

NEW HAMPSHIRE COLLEGE

1983/84 UNDERGRADUATE DAY COLLEGE CATALOGUE



MANCHESTER/HOOKSETT, NEW HAMPSHIRE



New Hampshire College
2500 River Road
Manchester, NH 03104
Telephone: 603/668-2211

Degree Programs

Undergraduate College of Business

Bachelor of Science Degrees in:

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

Associate in Science Degrees in:

- Accounting
- Management
- Electronic Data Processing
- Fashion Merchandising
- Administrative Assistant—
Word Processing Specialist
- Executive Secretarial
- Legal Secretarial
- General Studies

Graduate School of Business

- MBA with concentrations in
Accounting and Management
- Master of Science Degrees in
Business Related Subjects

School of Human Services

- Associate in Science Degree in Human
Services
- Baccalaureate Degree in Human Services
- Master of Human Services



Accreditation

New Hampshire College is accredited by:

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

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

New Hampshire College is also:

- Approved for the education of veterans and the children of veterans.
- Approved for the rehabilitation training of handicapped students.
- Authorized under Federal Law to enroll nonimmigrant alien students.
- Listed in the Department of Education's Education Directory, Part 3, Higher Education.

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Subject and Contacts

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Graduate School of Business—

Dean Jacqueline F. Mara

Human Services—Dean Ira I. Goldenberg

ADMINISTRATION, *personnel, classified employment* —Dean William Beane

ADMISSIONS

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Graduate School of Business—

Dean Jacqueline Mara

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BILLS, *student accounts*—Business Office

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FINANCIAL AID, *scholarships*—

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GRADES, *transcripts*—Richard W. France,
Office of the Registrar

NHC RESOURCE CENTER, *non-credit, short-term training programs, seminars, in-house training programs*—Dean Frank E. Aguilera

HUMAN SERVICES, *Institute and programs*—
Dean Ira Goldenberg

PUBLIC INFORMATION, *news and sports information*—John Clayton

STUDENT AFFAIRS, *activities, health, residence life, athletics, career planning, academic advising counseling, campus ministry*—
Dean George Larkin

Mission

New Hampshire College is a private, non-profit, independent, pluralistic college which provides quality education within the framework of selected career oriented educational opportunities and professional development. As an institution, the College is committed to prepare its students to participate in a changing and increasingly more complex world of competing ideologies, varying community concerns, and changing business, social and personal needs.

While the College remains primarily a teaching institution, relevant research and public service activities shall play an increasingly strong role in its educational process.

New Hampshire College actively presents itself to its various communities so that they will use the appropriate available resources of the College.

The College shall realize a degree of controlled growth. The growth process, however, shall recognize fully the need to continue the highest standards of program quality and the quality of student life. The College will look to individual benefactors, business, industry, government, and its own resources to achieve these goals.



History of the College

New Hampshire College is a private, non-profit, accredited, coeducational institution located in Manchester, New Hampshire. The College was founded by the late H.A.B. Shapiro in 1932 as the New Hampshire School of Accounting and Secretarial Science. During the years 1932 to 1960, the College remained relatively small.

In 1961, the College was incorporated and the name was changed to New Hampshire College of Accounting and Commerce. The state of New Hampshire granted the College a charter in 1963, making it a degree-granting institution of higher education. The first associate degrees were awarded the same year, and three years later, the first bachelor degrees were conferred.

On September 1, 1968, the College became a non-profit institution and shortly thereafter selected its first Board of Trustees. The name was changed to New Hampshire College on September 19, 1969. In August 1971, a new campus was opened replacing the previous downtown Manchester location. In September 1974, the College began a Master of Business Administration program.

In the Spring of 1981, the General Court of the State of New Hampshire authorized New Hampshire College to award the Master of Human Services Degree and the Master of Science Degree in Business Related Subjects and the College purchased a North Campus, the former Mt. St. Mary College in Hooksett.

The dual-site main campus operation greatly enhanced the College's ability to address the needs of the community and New Hampshire College now has a day college enrollment of more than 1600 students, 1100 students in the Graduate School of Business, more than 500 students in the School of Human Services and nearly 3000 students in its continuing education programs.

Location and Facilities

New Hampshire College maintains a dual-site main campus in the Manchester/Hooksett area of southern New Hampshire. Manchester, the Granite State's Queen City, has a population of 100,000, and is a growing educational, industrial and cultural center.

