and those with a 3.0 or higher will be graduated with honors.

Transfer Students

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

Unit of Instruction

A unit of instruction is one hour a week for one semester. This unit is called a credit hour and is the measure of college work. A two- or three-hour period of laboratory work is considered equivalent to one hour of instruction. Students may receive credits only for the number of hours published for a course.



School Hours

Classes are in session from 8:00 a. m. to 5:00 p. m. Attendance at school is required only during your scheduled classes; this time may vary from 15 to 20 hours per week depending upon your course of study.

Veterans' Affairs

New Hampshire College of Accounting and Commerce was the first business college to be approved for the training of Veterans in the State of New Hampshire. The college is listed as an accredited college by the Veteran's Administration and is approved for the training of all veterans and for children of veterans under P. L. 634.

finances

Application fee (non-refundable): \$10.00.

Tuition: \$1,300.00 per year (includes all fees).

Tuition may be paid in full at the beginning of the school year, or may be paid by the semester. If tuition is paid by the semester, the cost is \$675.00 per semester, payable at the beginning of each semester.

Books and supplies will cost approximately \$80.00 to \$120.00 per year.

Other Fees

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

Graduation Fee (payable by March 30 of the year of graduation, non refundable) – \$20.00

Late Registration Fee – \$5.00

Extra credit hours in excess of 19 credits – \$30.00 per credit hour

Reapplication Fee – \$5.00. Applies to any student who is reapplying for admission for any reason.

Make-Up Final Examination Fee – \$5.00

Deposits

Tuition – \$50.00 payable within 30 days after acceptance; applied to tuition and not transferable.

Room (resident students only) – \$50.00 payable within 30 days after acceptance; applied toward room expense and not transferable.

Deposit for Returning Students

A \$50 tuition deposit is required of all returning students by July 1. This deposit is refundable if the request is received in writing on or before August 15.

Veterans' Payment Plan

A plan for students who are eligible for veteran assistance is available. All inquiries should be directed to the Office of Financial Aid.

Tuition Refunds

Room and tuition deposits for September applicants are refundable if the request is received in writing on or before May 20. There will be no refund of tuition or room deposits for any applications received after May 20.

Room and tuition deposits for February applicants are refundable if the request is received in writing on or before December 31. There will be no refund of tuition or room deposits for any application received after December 31.

Tuition refund is based upon the date the official withdrawal form is received by the college. A refund will be made on a percentage basis up to five weeks as indicated below. No refunds are made after five weeks of classes.

Two weeks or less – 80% of tuition will be refunded

More than two weeks but less than three weeks – 60% of tuition will be refunded

More than three weeks but less than four weeks – 40% of tuition will be refunded

More than four weeks but less than five weeks – 20% of tuition will be refunded

Five weeks or more – No refund

NO REFUNDS WILL BE MADE ON FEES OTHER THAN TUITION.

Housing

Recognizing the importance of a pleasant home-like environment during college years, NHCAC has established student

dormitories and residence facilities in the immediate vicinity of the college. These facilities include private residence halls, hotel-type accommodations and private housing, all of which will provide the student with a congenial atmosphere conducive to good study habits and a wholesome social life.

Female Housing

All female students living away from home will be assigned college-approved, supervised housing. These include the Rice Dormitory, (private women's residence hall), the YWCA and rooms in private homes. All of these residences include kitchen privileges and rent to the student from \$10.00 to \$15.00 per week. In addition, a limited number of students can be placed in private homes for room and board at a cost of about \$20.00 per week.

Male Housing

All freshman male students must live in college-approved, supervised housing. Comfortable dormitory living has been arranged at a cost of \$550.00 per semester for room and board.

Male students will also be assigned supervised rooms in private homes with either kitchen or kitchen privileges at a cost of about \$10.00 per week.

Upperclass male students may choose to live in either college assigned housing or their own apartments. Many apartments are available in the immediate vicinity of the college, ranging from \$10.00 per week up to the most luxurious apartment suites.

Home-Work Program for Females

A limited number of home residence plans are available each year under this program. Female students live in a private home and in exchange for mother's-helper services receive free room and board and \$15.00 per week salary. Applications for the Home-Work Program must be received by the college by April 1.

Accident and Sickness Insurance

Serious financial problems frequently face some of our students due to unexpected accident or illness. In an effort to meet this need and help you solve this

problem personally, the college recommends that all students take advantage of its voluntary insurance program.

Scholarships

H. A. B. SHAPIRO SCHOLARSHIP – A full year's tuition scholarship in memory of Mr. Harry A. B. Shapiro, B. B. A., C. P. A., the late founder and headmaster of NHCAC. The scholarship is open to all high school graduates and is awarded annually on general scholarships, aptitude for business, and need for assistance. Each application form must be filed with the registrar before April 20 of the current year. Seniors enrolled in any high school course in the State of New Hampshire are eligible. The applicant must attain the highest grade on a competitive test which is given at the college.

ROBERT E. PLOURDE SCHOLARSHIP – A full school year's tuition scholarship in honor of Robert E. Plourde, an alumnus of the College, in recognition of his outstanding contribution to New Hampshire College of Accounting and Commerce. The scholarship is open to any high school graduate of the Suncook, N. H. area, and is awarded on the basis of



(1) financial need (2) academic achievement (3) recommendation of the guidance counselor or high school principal and (4) a competitive examination. The scholarship application form must be filed with the Registrar before April 15 of the current year. A competitive examination will be given at the college. Applicants should apply to the Robert E. Plourde Scholarship, New Hampshire College of Accounting and Commerce, 88 Hanover Street, Manchester, New Hampshire.

Loan Plans

Student Loan Guarantee Program.

The student loan guarantee program set up under Title IV, Part B, of the Higher Education Act of 1965 is designed to help college and graduate students borrow funds to meet the rising costs of higher education.

Loans will be made directly to the students by banks and other lending institutions and the loans will be repaid directly to the institutions extending the

credit. Students may receive up to \$1,000 per year for each of his four years of college. Any interested applicants should apply directly to the local savings bank in their home community. Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student. If further information is necessary, write to the Director of Admissions.

United Student Aid Funds.

United Student Aid Funds is a national corporation established to endorse loans to deserving students. More than 700 colleges and over six thousand lending institutions and branches across the nation cooperate to make loans to students under the USA Funds program — the largest private student loan program in America.

Any student who can demonstrate financial need is eligible to apply to the Director of Admissions for assistance in applying for these funds. Recipients of the loans are selected by the college. Each



Freshman Orientation Week activities

applicant must be a full time student and must be capable of maintaining a good standing in his course of study. A student may receive up to \$1,000 per year for each of his four years of college.

Under the provisions of this loan the student may borrow on his own signature and no repayments are required until after the student ceases to be a full-time student.

Funds for Education.

NHCAC has an arrangement with Funds for Education whereby financially responsible parents may meet their son's or daughter's expenses at NHCAC on an extended payment basis. Room and board costs may be covered, and life and health insurance is included in all programs, so that the student may continue his education without further payments to Funds for Education should the family breadwinner's earning capacity be cut off while an agreement is in effect. For further information write directly to Funds for Education, 319 Lincoln Street, Manchester, N. H.

student personnel services

Student Personnel Services at New Hampshire College are designed to assist the student in making adjustments to every phase of life that will contribute to his success in college.

These services, which include orientation, registration, counseling, health, housing, placement and student activities are offered as a part of the student's varied college experience.

Orientation

At the beginning of each school year an orientation period is scheduled to introduce new students to the academic and social life at New Hampshire College. During Orientation Week new students will have the assistance of selected faculty members and upperclassmen to guide them through registration, course selection, placement examinations and social activities designed to acclimate the student to college life.

Students transferring from other institutions will participate in a separate academic orientation program and will be invited to take part in all social activities.

Counseling Program

The primary aim of counseling is the development of a student's own initiative and independent thinking.

The Counseling Office provides the services of a trained counselor for student counseling and vocational and psychological testing. Students are encouraged to discuss their personal concerns with

the counselor who can guide them in finding solutions best for themselves.

Advisor Program

Each student is assigned a faculty advisor who assists in course and program selection and in the scheduling involved. Each student has at least one mandatory personal conference with his advisor each semester. The faculty advisors offer assistance to the student in various ways, and students are encouraged to consult their advisors as frequently as they wish. Any changes in advisors must be cleared through the Director of Counseling Services.

Health Program

A registered nurse is available to administer first-aid and handle minor health problems. All incoming students are required to submit a Health Report and a Medical Record to the college before beginning classes. The college is located near a hospital that provides emergency service.

Placement Service

The Placement Service at the college functions with two purposes: 1) to assist undergraduate students in finding part-time and summer work; 2) to act as liaison between graduating students and employers. In addition, on-campus interviews with employers are arranged for students in their senior year. These services are available without charge to all students and alumni.

It is advisable for freshmen to avoid part-time employment until they are fully adjusted to their academic programs.

student activities

Athletics

NHCAC supports an active athletic program as an important part of the educational process. The college is a member of the National Association of Intercollegiate Athletics. Intercollegiate competition is provided in soccer, basketball, skiing, baseball, golf, and tennis. NHCAC is a member of the New England Intercollegiate Soccer Association, the New England Intercollegiate Basketball Association and the New England Intercollegiate Baseball Association.

A full program of intramural activities is available for male and female students in touch football, volleyball, basketball, softball and bowling.

Student Senate

Student government is the responsibility of the Student Senate which is composed of elected representatives from all classes. The Student Senate is charged with the responsibility of administering the student activities fund; sponsoring such activities as the fall, winter and spring weekends and college dances. The Student Senate in cooperation with the faculty comprise the Student-Faculty Judiciary Committee.