Four other colleges are located nearby. New Hampshire's outstanding recreational and historical sites are all close to the College. Boston, with its cultural advantages and activities, is just a one hour drive away. New interstate highways and frequent air and bus service link Manchester with the entire northeast.

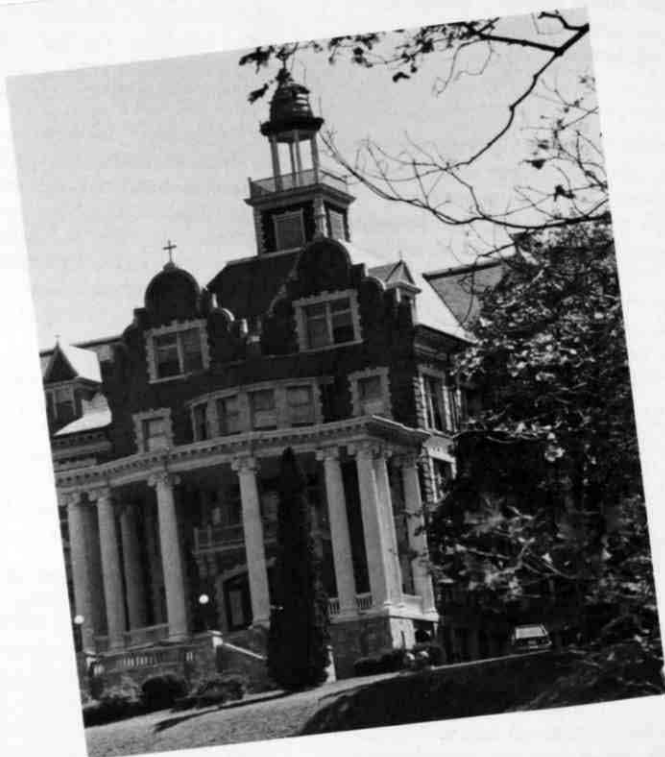
The South Campus, consisting of more than 200 wooded acres, is located along the Merrimack River on the Manchester/Hooksett line. It has twenty major buildings including residence halls, an administrative-classroom building containing a modern computer center, a library resource center with TV studio, a student center with campus store and dining commons, and an athletic-recreational complex with two gymnasiums, competition size swimming pool and

hockey rink. There are also a number of athletic fields and lighted tennis courts.

The North Campus is 4.7 miles from the South Campus and the two are fully integrated. Located along Route 3, the Daniel Webster Highway North, the North Campus site features eleven buildings on more than 500 wooded acres. There are residence halls, faculty and administrative offices, classrooms, meeting and recreational facilities, dining facilities and three theaters with stages. The principal administrative offices of the Graduate School of Business and the School of Human Services are located on the North Campus.

New Hampshire College's Continuing Education Centers are located in Manchester, Portsmouth, Salem, Nashua, Keene, Laconia and Concord, New Hampshire as well as in Brunswick and Winter Harbor, Maine and Roosevelt Roads and San Juan, Puerto Rico.

The School of Human Services operates in Hamden, Connecticut, and in New Hampshire's north country as well as on the main campus.





New Hampshire College and University Council

New Hampshire College is a member of the New Hampshire College and University Council, a consortium of colleges in New Hampshire. New Hampshire College participates in the consortium's student exchange program, which permits students at any member college to enroll on a space available basis for one or more courses at another member college. Students can, therefore, select courses which may not be available on their own campus. In this way, the advantages of a large university combine with the advantages of a small college.

As a member of the consortium, New Hampshire College students also have access to the library collections of other member schools.

NHC in England

A valuable opportunity for student learning at New Hampshire College is its semester in England program. Students who possess a superior grade point average attend classes with British students as well as those from other nations. NHC students have the opportunity to compare business systems in other countries in an age of multinational corporations. There is usually time in students' schedules for travel throughout Great Britain and Europe.

NHC students may take courses at two accredited British colleges, the Polytechnic of North London and Dorset Institute of Higher Education. The Academic Dean of New Hampshire College gives students an orientation on England. Advisors at each college help students select the right courses to satisfy their graduation requirements at New Hampshire College. The courses use the English system of evaluation requiring written papers rather than tests and quizzes. NHC credit is given for each course taken in England.

Polytechnic of North London

Students attending the Polytechnic of North London have an opportunity to spend the fall semester of the junior or senior year in a cosmopolitan world capital known for its many theaters, museums and other cultural opportunities. Students take a course on Contemporary Britain to help them appreciate their new cultural experience. The Polytechnic of North London, one of the largest Polytechnics in Great Britain, offers a wide range of courses in business, the humanities, social sciences and natural sciences. Besides receiving New Hampshire College credit for courses at the Polytechnic, students also receive any financial aid that they would have normally received had they spent the semester on the NHC campus. NHC students stay at the Y Hotel in central London. The Y Hotel includes an extensive athletic facility and offers many other services to resident students. Central London, with its multiple cultural opportunities and the West End, with its shopping and entertainment areas, are only minutes away from the Polytechnic. Students who have participated in past programs have returned from London with praise for the facilities and for the over-all experience.

Dorset Institute of Higher Education

Dorset Institute of Higher Education is located in Bournemouth in southern England. The Institute has a department of tourism, catering and hotel administration with an international reputation. It has associations not only with colleges in Europe, America and the Far East, but also with the British tourism industry. New Hampshire College students in the Hotel/Restaurant Management major will especially be interested in the opportunities provided by Dorset.



The area around Dorset combines the advantages of an urban complex with the attraction of being located by the sea. Bournemouth has long been a summer holiday area. In addition to recreational opportunities and the attractions of restaurants, pubs and theatres, there are a number of historical and literary sites in the surrounding county of Dorset.

Reserve Officers Training Corps Program

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

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

ROTC scholarships are offered on a competitive basis by both the Army and Air Force. Entering freshmen may compete for four-year scholarships during the last year of high school. Students who are enrolled in a four-year ROTC program and two-year program applicants compete for scholarships covering their remaining academic years. Scholarships pay full tuition, all mandatory fees and required textbooks for all courses. All scholarships and non-scholarship students receive a tax-free \$100 per month subsistence allowance during their last two years of an ROTC program.

Non-Discrimination Policy — Sex

New Hampshire College, as required under Title IX of the Education Amendments of 1972 (Public Law 92-318), does not discriminate on the basis of sex in the educational programs or activities which it operates. The Compliance Officer under this law is Dr. Jacqueline Mara, Dean of Graduate School of Business, New Hampshire College, 2500 River Road, Manchester, NH 03104, Tel: (603) 668-2211. Grievance procedures providing for the resolution of student and employee complaints are on file in Dr. Mara's office.

Non-Discrimination Policy — Handicap

New Hampshire College does not discriminate on the basis of handicap in admission or access to, or treatment or employment in its programs and activities. The Compliance Officer under Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) is Dean James Reynolds, New Hampshire College, 2500 River Road, Manchester, NH 03104, Tel: (603) 668-2211.



Student Affairs

Student Affairs Philosophy

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

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

The Student Affairs Department seeks to assist all students at New Hampshire College in solving both academic and nonacademic problems. Its programs are geared towards a successful experience for each student. The Student Affairs Department includes athletic facilities management, health services, residence life, intercol-

legiate athletics, recreational and intramural sports, academic advising, career planning and placement, counseling, student activities, and campus ministry.

Orientation

During the summer prior to admission all freshmen are required to attend a two-day orientation program which introduces them to the academic and social life of the College. During this period students have the assistance of the Student Affairs Department, members of the faculty and administration, and upperclassmen to guide them through registration, course selection, and social activities.

Students transferring from other institutions may participate in the freshmen orientation program or choose to meet with a member of the College staff on an individual basis.

Athletics

New Hampshire College supports an active athletic program as an integral part of the education process. Both intercollegiate and intramural competition is offered to men and women of the





College community. On the intercollegiate level, men's teams are fielded in baseball, basketball, ice hockey, lacrosse, soccer and tennis. Women's teams offerings are basketball, soccer, softball, tennis, and volleyball. The Athletic Department also sponsors the cheerleading squad. New Hampshire College is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, the New England College Athletic Conference, and the New England Collegiate Conference.