Mayor's Council

The Mayor's council is composed of elected representatives from each of the clubs and organizations of the college and is chaired by the Campus Mayor who is elected at large. Any group or organization may sponsor a candidate for Campus Mayor. It shall be the responsibility of the mayor to promote college spirit and good-will. He is the official student ambassador to the community and to the state. The Mayor's Council coordinates all activities and is responsible for publication of the college social calendar. Included in the Council's responsibilities is planning of Parent's Weekend as well as assisting the Athletic Association in arranging bus transportation to various intercollegiate athletics.

Religious Organizations

Although non-denominational, the college recognizes the need for religion in the life of both the individual and society. The college has helped in the formulation of student religious organizations. Because Manchester is a metropolitan city, there are many religious institutions and facilities available for the student body.

Active religious organizations include the Newman Club, Hillel Foundation and the Student Christian Association.



Spring Queen

Publications

A college newspaper, THE PEN, is published weekly throughout the college year by a staff selected from the student body. Through the newspaper the student is kept informed of all college events.

A college yearbook, THE TORCH, is published annually and is distributed to all students.

The COLLEGIATE REVOLUTION is published bi-monthly by the editors of the PEN. This publication gives the student body a vehicle for expression in all matters relating to college life.

Fraternity Groups

Many students affiliate with social fraternities and sororities and through them

often make life-long friendships based on mutuality of interest and experience. Under a plan of deferred rushing, freshmen may not be pledged by a fraternity or sorority until their second term in college. Entering students are given ample opportunity to make judicious and unhurried decisions. Rules and regulations governing inter-fraternity affairs are democratically devised and enforced by the inter-fraternity council. Those who contemplate joining a fraternity should anticipate additional expense for initiation fees, dues, and occasional accessories. Chartered and listed in the order of their establishment are: Phi Delta Psi, Sigma Kappa Epsilon, Beta Gamma Phi and Kappa Sigma Beta.

Political Clubs

Political Clubs provide the students with opportunities to become better acquainted with current political issues and to hear outstanding speakers from national, state and local organizations.



Executive Club

The Executive Club's function is to increase the student's knowledge of the complexities of management, decision-making and the role of the accountant in today's economy. Included in the program is the opportunity to meet with leaders of industry and accounting and other related areas and to take field trips to plants and various places of business.

Outing Club

The Outing Club provides an opportunity for students who are interested in outdoor sports to participate on a non-competitive basis in skiing, hiking, mountain climbing, and sailing.

Dramatic Club

The Dramatic Club affords an opportunity for those students interested in dramatics to participate in productions during the college year. Casting is through competition and under the direction of the faculty advisor.

College Glee Club

For those interested in music College Glee Club concerts are planned for the Christmas and spring seasons. Tryouts are held at the beginning of the college year and all students are encouraged to participate. Previous choral experience and ability to read music, while desirable, are not a requirement for membership.

Chess Club

The Chess Club is for students who play chess and for those who are interested in learning this exciting and challenging game.

Cheerleaders

The college maintains an active cheerleading team, for which tryouts are held at the beginning of each academic year. The cheerleaders appear at all home games and travel with the athletic teams to many of the away games. All female students are eligible to become cheerleaders.

DAF

The purpose of DAF — Discussions, Arts, Films — is to encourage students to participate informally in these areas. Small group discussions, theatre trips, and visits to other college campuses offering similar programs of interest are part of the program.

Gold Key Honor Society

All students who are recipients of a Gold Key are members of the Gold Key Honor Society. Students may be elected to the Gold Key Honor Society at the end of their junior year or during their senior year. Students elected at the end of their junior year must have a 3.8 cumulative average. Students elected in their senior year must have a 3.5 cumulative average.

Election to the College Honor Society is based primarily upon scholarship, but, before a man or woman is privileged to receive the Gold Key there must be evidence of excellence of character and an interest in the life of the college. Election to the honor society is the highest honor that can be conferred upon an undergraduate.

Non-ROTC Student Officer Candidate Program

NHCAC has been chosen by the office of the Adjutant General of the State of New Hampshire to participate in the Non-ROTC College Student Officer Candidate Program. It is a national program having been instituted in all 50 states.

The program is so designed as to provide the military training required by federal law of all male citizens and at the same time, not interfere with the progress of their schooling. All training is conducted on weekends and during the summer months. Seven phases are included in the program culminating at the end of the senior year with a second lieutenant's commission in the Army National Guard. All training phases are in a pay status with all pay and allowances being based on the current pay scales for the regular Army.



The basic training phase of the program, 10 weeks in duration, is conducted at Fort Dix, New Jersey, by the regular Army. The next phase consists of weekend training, one weekend per month, during the school year. During the summer after the junior year, the candidates will attend a two-week summer field training as lower class in the Officer Candidate School at Concord, N. H. This two weeks is again followed by weekend training during the senior year. After graduation from college the candidates attend a final two weeks' training as upperclassmen and at the end of that period graduate as second lieutenants in the Army National Guard.

Alumni Association

New Hampshire College of Accounting and Commerce has a loyal Alumni Association. There are now more than two thousand graduates. Each year graduates are invited to become members of the Alumni Association.

objectives of programs of study

Department of Accounting

Today, accounting is the nerve center of almost all business. The modern businessman relies on facts, and his financial facts are prepared for him by his accountant. He has to be competent in gathering, organizing, and interpreting the figures to add to the success of the business enterprise.

The field of accounting encompasses the Public Accountant, Private Accountant, and Government Accountant. The Certified Public Accountant (C. P. A.) is the title earned by an accountant who has met and passed the rigorous examinations prescribed by law in his state. This is the highest recognition in the field and signifies accreditation as a skilled accountant whose decisions are considered authoritative.

Department of Business Management

Business Management introduces the student to the complexities and challenges of today's management decision-making. There are a great variety of positions and careers which the words, "Business

Management", represent. Management involves personnel administration, retailing, sales, marketing, banking, production, real estate, wholesaling, manufacturing, and many other related areas. Business Management is a profession that operates at the highest level of man's capacities.

Department of Management Information Science

In recent years the American business scene has witnessed a tremendous growth in the size and complexity of numerous companies. This growth coupled with technological advancement in the field of computers has created an urgent need for qualified personnel who understand the complexities of Management Information Science and can transmit the needs of top management to the data-processing managers.

In this program of study the student is educated to make decisions which will enable his company not only to stay in business or keep abreast of today's requirements, but to continue to expand and compete in today's economy. The course provides the tools for the design of systems and procedures to provide management with current accurate information, so that decisions rendered will be prompt, decisive and complete.



Career opportunities in the field of Management Information Science exist in all areas of business, government and education, at all levels of competence.

Department of Secretarial Science

The Secretarial Science courses equip young women for responsible, specialized positions which demand highly skilled training. The secretary is an important aide, handling private and business affairs. She makes appointments for her employer, interviews callers, and handles personal and confidential records and information. She is often the first person representing her firm. She possesses poise, charm, and an understanding of human relations.

Surveys have proved that college educated women are able to move from secretarial jobs to executive positions for which they have the desire to compete.

accounting

Bachelor of Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. to Algebra	3	Math 11-Advanced Math 1	3
S. S. 8-Typing 1**	(3)	Elective (1)*	<u>3</u>
Elective (1)*	<u>3</u>		16
	16		
Developmental Reading+			

Second Year

Acc. 3-Intermediate Accounting 1	4	Acc. 4-Intermediate Accounting 2	4
Acc. 7-Cost Accounting 1	4	Acc. 8-Cost Accounting 2	4
B. M. 10-Principles of Mgmt.	3	M. I. S. 10-Sys. & Proc. 1	3
Eco. 10-Intro. to Economics 1	3	Eco. 11-Intro. to Economics 2	3
Elective (1)*	<u>3</u>	Elective (1)*	<u>3</u>
	17		17

Third Year

Acc. 11-Auditing Info. Systems 1	4	Acc. 12-Auditing Info. Systems 2	4
B. M. 18-Statistics	3	B. M. 22-Managerial Economics	3
B. M. 19-Principles of Finance	3	Eng. 20-Bus. Report Writing	3
Soc. 20-Human Relations in Adm.	3	Electives (2)*	<u>6</u>
Elective (1)*	<u>3</u>		16
	16		

Fourth Year

Acc. 5-Advanced Accounting 1	4	Acc. 6-Advanced Accounting 2	4
Acc. 9-Federal Taxes 1	4	Acc. 10-Federal Taxes 2	4
B. M. 15-Corporate Finance	3	B. M. 16-Money & Banking	3
Electives (2)*	<u>6</u>	Electives (2)*	<u>6</u>
	17		17

*Electives must be selected from General Education courses.

**Typing is optional for students enrolled in this program.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

business management

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Bachelor of Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. Algebra	3	Math 11-Advanced Math 1	3
S. S. 9-Personal Typing††	2	Elective (1)*	3
Elective (1)*	3		16
	18		
Developmental Reading+			

Second Year

Acc. 14-Accounting for Mgmt.	4	M. I. S. 10-Sys. & Proc. 1	3
B. M. 10-Principles of Mgmt.	3	B. M. 11-Personnel Management	3
Eco. 10-Intro. to Economics 1	3	Eco. 11-Intro. to Economics 2	3
B. M. 13-Introductory Marketing	3	Eng. 20-Bus. Report Writing	3
Elective (1)*	3	Electives (2)*	6
	16		18

Third Year

B. M. 20-Mgmt. Decision Making	3	B. M. 18-Statistics	3
Soc. 20-Human Relations in Adm.	3	B. M. 16-Money & Banking	3
Electives (2)*	6	Electives (2)*	6
Elective (1)**	3	Elective (1)**	3
	15	Elective (1)***	3
			18

Fourth Year

B. M. 15-Corporate Finance	3	B. M. 21-Mgmt. Policy Making	3
B. M. 22-Managerial Economics	3	Elective (1)*	3
Electives (2)*	6	Electives (3)***	9
Elective (1)**	3		15
	15		

*Electives must be selected from General Education courses.