The College sponsors a varied intramural program aimed at active student involvement in sports. Men's intramural sports are flag football, basketball, ice hockey, broom hockey, and racquetball. Women's intramurals are indoor soccer, indoor football, basketball, racquetball, and broom hockey. Badminton, softball, swimming, tennis, volleyball, water basketball, and water polo are coeducational offerings.

Recreational courses available at New Hampshire College include aerobic exercise/dance, ballet/jazz dance, figure skating, power skating, scuba diving, self-defense for women, swimming classes, advanced life saving, synchronized swimming, tae kwon do, weight lifting, and yoga. The College also sponsors recreational activities including cross-country skiing, snowshoeing, cross-country running, and swimming meets.

Athletic Facilities

The College has two gymnasiums (one has a wooden floor with a seating capacity of 2,500; one has a synthetic surface with a seating capacity of 1,000 and a stage to accommodate a variety of college activities), a 25-meter six-lane competition swimming pool with a 200-seat viewing gallery, two racquetball courts, a weight room equipped with a Universal Gym system, a mirrored exercise/dance room, a training room, an equipment room, an Outing Club room,

several locker rooms, team rooms and meeting rooms. Outdoor athletic facilities include a 200' \times 85' lighted artificially-refrigerated ice hockey rink, four lighted tennis courts, two baseball diamonds, a softball diamond, a varsity game field and several practice fields. In addition, cross-country ski trails and nature trails are cut throughout the two campuses.

Career Planning, Academic Advising and Counseling

The Career Planning, Academic Advising, Counseling Center (CPAC) represents a merger of three professional units of Student Affairs—academic advising, counseling services, and career planning and placement. While the curriculum of the College addresses cognitive and technical needs, it does not engage other patterns of human growth. The role of this office is to address such areas of personal change left unserved by the standard curriculum or not accomplished by students at the appropriate point.

Group workshops are used to improve decision-making skills, to expand career awareness, to gain comfort with one's sexual identity, to become more tolerant, to improve study skills, to become less anxious or to improve or to acquire an appropriate skill, attitude or understanding. Specific target groups and areas of concern are discovered by student response to survey and needs analyses, by informal communication with students and from the reading and experience of the staff.

Individual students with special needs are sought out by the staff and encouraged to join a program, or are assisted individually. The staff anticipates the concerns of students and uses promotions and other public relations practices to bring students into its programs. The staff meets students in their territory and works cooperatively with faculty to gain and maintain their support.

Academic Advising

Academic advising programs are aimed at fostering intellectual growth, decision-making, major selection and management of the academic system, and study skills improvement. Freshmen are advised by a selected group of faculty. Special concerns of freshmen such as becoming adjusted to college, learning about New Hampshire College and choice of major will be addressed.

Sophomores are advised by faculty in their major areas. Students may choose these advisors.

Counseling

The primary aims of the counseling program are to assist the student in exploring a problem or concern and working on alternative resolutions. Individual and group sessions are available.

Career Planning and Placement

Placement activities include traditional job-seeking assistance. Programs aimed at expanding career awareness, clarifying values, understanding career objectives as related to personal goals and lifestyles, challenging students' perceptions of career and major choices and improving decision-making are offered.

Professional staff members are responsible for planning programs, promoting them among students and staff, earning the support and cooperation of the staff, communicating with relevant external constituencies, engaging in appropriate institutional research, and meeting with individual students.

The College does not guarantee employment to its graduates, but the chances for employment are enhanced if they have begun career planning early in their undergraduate days.

CPAC Assistants

An important segment of CPAC is the use of student assistants. These upperclassmen work with incoming students and with those on scholastic warning on the improvement of their study habits and attitudes. As a result of these meetings, the CPAC assistants often become involved in other issues and become a significant adjunct to the professional staff.

Office of Residence Life

College housing is available both on the South and North Campuses. On the South Campus, facilities include dormitories, townhouses, and apartments. Dormitories consist mainly of double rooms in suite arrangements with capacities of 12 - 24 students. Students in dormitories share common bath and lounge facilities. Townhouses consist of four-person, two-level living accommodations. The first level includes a living room and kitchen; above are bedrooms and a bath. Apartments consist of four- and six-person accommodations; students share a common kitchen, living room and bath.