**Electives must be selected from Accounting, Business Management or Management Information Science courses.

***Electives can be selected from Accounting, Business Management, Management Information Science or General Education courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

††Typing is optional for students enrolled in this program.

management information science

Bachelor of Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. to Algebra	3	Math 11-Advanced Math 1	3
Elective (1)*	<u>3</u>	Elective (1)*	<u>3</u>
	16		16
Developmental Reading†			

Second Year

Accounting Option		Accounting Option	
Acc. 3-Intermediate Accounting 1	4	Acc. 4-Intermediate Accounting 2	4
Acc. 7-Cost Accounting 1	4	Acc. 8-Cost Accounting 2	4
Management Option		Management Option	
B. M. 10-Principles of Mgmt.	3	B. M. 3-Salesmanship	3
B. M. 13-Introductory Marketing	3	B. M. 14-Marketing Theory	3
All Students		All Students	
Eco. 10-Intro. to Economics 1	3	M. I. S. 10-Sys. & Proc. 1	3
Math 12-Advanced Math 2	3	Eco. 11-Intro. to Economics 2	3
Elective (1)*	<u>3</u>	Elective (1)*	<u>3</u>
	15 or 17		15 or 17

Third Year

Acc. 14-Accounting for Mgmt.	4	B. M. 11-Personnel Management	3
B. M. 20-Mgmt. Decision Making	3	B. M. 21-Mgmt. Policy Making	3
M. I. S. 11-Sys. & Proc. 2	3	B. M. 22-Managerial Economics	3
Soc. 20-Human Relations in Adm.	3	M. I. S. 15-Adv. Systems Analysis 1	3
Elective (1)*	<u>3</u>	Eng. 20-Bus. Report Writing	<u>3</u>
	16		15

Fourth Year

B. M. 15-Corporate Finance	3	B. M. 16-Money & Banking	3
B. M. 18-Statistics	3	B. M. 19-Adv. Statistics	3
M. I. S. 16-Adv. Systems Analysis 2	3	M. I. S. 17-Sys. & Proc. Seminar	3
Electives (3)*	<u>9</u>	Math 13-Applied Math 1	3
	18	Electives (2)*	<u>6</u>
			18

*Electives must be selected from General Education courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

secretarial science

Bachelor of Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. to Algebra	3	Math 11-Advanced Math 1	3
S. S. 8-Typing 1	<u>3</u>	S. S. 10-Typing 2	<u>3</u>
	16		16
Developmental Reading+			

Second Year

Sp. 10-Elementary Spanish 1	3	Sp. 11-Elementary Spanish 2	3
Psych. 9-Intro. to Psychology 1	3	Psych. 11-Human Growth & Dev.	3
S. S. 11-Typing 3	3	S. S. 2-Shorthand 2	3
S. S. 1-Shorthand 1	3	Elective (1)* (English)	3
Elective (1)*	3	Elective (1)**	<u>3</u>
Elective (1)**	<u>3</u>		15
	18		

Third Year

Sp. 12-Intermediate Spanish 1	3	Sp. 13-Intermediate Spanish 2	3
B. M. 10-Principles of Mgmt.	3	Eng. 20-Bus. Report Writing	3
Eco. 10-Intro. to Economics 1	3	Eco. 11-Intro. to Economics 2	3
S. S. 3-Shorthand 3	3	S. S. 4-Shorthand 4	3
Elective (2)* (Hist. or Gov't)	<u>6</u>	Elective (1)* (Sci., Soc. or Phil.)	<u>3</u>
	18		15

Fourth Year

M. I. S. 10-Sys. & Proc. 1	3	S. S. 6, S. S. 7, or S. S. 7A	3
B. M. 18-Statistics	3	S. S. 14-Executive Sec. Duties	3
Soc. 20-Human Relations in Adm.	3	Elective (2)*	6
S. S. 12-Secretarial Duties	3	Elective (1)**	<u>3</u>
Elective (1)*	<u>3</u>		15
	15		

*Electives must be selected from General Education courses.

**Electives must be selected from Business Management courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

objectives of the associate in business science degree programs

The purpose of the Associate in Business Science Degree program is to prepare those students who want and need further education in their career choice but who do not wish to continue for the baccalaureate degree.

The Accounting program prepares the student for positions in government agencies, internal accounting in business organizations and as junior accountants in C. P. A. firms.

The Business Management program enables the student to pursue careers in retailing, sales, and other positions in industry, banking, and government.

In the Secretarial Science field, the graduate can assume wider responsibilities in her secretarial career compared to the more limited scope of the stenographer. While technical skills are emphasized in all programs, the students also have an opportunity to specialize in one of four secretarial fields.

accounting

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. to Algebra	3	Math 11-Advanced Math 1	3
S. S. 8-Typing 1**	(3)	Elective (1)*	<u>3</u>
Elective (1)*	<u>3</u>		16
	16		

Developmental Reading†

Second Year

Acc. 3-Intermediate Accounting 1	4	Acc. 4-Intermediate Accounting 2	4
Acc. 7-Cost Accounting 1	4	Acc. 8-Cost Accounting 2	4
Acc. 9-Federal Taxes 1 or		Acc. 11-Auditing Info. Systems 1	4
M. I. S. 10-Sys. & Proc. 1	4 or 3	Eco. 11-Intro. to Economics 2	<u>3</u>
Eco. 10-Intro. to Economics	3		15
Elective (1)*	<u>3</u>		
	17 or 18		

*Electives must be selected from General Education courses.

**Women must meet the requirements of Typing 2. Typing is optional for men enrolled in this program.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.



business management

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Acc. 2-Principles of Accounting	4
B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
Eng. 10-Composition 1	3	Eng. 11-Composition 2	3
Math 10-Intro. to Algebra	3	Math 11-Advanced Math 1	3
S. S. 9-Personal Typing	2	Elective (1)*	<u>3</u>
Elective (1)*	<u>3</u>		16
	18		
Developmental Reading+			

Second Year

Acc. 14-Accounting for Mgmt.	4	M. I. S. 10-Sys. & Proc. 1	3
B. M. 10-Principles of Mgmt.	3	B. M. 11-Personnel Management	3
Eco. 10-Intro. to Economics 1	3	Eco. 11-Intro. to Economics 2	3
B. M. 13-Introductory Marketing	3	Eng. 20-Bus. Report Writing	3
Elective (1)*	<u>3</u>	Electives (2)*	<u>6</u>
	16		18

*Electives must be selected from General Education courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.



executive secretarial

The Executive Secretarial program is designed to prepare the student with superior secretarial skills and to assume the greater responsibilities of making decisions, handling confidential data and supervising personnel.

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Eng. 11-Composition 2	3
Eng. 10-Composition 1	3	S. S. 2-Shorthand 2	3
Math 8-Business Math	3	S. S. 10-Typing 2	3
S. S. 1-Shorthand 1	3	Elective (1)*	3
S. S. 8-Typing 1	3	Elective (1)***	3
	<u>3</u>		<u>3</u>
	16		15
Developmental Reading†			
Finishing Course††			

Second Year

B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
S. S. 3-Shorthand 3	3	B. M. 10-Principles of Mgmt.	3
S. S. 11-Typing 3	3	S. S. 14-Executive Sec. Duties	3
S. S. 12-Secretarial Duties	3	S. S. 4-Shorthand 4	3
Elective (1)*	3	Elective (1)*	3
Elective (1)**	3		<u>3</u>
	<u>3</u>		15
	18		

*Electives must be selected from General Education courses.

**Electives must be selected from Business Management courses.

***Electives must be selected from Accounting or Business Management courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

††Female secretarial majors have the option to enroll in the Finishing Course in their freshman year. This is a non-credit course.

legal secretarial

This program is designed to prepare students for positions in law offices, state and federal agencies, large business corporations, real estate and investment companies. In addition to the general skills of shorthand and typewriting, special emphasis is placed on legal terminology, legal secretarial duties and business law.

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Eng. 11-Composition 2	3
Eng. 10-Composition 1	3	S. S. 2-Shorthand 2	3
Math 8-Business Math	3	S. S. 10-Typing 2	3
S. S. 1-Shorthand 1	3	Elective (1)*	3
S. S. 8-Typing 1	<u>3</u>	Elective (1)***	<u>3</u>
	16		15
Developmental Reading+			
Finishing Course++			

Second Year

B. M. 6-Business Law 1	3	B. M. 7-Business Law 2	3
S. S. 3-Shorthand 3	3	S. S. 4-Shorthand 4	3
S. S. 11-Typing 3	3	S. S. 6-Legal Terminology	3
S. S. 12-Secretarial Duties	3	S. S. 15-Legal Sec. Duties	3
Elective (1)* (Psych. or Soc.)	3	Elective (1)*	<u>3</u>
Elective (1)**	<u>3</u>		15
	18		

*Electives must be selected from General Education courses.

**Electives must be selected from Business Management courses.

***Electives must be selected from Accounting or Business Management courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

++Female secretarial majors have the option to enroll in the Finishing Course in their freshman year. This is a non-credit course.

medical secretarial

The medical secretarial program prepares the secretary for a position in the office of physicians, dentists, hospitals, medical divisions of corporations, state health agencies, research laboratories, and mental health agencies and services. In addition to courses in shorthand, typewriting, and related business subjects, laboratory techniques and case-writing of reports are included. The student receives laboratory training and a familiarity with laboratory equipment.

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Eng. 11-Composition 2	3
Eng. 10-Composition 1	3	Sci. 13-Anatomy & Physiology	3
Math 8-Business Math	3	S. S. 2-Shorthand 2	3
Sci. 12-Intro. to Anat. & Phys.	3	S. S. 10-Typing 2	3
S. S. 1-Shorthand 1	3	Elective (1)**	3
S. S. 8-Typing 1	3		15
	<u>3</u>		
	19		

Developmental Reading+

Finishing Course++

Second Year

S. S. 3-Shorthand 3	3	S. S. 4-Shorthand 4	3
S. S. 11-Typing 3	3	S. S. 18-Medical Procedures	3
S. S. 7 & S. S. 17-Med Term & Short.	3	S. S. 7 & S. S. 17-Med. Term. & Short.	3
S. S. 12-Secretarial Duties	3	S. S. 16-Medical Sec. Duties	3
Elective (1)* (Psych. or Soc.)	3	Elective (1)*	3
	<u>3</u>		3
	15		15

*Electives must be selected from General Education courses.

**Electives must be selected from Business Management courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

++Female secretarial majors have the option to enroll in the Finishing Course in their freshman year. This is a non-credit course.



technical secretarial

In this program students will learn the language and procedures of the electronic, aeronautical, and engineering fields. They will study technical terminology, dictation and transcription, in addition to business subjects. The graduate will qualify for positions not only in the industrial world but also in government and state agencies, research institutions and universities.

Associate in Business Science Degree

First Year

	Cr.		Cr.
Acc. 1-Elementary Accounting	4	Eng. 11-Composition 2	3
Eng. 10-Composition 1	3	Sci. 10-Science Survey 1	3
Math 8-Business Math	3	B. M. 10-Principles of Mgmt.	3
S. S. 1-Shorthand 1	3	S. S. 2-Shorthand 2	3
S. S. 8-Typing 1	<u>3</u>	S. S. 10-Typing 2	<u>3</u>
	16		15
Developmental Reading+			
Finishing Course++			

Second Year

M. I. S. 10-Sys. & Proc. 1	3	S. S. 7A-Technical Shorthand	3
S. S. 12-Secretarial Duties	3	S. S. 14-Executive Sec. Duties	3
S. S. 3-Shorthand 3	3	S. S. 4-Shorthand 4	3
S. S. 11-Typing 3	3	Electives (2)*	<u>6</u>
Elective (1)*	3		15
Elective (1)**	<u>3</u>		
	18		

*Electives must be selected from General Education courses.

**Electives must be selected from Business Management courses.

†Developmental Reading is required of all entering students who read below the college level as determined by the English Department on the basis of a standard reading test. This is a non-credit course.

++Female secretarial majors have the option to enroll in the Finishing Course in their freshman year. This is a non-credit course.

Summer School Division

Summer School is designed for individuals who are unable to attend during the regular college term and for students anxious to accelerate their college program or to study in additional areas. Summer School also provides business and industry in the community with a program of continuing education for the upgrading and advancement of their employees.

All subjects taken in Summer School may be applied to the degree programs at the regular college. Both the day and evening sessions of Summer School are administered under the faculty and staff of the regular college.

Evening College Division

Anyone may register as an unclassified student in the Evening College. The student may select one, two or three courses each semester, being limited only by prerequisites which are shown in course descriptions.

In addition to programs leading to A. B. S. and B. B. S. degrees, the Evening College also provides courses of value and interest to members of the adult community who may not be desirous of working toward a specified degree.

Such courses provide satisfaction and profit for those who wish to enrich their area of general knowledge or further expand their cultural and intellectual horizons. All courses listed in this bulletin carry college credit.

Certain courses are open to qualified full-time NHCAC students of the day college if taken in ADDITION to the fifteen-hour program required of all full-time students, and if the student presents to the Registrar a written recommendation from his advisor and the Academic Dean.

If an unclassified student believes that he may later become a degree candidate, he should follow the suggested sequence of courses for his probable degree.

After satisfactorily completing approximately twelve semester hours of work at New Hampshire College of Accounting and Commerce, the unclassified student should apply to the Evening College for admission as a degree candidate. The application procedure is as follows:

1. File a written application on a form for this purpose provided by the Evening College.

2. Pay a \$10.00 non-refundable application fee.

3. If an applicant plans to transfer credit from another college, he should have a copy of his transcript sent from that college to the Evening College office. Transcripts will not be accepted from applicants.

4. The Evening College will secure the high school transcripts.

description of courses

accounting

Acc. 1 – Elementary Accounting

4 Credits

A presentation of the basic structure of accounting with emphasis on methods used to record, classify, and summarize accounting data. Fundamental principles of accounting are introduced, as are the concepts of accounting systems and internal control.

Prerequisite: None

Acc. 2 – Principles of Accounting

4 Credits

Examines the accounting problems of partnerships and corporations, including capital stock transactions, bond issues, extraordinary gains and losses and retained earnings. Introduces student to the measurement and control of costs and to methods of analysis and interpretation of operating results such as budgeting, financial and fund flow statements.

Prerequisite: Acc. 1



Acc. 3 & 4 – Intermediate Accounting (2 semesters) 4 Credits each semester

Covers the principles, procedures and methods that are applied in the preparation of financial statements. Problems relating to income determination, valuation, reporting and analysis are studied in depth. Attention is given to the official pronouncements of the American Institute of Certified Public Accountants and the American Accounting Association.

Prerequisite: Acc. 1 & 2

Acc. 5 & 6 – Advanced Accounting (2 semesters) 4 Credits each semester

Examines accounting problems associated with partnerships, joint ventures, income measurement in installment sales and consignments, consolidated statements (parent and subsidiaries), fiduciaries including estates and receiverships and governmental operations. Particular emphasis is placed on problem analysis.

Prerequisite: Acc. 4

Acc. 7 & 8 – Cost Accounting (2 Semesters) 4 Credits each semester

Designed to acquaint the student with the objectives, systems and techniques of cost accounting for management control. Topics such as distribution cost and standards for distribution, budgetary control, flexible budgets and variance accounting are given complete treatment.

Prerequisite: Acc. 1 & 2

Acc. 9 & 10 – Federal Taxes-Concepts and Implications (2 Semesters)

4 Credits each semester

This two-semester course develops the underlying concepts of federal taxation and has three primary objectives. First, the course provides the student with a basic understanding of the structure of federal tax laws and their administration. Next, the importance of "tax awareness" is demonstrated through examining the tax consequences of economically oriented decisions. The student is encouraged to become aware of and utilize the techniques of quantitative economic analysis and decision theory. During the second semester, the techniques of tax research are developed through cases. The student becomes familiar with the many primary and secondary sources of tax research materials.

Prerequisite: Acc. 1 & 2

Acc. 11 & 12 – Auditing Information Systems (2 semesters) 4 Credits each semester

This two-semester course develops the broader concept of the managerial audit. Such an audit encompasses the monitoring of the entire management process and its related information system with the objective of determining the degree of managerial control and information reliability. Auditing is portrayed as an intellectual discipline. Its concepts relate directly to principles of empirical investigation, rules of evidence, and the elements of controlled tests and sampling. Cases are used extensively throughout the course.

Prerequisite: Acc. 3 & 4

Acc. 14 – Accounting for Management 4 Credits

This one-semester course is designed for business management students. The aims and objectives are:

1. To acquaint the student with the ways in which accounting can help managers operate effectively.
2. To inform future managers what to expect and demand of the accounting profession.

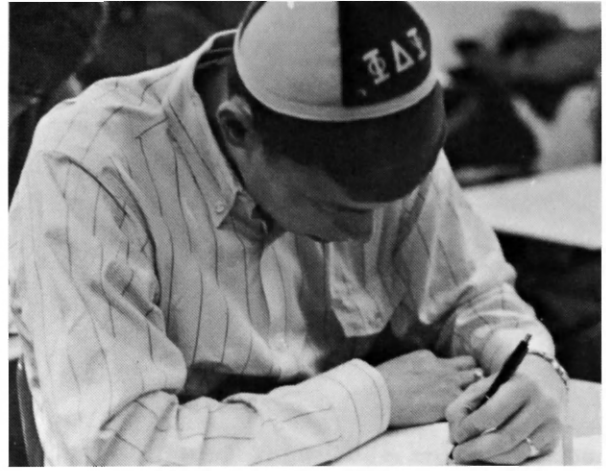
Areas which are covered include: Funds Flow and Cash Flow; The Master Budget; Cost behavior – Volume, Profit relationships; Standards and Flexible budgets for control; Control of Fixed Costs; Responsibility Accounting; Long range planning.

Prerequisite: Acc. 1 & 2

Acc. 20 – Management Services 4 Credits

This one-semester course attempts to expose the advanced accounting student to the relatively new field of management services or management consulting by accountants. The manner in which a review of management controls becomes a logical and continuous extension of the accountant's regular work is shown. The use of case studies and classroom discussions, assists the student to acquire the "management state of mind" so necessary to his development in this area.

Prerequisite: Acc. 7 & 8



business management

B. M. 2 – Principles of Retailing

3 Credits

A study in the principles of retailing with special emphasis on the practices of buying, selling and advertising. Instruction in store layouts, organization, personnel, and customer relations.

Prerequisite: None

B. M. 6 & 7 – Business Law 1 & 2 (2 Semesters)

3 Credits each semester

The primary aims of the course are to (1) help the student acquire a use value, as well as understand those principles which apply to ordinary business situations, and (2) insure an understanding of the nature of law and its enforcement. Contracts, negotiable instruments, sales, bailments, agency, partnerships, corporations, insurance, real property, and common carriers are among the topics considered.

Prerequisite: None

B. M. 9 – Sales Management

3 Credits

An analysis of the techniques of successful selling of goods and services with special emphasis on administration of sales progress, development of sales campaigns, salesmen's reports, stimulation of the sales force, determination of sales territories, evaluation of salesmen's performances, and control of sales operators.

Prerequisite: B. M. 10 and B. M. 13.

B. M. 10 – Principles of Management

3 Credits

A study of management processes in a business organization. Consideration of the major functions of the business manager; such as policy-making, planning effective coordination and control, communication and motivation. Use of the case study method is an integral part of the course to enable students to apply classroom principles to real situations.

Prerequisite: None

B. M. 11 – Personnel Management 3 Credits

Fundamentals of personnel policies and administration. Study of major tasks of procuring, developing, maintaining and utilizing an effective working team. Other detailed topics such as interviewing, testing, training, remuneration, service activities, and control of personnel functions.

Prerequisite: None

B. M. 12 – Insurance 3 Credits

A comprehensive study of the basic types of insurance – Casualty, Fidelity, Surety, Fire and allied fields.

Prerequisite: None

B. M. 13 – Introductory Marketing 3 Credits

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

Prerequisite: None

B. M. 14 – Marketing Theory 3 Credits

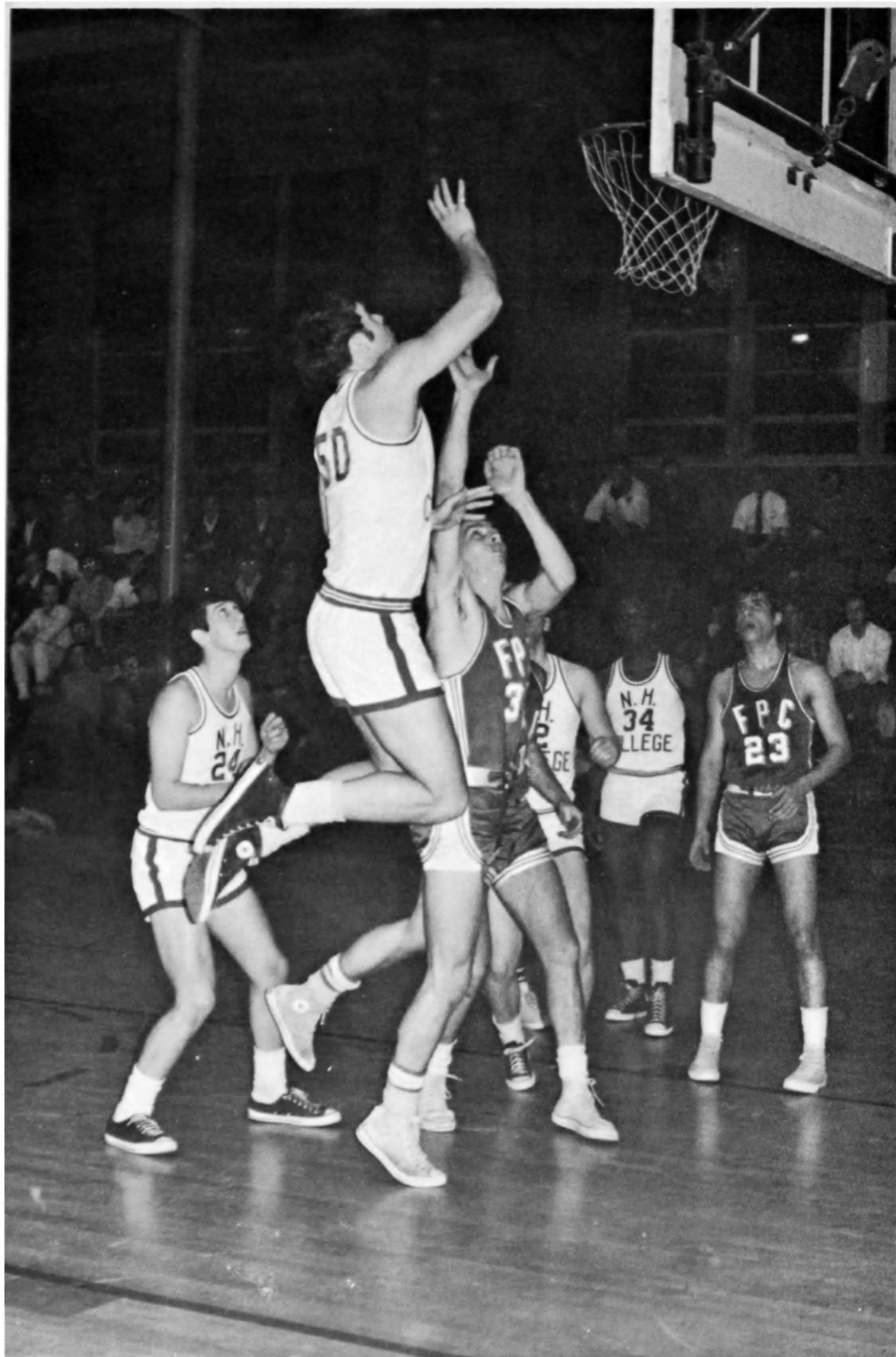
A study of the latest developments in marketing thought, together with a term paper in which students develop a complete marketing program for a new product.

Prerequisite: B. M. 13

B. M. 15 – Corporate Finance 3 Credits

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

Prerequisite: Economics 10 and 11



B. M. 16 – Money and Banking**3 Credits**

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

Prerequisite: Economics 10 and 11

B. M. 17 – Small Business Management**3 Credits**

Study of problems involved in starting and operating a successful small business – selecting the location, determining how and when to borrow money, budgeting, credit, controlling inventory and turnover, purchasing, and advertising.

Prerequisite: None

B. M. 18 – Statistics**3 Credits**

A fundamental course in the application of statistics with an analysis of basic methods of collecting, interpreting and promoting statistical data. The application of statistical techniques in hypothesis testing, cancellation and regression analysis, time series analysis and index numbers.

Prerequisite: Math 10 and 11

B. M. 20 – 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.

Prerequisite: Math 10 and 11

B. M. 21 – Central Management and Policy Making**3 Credits**

An interdisciplinary approach to the problems of running a business, studies from the position of top management. Case studies.

Prerequisite: B. M. 10, 11, 13, 20

B. M. 22 – Managerial Economics**3 Credits**

Analysis of the application of economics theory to business organization. Topics include demand analysis, cost calculation, pricing decisions, and investment evaluation.

Prerequisite: Economics 1 and 2

B. M. 27 — Production Management**3 Credits**

The major objective of the course will be to introduce the student to various concepts, principles and techniques related to the management of the work force in production departments. The course aims at providing information about the basic facets of the manufacturing department and at familiarizing the student with the executive positions above the level of foremen within the production department.

B. M. 28 — Business and Society**3 Credits**

This course will introduce the student to the study of economics, culture, government, technology, international relations and labor as it affects business decisions and conduct. It will give a perspective of business in today's complex society, emphasizing the social responsibility of the manager in formulating his operational policies.

Prerequisite: Juniors and Seniors only.

B. M. 29 — Principles of Advertising**3 Credits**

This course is designed to give students a thorough understanding of advertising — its planning, its creation, its use. By approaching advertising from the viewpoint of management, it considers the subject as part of the total marketing function and relates it to the profit-making goals of industry. Special emphasis is placed on the creative aspects as a means of problem-solving.

Prerequisite: Juniors and Seniors only.

management information science

✓ M. I. S. 10 – System & Procedures: 1

3 Credits

An introductory survey of the concepts of data processing and its inter-relationship with the fields of management and accounting; includes basic information retrieval concepts and techniques, introduction to business total systems concepts and decision principles as well as initial studies of the principles of electronic data processing machines, equipment, controls, automated and manual processes.

Prerequisite: None

✓ M. I. S. 11 – Systems & Procedures: 2

3 Credits

A study of fundamental building blocks used in the development of electronic computers as a tool of management. This course intends to provide an understanding of what a computer is, what a program of instructions is, how they are both related, what basic mathematics contributes to their use, how binary and octal numbering systems function to enhance computer logic; and understanding of how an actual general purpose digital computer operates through the use of an on-campus installed computer; includes all of the Management Information Science basic concepts of computer programming.

Prerequisite: M. I. S. 10

M. I. S. 15 – Advanced Systems Analysis and Programming: 1

3 Credits

Directs the student's prior theoretical M. I. S. background to specific business applications and the Total Systems approach to case studies, both textual and student solved problems. Specific systems such as accounts receivable, payroll and financial statements are studied from their application with any and all modern day computers and all elementary and sophisticated languages available to management. An appreciation of the use of magnetic tape, disk, and communications systems and similar devices are approached to insure the student's application of M. I. S. knowledge to all Hardware systems encounterable.

Prerequisite: M. I. S. 11



M. I. S. 16 – Advanced Systems Analysis and Programming: 2

3 Credits

Familiarization of advanced and sophisticated computer languages from assembly languages through macro statement languages to dialects such as COBOL and FORTRAN. Emphasis is on COBOL from actual systems programming, compiling, debugging and implementation to the study of its effects on management as well as data processing personnel; includes introduction to EASYCODER, AUTOCODER, FORTRAN, PL/1 and the techniques of 'language-switching' and the ability to approach management information systems from any computer language facility regardless of hardware capabilities.

Prerequisite: M. I. S. 15

M. I. S. 17 – Systems & Procedures Seminar (Field Project)

3 Credits

The familiarization through actual practical experience of as many of the steps, stumbling blocks, problems, achievements, etc., involved in the study, analysis, documentation, presentation and implementation of an actual system in local industry. The student selects a specific Management Information System of local industry in a specific organization which he will define, document, solve, present, defend and implement (as applicable) the results of which shall serve as the term project. The seminar sessions in class will be devoted to an exchange of situations and analysis for purposes of experiencing research type solutions to management systems problems, along with guidance, interpretation, advice and information supplied by member(s) of the M. I. S. Department.

Prerequisite: M. I. S. 16

secretarial science

S. S. 1 – Shorthand 1 (Theory and dictation to 60 words per minute) 3 Credits

Planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good shorthand penmanship, accurate proportion and legibility and mastery of basic vocabulary. Requires ability to write simple unfamiliar material at 60 words per minute. Prerequisite: None

S. S. 2 – 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 making neat transcripts. Eighty words per minute required to receive credit for course.

Prerequisite: S. S. 1 or permission of Department Chairman.

S. S. 3 – 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. One hundred words per minute required to receive credit for course.

Prerequisite: S. S. 2 or permission of Department Chairman

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

3 Credits

The material used for dictation includes longer and more difficult business letters from technical fields, editorials, reports. Transcription drills are continued to increase speed and accuracy. One hundred twenty words per minute required to receive credit for the course.

Prerequisite: S. S. 3 or permission of Department Chairman

S. S. 5 – Shorthand 5 (Government Dictation: 120-140 words a minute and transcription)

3 Credits

Emphasis is placed on vocabulary in government and politics. Congressional Record matter are typical of the material used. Shortcuts are drilled daily to help the student attain the ability to write unfamiliar matter at above average rates of speed. 140 words a minute are required to receive credit for course.

Prerequisite: S. S. 4 or permission of Department Chairman.

S. S. 6 (Legal Terminology and Transcription)

3 Credits

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

Prerequisite: S. S. 3

S. S. 7 – Shorthand 7 (Medical Shorthand and Transcription)

3 Credits

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

Prerequisite: S. S. 17, S. S. 3

S. S. 7A – Technical Shorthand and Transcription

3 Credits

The student acquires a thorough training in vocabulary in electronics, engineering, aerospace, science, and communications and acquires the facility for taking technical dictation at a rate of 100 to 120 words a minute.

Prerequisite: S. S. 3

S. S. 8 – Typewriting 1 (Theory, and speed up to 35 words a minute)

3 Credits

Correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. Thirty-five words a minute.

Prerequisite: None

**S. S. 9 – Personal Typing****2 Credits**

Non-secretarial course designed to teach the student correct posture at the machine, parts of the typewriter and their uses, and development of touch techniques with emphasis on the formation of correct habits as a foundation for speed and accuracy. No speed requirement.

S. S. 10 – Typewriting 2 (35-50 words a minute)**3 Credits**

Arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drill to increase speed, accuracy, and rhythm. Fifty words a minute.

Prerequisite: S. S. 8 or permission of Department Chairman.

S. S. 11 – Typewriting 3 (50-60 words a minute)**3 Credits**

Manuscripts, billing, statements, legal and business papers, documents, secretarial assignments. Drills to perfect stroking technique and rhythm. Sixty words a minute.

Prerequisite: S. S. 9 or permission of Department Chairman.

S. S. 12 – Secretarial Duties**3 Credits**

Emphasis is placed on business ethics, duties of receptionist, itineraries, transportation of goods, use of reference books, telephone usage, filing and review of business vocabulary and letter writing. Fundamental knowledge in office machines such as stencil and fluid duplicators, thermo-fax, and business machines is included. The student is required to perform all tasks with efficiency and intelligence.

Prerequisite: None

S. S. 14 – Executive Secretarial Duties**3 Credits**

This course is designed to give the student enrolled in the two- or four-year Executive, Administrative, Technical, or Secretarial Science program a broad scope of the duties required which distinguish the secretary from the stenographer. Thorough training is given in the various duties of the executive secretary to qualify her as an administrative assistant.

Prerequisite: S. S. 3, S. S. 10, S. S. 12

S. S. 15 – Legal Secretarial Duties**3 Credits**

The student is trained in legal procedures. Emphasis is placed upon the importance of her duties in matters of preparing legal documents such as leases, complaints, bills of sales, mortgages, wills, general legal forms, as well as, briefs, testimony, and professional record-keeping.

Prerequisite: S. S. 3, S. S. 10, S. S. 12

S. S. 16 – Medical Secretarial Duties**3 Credits**

Professional training is given in the Medical Secretarial program. Stress is placed on proper procedures in the doctor's office, handling of patients, keeping of physician's records, filing, and dictaphone material on medical dictation. Field trips to clinics and local hospitals will be arranged.

Prerequisite: S. S. 3, S. S. 10, S. S. 12

S. S. 17 – Medical Terminology**3 Credits**

This course offers the student a thorough knowledge of medical terms and their usage. Emphasis is placed on developing a technical vocabulary through analysis of word elements – stems, prefixes, suffixes. The course includes medical abbreviations, homonyms, eponyms. This course is a prerequisite for S. S. 7.

Prerequisite: None

S. S. 18 – Medical Procedures**3 Credits**

Professional training is given in the Secretarial Medical Assistant program. Theory and practice in medical procedures include medical ethics, transmission of disease with means of protection, helping with physical examinations and treatments, principles of medications, first aid rules, routine laboratory techniques. Field trips to clinics and local hospitals arranged.

Prerequisite: S. S. 17



general education

✓ **Economics 10 and 11 – Introduction to Economics (2 Semesters)**

3 Credits each semester

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

Prerequisite: None

✓ **Economics 13 – American Economic History**

3 Credits

An historical survey of the economic development of the United States and the role of government in the economy.

Prerequisite: None

✓ **Economics 20 – Comparative Economic Systems**

3 Credits

This course discusses the different Economic Systems in existence today – the advanced capitalist economy, e. g. the U. S. A. and Great Britain; the mixed economies, e. g. France and India, etc.; and the centrally-planned economies, e. g. the U. S. S. R., Czechoslovakia, and economic growth in the capitalist countries and in the socialist countries. This course also discusses the factors behind rapid growth and what to expect from the new trend toward decentralization of planning the price system in the socialist countries, and planning and control in the market economy.

Prerequisite: Juniors and seniors only.

✓ **English 10 & 11 – Composition**

3 Credits each semester

A basic freshman course in composition, appreciation of literary styles, vocabulary improvement, and understanding of current English usage. It is designed to review and improve the student's oral and written language, to improve the mechanics of writing (grammar), and to expand language concepts generally. Required of all freshmen.

Prerequisite: None

✓ **English 12 – Public Speaking**

3 Credits

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

Prerequisite: None

English 13 – American Literature

3 Credits

A study of nineteenth century American writing through the romantic and early realistic periods. The theme of the course is the conflict between the individual and his society.

Prerequisite: None

English 14 – American Literature

3 Credits

This course covers American writing of the twentieth century through the realistic, naturalistic and contemporary periods. The theme of the course is the problems of the individual in an industrial society.

Prerequisite: None

English 15 – Survey of the Theatre

3 Credits

A study of drama as literature beginning with the Greeks and continuing to the present. Sophocles, Everyman, Shakespeare, Sheridan, Chekhov, Shaw, Wilde, Arthur Miller and Samuel Beckett are included.

Prerequisite: None

English 16 – Contemporary Drama

3 Credits

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

Prerequisite: None

English 19 – Shakespeare**3 Credits**

A study of one Shakespearean comedy, one tragedy, and one history with consideration also given to background in the Elizabethan era.

Prerequisite: None

English 20 – Business Report Writing**3 Credits**

This course will be a practical study of the preparation, organization and production of all types of business reports. It will cover all the basic kinds of business reports from the formula daily activity report through to the major business research report. The emphasis will be on the student's own writing, in which he will be expected to apply the basic principles covered in prerequisite Eng. 10 & 11 to the specialized form of the business report.

Prerequisite: English 10 & 11

English 23 – English Literature**3 Credits**

The course is a survey of English literature from Beowulf through Chaucer, Shakespeare and Milton to Pope. Emphasis is on the development of poetry and particular representative poets.

Prerequisite: None

English 24 – English Literature**3 Credits**

This course covers the romantic, victorian and modern periods. Again the emphasis is on poetry but there is a section devoted to the development of the novel. English 23 is not a prerequisite for English 24.

Prerequisite: None

English 30 – Advanced Writing**3 Credits**

A course offered to those students who seek experience in writing beyond the normal offerings of Freshman Composition. The various forms of the written art are studied and practiced. Open only to those who attain at least a B in Freshman Composition and limited to 12 students.

Prerequisite: B grade in Eng. 10 & 11

English 31 – Introduction to Literature**3 Credits**

A representative study of poetry through selected poems; prose through Conrad's short stories and Hardy's *The Return of the Native*; and drama through *Richard III*. Emphasis is on literary terminology, criticism and appreciation.

Prerequisite: None

Geography 21 & 22 – Urban Geography (2 semesters)**3 Credits each semester**

This course is concerned with the geographical aspects of cities. These include location, site, and situation of urbanized areas from market town to megalopolis. The first semester will concentrate on the American city as it exists in the twentieth century. The second semester will be a comparison with other cities of the world, a look at the pre-industrial city, and an inquiry into the historical approach to urban development.

Prerequisite: None

Geography 25 – Economic Geography**3 Credits**

This introductory course is concerned with the areal variation and spatial interaction of the production, exchange, and consumption of goods. The topical fields of urban manufacturing, transportation, marketing, and recreational geography are considered. The emphasis is on measurement, theory, and planning.

Prerequisite: None

Geography 28 – Cultural Geography**3 Credits**

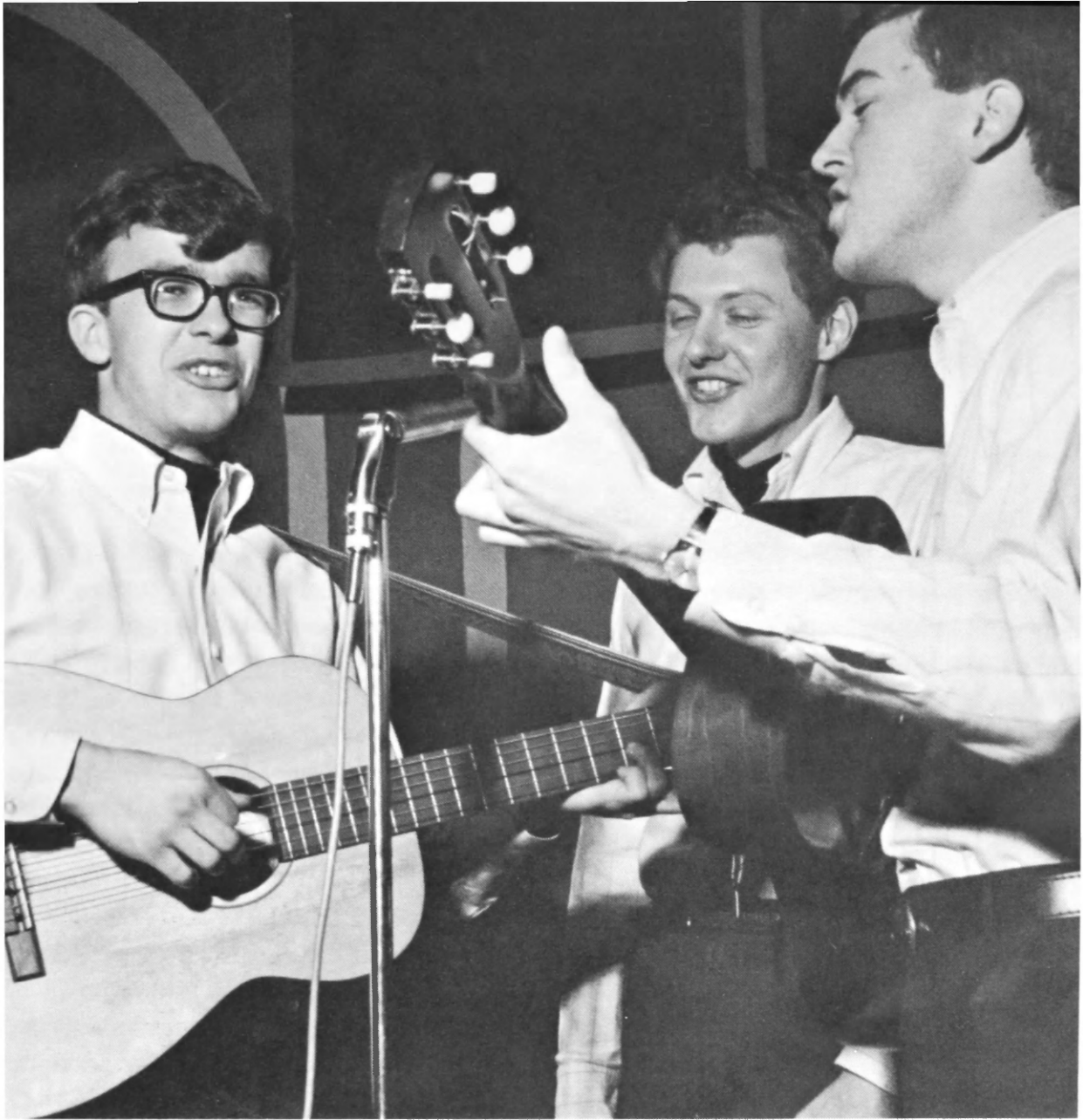
This course is concerned with the human landscape features of the earth's surface including population, material-cultural features, the producing economy, and transportation.

Prerequisite: None

Government 9 & 10 – American Government (2 semesters)**3 Credits each semester**

The purpose of the course is to study the organization and operation of federal, state, and local governments in the United States. The first half of the course will be devoted to an analysis of the organization of the Federal Government and the formal and informal powers of each branch. Emphasis will be placed upon the relationships between the President, Congress and the Judiciary – an attempt will be made to explain how all three are involved in the decision-making process. The second half of the course will be devoted to the study of the federal system and the organization and functions of state and local governments. In this part of the course, major emphasis will be given to the changes in the federal relationship in response to the changing needs of the people.

Prerequisite: None



There's always an opportunity for students to participate in college activities.

Government 11 – International Relations

3 Credits

A study of the mechanics of international relations as well as the concept of the balance of power, and the role and limitations of international organization and international law.

Prerequisite: None

Government 13 – Comparative Government

3 Credits

A descriptive and analytical survey of the national governments and political practices of the United States, England, France, and the Soviet Union. The course will explore the differences and similarities of each system, and attempt to familiarize the student with the philosophical and institutional underpinnings of the governments discussed.

Prerequisite: None

Government 14 – Political Theory**3 Credits**

An analytical survey of the major political and social theorists in western culture from Plato to Marx, emphasizing the historical evolution of fundamental concepts of freedom and justice in the modern state.

Prerequisite: None

Government 16 – Constitutional Freedoms**3 Credits**

The course is intended to give to the student a basic understanding of the fundamental freedoms or rights protected by the United States Constitution and of the structure and operations of the judiciary within the American political process.

Prerequisite: None

History 9 and 10 – History of Western Civilization (2 semesters),**3 Credits each semester**

A course designed to emphasize an understanding and appreciation of those movements in ancient, medieval, and modern history that contributed to the development of modern culture.

Prerequisite: None

History 13 – American History 1**3 Credits**

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

Prerequisite: None

History 14 – American History 2**3 Credits**

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

Prerequisite: None

History 17 & 18 – Foreign Relations of the United States (2 semesters)

3 Credits each semester

This course traces the development and implementation of the foreign policy of the United States from the era of the American Revolution to the end of the Second World War. The conflict between ideals and national self-interest is a point of departure for an analysis of basic American policies. The underlying purpose of the course is to acquaint the student with the process by which the President and the Congress formulate policy and how public opinion can influence and shape major policy decisions.

Prerequisite: None

History 20 – Europe in the Twentieth Century

3 Credits

European history in the Twentieth Century will be treated from the point of view of a civilization in a constant state of crisis. World War I, the inter-war period, World War II, and the attempts to solve the conflicts of modern society after that war in terms of new economic, political and cultural patterns will represent the core of the study.

Prerequisite: None

History 23 – The Far East in Modern Times

3 Credits

This course traces the history of China and Japan from the 1840s to the present. The political, economic and social impact which the western nations had upon Chinese and Japanese developments will be analyzed. Topics to be covered include the Opium War, the opening of Japan, western imperialism in China, the origin and nature of the Chinese Revolution, the rise of militarism in Japan, the emergence of Communist China as a world power and the Sino-Soviet split.

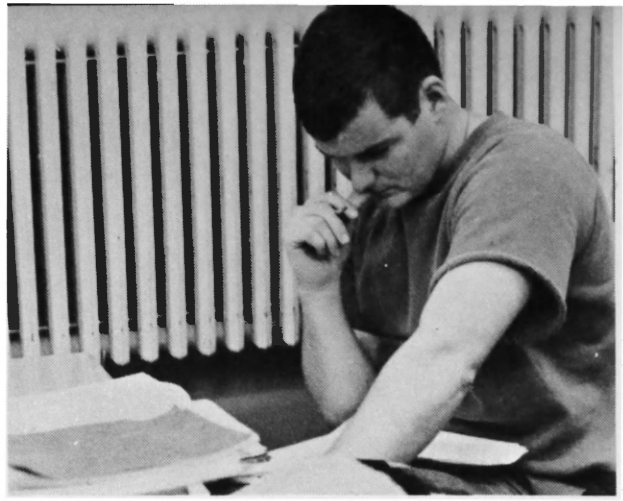
Prerequisite: None

Math 8 – Business Math

3 Credits

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

Prerequisite: None



✓ **Math 10 – Mathematics: Introduction to Algebra** 3 Credits

This course has been developed to present a more sophisticated mathematical tool – algebra – to the business student. It should enable the student to utilize mathematics in business operations to a greater degree.

Prerequisite: None

✓ **Mathematics 11 – Advanced Mathematics: First Course** 3 Credits

This course has been designed as an introduction to higher mathematics for the business student. It includes an analysis of business functions which are linearly related thus introducing the student to linear programming. The course presents an opportunity to learn the methods and terminology of automated systems analysis as a tool of mathematics. Such topics as logarithms, compact notation and mathematics of finance are included to build additional skills for the student.

Prerequisite: Math 10 or an equivalent background in high school.

Math 12 – Advanced Mathematics: Second Course 3 Credits

This course is offered for the student seeking a one semester terminal course in higher mathematics, but may be used as a preparatory course to Math 13 and 14. It will introduce the student to such mathematical tools as Differential and Integral Calculus, and Probability and their applications to some basic problems in business and economics.

Prerequisite: Math 11

Math 13 – Applied Mathematics: First Course 3 Credits

This course will continue to expose the student to the applications of mathematics to problems from various areas of business. It includes Boolean algebra with its applications, functions and their use in business and economics, and advanced linear programming.

Prerequisite: Math 11 by permission of one instructor, or Math 12.

Math 14 – Applied Mathematics: Second Course 3 Credits

This course will continue to fulfill the objective of Math 13. It will point out to the student the advantages and limitations of these developed quantitative techniques in decision-making. The course will increase student's knowledge of calculus with applications in business operations and probability with statistical applications.

Prerequisite: Math 13

Philosophy 10 – Introduction to Philosophy**3 Credits**

A general introduction to philosophy with selections from classical and contemporary philosophers. An analysis of essential problems and types of philosophy.

Prerequisite: None

Philosophy 14 – Fundamentals of Logic**3 Credits**

Study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, the significance of language, and clear verbalization.

Prerequisite: None

Philosophy 15 – Religion in Contemporary America**3 Credits**

A review of the development of the three dominant faiths in America. Survey of the religious character of the contemporary American community.

Prerequisite: None

Philosophy 16 – Ethics

The basic objective of this course is to introduce the student to the theory and practice of ethical decision-making. The course will approach the subject through a critical examination of existing ethical systems, and by the development of a methodology for evaluating each system – including the student's own code of ethics. In this way the student will better prepare himself to answer the basic question of his life, "What ought I to do" or "What is the right thing for me to do."

Prerequisite: None

Psychology 9 & 10 – Introduction to Psychology (2 semesters)**3 Credits each semester**

This course provides an introduction to the contemporary science of psychology covering three aspects of the problems of psychology, the factual and theoretical backgrounds to the understanding of these problems, and the methods necessary to the solutions of these problems. Thus, the course serves as a basis for further study in related fields and is a prerequisite for Sociology 13.

Prerequisite: None

Psychology 11 – Human Growth and Development 3 Credits

This course concerns physical and psychological development from infancy through the school years. While not ignoring problem aspects of growth, emphasis is on the "normal", usual patterns of development. Discussion will combine latest research information with actual observation of children in various activities.

Prerequisite: None

Psychology 14 – Mental Hygiene 3 Credits

This course offers the student insight into the dynamics of human adjustment, both normal and abnormal to the problems of modern living. Material covered includes such areas as human motivation and learning, individual differences, the self concept and psychometrics. Discussion combines case studies and research information.

Prerequisite: None

Science 10 – Science Survey 1 3 Credits

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

Prerequisite: None

Science 11 – Science Survey 2 3 Credits

Introduction to important general fields of meteorology, astronomy, and chemistry. Zoology and human physiology are also considered. The emphasis of the course is on the historical and practical aspects. This is a non-laboratory course.

No prerequisite, but Science 10 is recommended.

Science 12 – Introduction to Anatomy and Physiology 3 Credits

The course is intended to introduce the student to the fundamental principles of anatomy and physiology. It covers the study of the structural and physiological unit of the body with the organization of tissues, organs and systems, the integumentary (skin) – Musculo-Skeletal and the nervous systems.

Prerequisite: Open only to Medical Secretarial students.

Science 13 – Anatomy and Physiology**3 Credits**

A study of anatomy and physiology and the relationships of all the body systems and their functions including the abnormal functions. The aim of the course is to give the student a keen knowledge of the subjects involved, and also the psychology of the sick person.

Prerequisite: Science 12; open only to Medical Secretarial students.

Sociology 9 & 10 – Introduction to Sociology (2 semesters)**3 Credits each semester**

The course aims to impart the basic concepts and tools of sociological inquiry, to convey a comprehensive picture of society by examining the workings of the major forms of social organization, and to pursue both the causes and consequences of social change and social order.

Prerequisite: None



Sociology 13 – Contemporary Social Problems of the U. S.**3 Credits**

A study of contemporary human problems in their historical context. Such problems as crime and delinquency, poverty, racial and religious prejudice, and alcoholism are considered.

Prerequisite: Psychology 10

Sociology 17 – The Family in Social Context**3 Credits**

Through a comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world the student will be given a greater understanding of the family as a universal social institution.

Prerequisite: Sociology 9 and 10

Sociology 18 – Social Change**3 Credits**

The systematic analysis of the processes of social change, the theories of how social change is generated, and the varied functional consequences of such change.

Prerequisite: Sociology 9 & 10 or History 9 & 10

Sociology 20 – Human Relations in Administration**3 Credits**

A study of the relationships between the administrator and his superior, employees under his supervision, associates at his own level. Problems in human relations relating to social and cultural differences, discipline, communications, and changing business needs.

Spanish 10 and 11 – Elementary Spanish (2 semester – both required for credit)**3 Credits each semester**

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

Prerequisite: None

Spanish 12 and 13 – Intermediate Spanish (2 semesters – both required for credit)**3 Credits each semester**

Continuation of Spanish 11. The fundamentals of grammar, pronunciation, and conversation continued along with dictation and elementary composition. Also reading to develop vocabulary. Prerequisite Spanish 10 and 11 or approval of instructor.

special courses

Speedwriting Shorthand

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

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

Reading Improvement (PAR)

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

Everyone, whether he be an average, poor, or superior reader can substantially improve the following basic reading skills: rate, comprehension, concentration and ability to work under pressure, word recognition, pronunciation vocabulary,

critical reading, enjoyment and appreciation of reading.

C. P. A. Review

This course is designed to aid the C. P. A. candidate to develop approaches to the solutions of problems and answers to the questions in examination. The material covers the four major sections of the C. P. A. examination: auditing, accounting theory, accounting practice (problems) and commercial law, and a review of current Federal Income Tax applications.

Finishing Course

This course teaches the female student how to improve herself with an intelligent, realistic goal in mind: striving to be the most attractive version of what she is. The course teaches make-up, dress, poise and helps build self-confidence for all situations, both business and social. Optional for all female students enrolled in secretarial programs.

Weaver Real Estate

New Hampshire College of Accounting and Commerce is the only school in New Hampshire authorized to teach this nationally taught real estate course. This is a comprehensive real estate program dealing with all general aspects of real estate including sales, appraisals, law, ethics, mortgages, loans, insurance and property management. This course satisfies the classroom requirement for the state licensing examination.



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13 March 1969

English 9 (College English Preparation) -- Course Description

This is a course in review of basic composition in preparation for a college Freshman English course. Most of the course content is review material and it is only for students who need such additional work.

There is no grade for the course (except Pass or Fail). However, there will be 3 credits if course is passed. These 3 credits will be additional to those required for graduation.

MATH 9 Introduction to College Math

This course offers a student the opportunity to acquire an adequate background for college level mathematics.

The student should learn terminology and develop competence with basic mathematics.

This course, by its nature, satisfies no credit requirements for graduation.

Rec'd
6 March 69

Noted
H. J. [illegible]
24 March 69

NEW HAMPSHIRE COLLEGE OF ACCOUNTING AND COMMERCE

88 HANOVER STREET, MANCHESTER, N. H. 03101

603 669-2652

625-9013



FOR ADMISSIONS OFFICE ONLY

APPLICATION FOR ADMISSION Day Division

Action	Date	Initial
F. A.	R.A.	P.A.
Re.	N/S	
Fee: Rec'd \$	Date	By

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

Name Social Security

(Last) (First) (Middle)

Home Address Tel. No.

(Street) (City) (State) (Zip)

Date of Birth Sex: ()M ()F Marital Status

Name of Father (or guardian)

Address of Father (or guardian) (Zip)

Place of Employment Occupation

Name of Mother

Address of Mother (Zip)

Place of Employment Occupation

If retired, previous occupation(s)

Please indicate with whom you live (Name) (Relationship)

Parents' bank or credit reference

Address (Zip)

Have you made application to N. H. C. A. C. before? Year

When do you plan to enter College? (Date)

What class do you plan to enter? Freshman () Sophomore () Junior () Senior ()

Course taken in High School

Name of High School Guidance Director Principal

High Schools and Preparatory Schools attended. List in order of attendance.

School Dates Attended

Address Year Graduated

School Dates Attended

Address Year Graduated

Have you attended other colleges or universities? Give names and dates of attendance

.....
Name Address Dates of Attendance

Do you intend to apply for transfer of credits earned there?

If you have attended another college or university an official transcript covering all academic work must be submitted before this application can be processed.

If you have left school or are not applying directly from school, indicate how you have been occupied since leaving.

.....
Are you a veteran? Yes () No () Number of Years in the service.....

Will your college training be authorized by the Veterans Administration? Yes () No ()

Have you made application to any other college?
(Yes or No)

State names of any relatives or friends who attend or have attended NHCAC and relationship

.....
How did you first learn of NHCAC?

.....
State here any information you would like to add which will help the Committee on Admissions evaluate your application:
(Include Honors, Activities, Employment)

.....
Have you any physical handicaps? If so, please explain

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

BACHELOR OF BUSINESS SCIENCE DEGREE

- () Accounting
- () Business Management
- () Management Information Science
- () Secretarial Science

ASSOCIATE IN BUSINESS SCIENCE DEGREE

- () Accounting
- () Business Management
- () Administrative Secretarial
- () Executive Secretarial
- () Legal Secretarial
- () Medical Secretarial
- () Technical Secretarial

CHECK: () RESIDENT STUDENT

- () College to provide housing.
- () Wish Home-Study Plan for Females.

() COMMUTING STUDENT

College housing not required.

Signature

Address

City State Zip

To expedite processing of your application please have the high school or college you are now attending submit a transcript of your grades when application is made. An application fee of \$10 must accompany this application.