All dormitory rooms are furnished with desks, chairs, beds, drapes and wardrobes. Townhouses and apartments are furnished with desks, chairs, beds, drapes, wardrobes, living room and kitchen furniture, as well as a stove and refrigerator. Students must provide their own pots, pans, and glasses; the College provides plates, cereal and dessert dishes, cups and saucers, knives, forks and spoons. Juniors and seniors usually reside in the apartments and townhouses; freshmen and sophomores are usually assigned to dormitories.





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

Being admitted to the College is not a guarantee that you will be offered housing. When the College offers housing to a student, it does so for one academic year, not until the student graduates. However, all students, with the exception of those who reside with relatives are required to live in College housing as long as accommodations are available.

All freshman resident students and any other students living in dormitories are required to be on the College's meal plan. Specific questions regarding the meal plan should be directed to the Dean of Administration. Questions relating to the residence program should be directed to the Director of Residence Life.

Resident Assistants

Adjusting to college living is not always an easy experience. Realizing this, the College has staffed its living centers with Resident Assistants. They are upperclass students who are selected and trained to be of assistance to resident students. Their responsibility is to promote the well-being of students by providing a positive living experience. They do this by advising, referrals, and assisting students in various other ways. Students are encouraged to acquaint themselves with their Resident Assistant and to ask them any questions they may have. Questions concerning the Resident Assistant program should be directed to the Assistant Director of Residence Life.

Health Center

During the academic year, the South Campus Health Center is open 8 am - 5 pm, Monday through Friday. Office hours are scheduled at the North Campus as determined by student needs. The staff includes a Nurse Practitioner, a Registered Nurse, and a Licensed Practical Nurse. The College physician is available by appointment.

Outpatient services available to students include treatment of common and acute health problems, diet counseling, pregnancy counseling, first-aid treatment, as well as management of common controlled chronic problems. Students may stay at the Health Center, on the South Campus, for limited nursing care and if further care is needed, they may be admitted to a local hospital at the physician's recommendation.



Student Organizations

Student Government Association

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

Through SGA, students are given a voice in the running of New Hampshire College. The SGA appoints student members to the College Council, an official policy-making body of the College. It also appoints student representatives to the Student Staff Judiciary Appeals Committee, Admissions Advisory Committee, Financial Aid Advisory Committee, Council for Student Affairs, and many other such committees.

Student Publications

The Student Handbook is published annually by the Student Affairs Department and distributed to all students at the beginning of each academic year. It is the official guide for all rules and regu-

lations and important information. It should be retained by each student for reference throughout the year.

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

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

Cheerleaders

In September tryouts for the Varsity Cheerleading Squad are open to all undergraduates of the College. The Cheerleaders provide vocal and moral support for varsity athletic teams at both home and away games.

Fraternities and Sororities

Through membership in social fraternities and sororities students often make lifelong friendships based upon mutuality of interest and experience. Chartered and listed in the order of their establishment at New Hampshire College





are Phi Delta Psi fraternity; Kappa Delta Phi fraternity, Chi Chapter; Kappa Chi sorority; Phi Omega Psi sorority; Kappa Sigma fraternity, Lambda-Mu Chapter; Alpha Phi sorority, Zeta Lambda Chapter; and Phi Delta Theta.

Special Interest Fraternities

New Hampshire College has chapters of various special interest and honorary fraternities. The College honor society is Delta Mu Delta, the National Academic Honor Fraternity. NHC also has the Omega Nu Chapter of Alpha Phi Omega, a co-ed service fraternity. Pi Omega Pi, the National Business Education Honorary Fraternity also has a chapter on the New Hampshire College campus.

The Interfraternal Council

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

Newman Student Community

The goals of the N.S.C. are to form a Christian Community on the campus through the Liturgy, and to participate with all other faiths on campus in ecumenical activity through the presentation of lectures, films, and other programs.

Future Secretaries Association

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

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

The F.S.A. is sponsored by the Profile Chapter of the National Secretaries Association (International).

Bowling League

Candlepin bowling is offering during the week through the school year. Participants compete for both team and individual trophies.

Chess Club

The Chess Club provides activity and offers relaxing competition for its members. The club sends representatives to various inter-collegiate tournaments.

Special Events Committee

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

Marketing Club

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

Humanities Committee

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

ACADEMIC INFORMATION



Academic Information

Academic Support Services

While the academic aspects of a college career usually center around the classroom, other services, programs, and facilities add to the learning situation.

Harry A.B. and Gertrude C. Shapiro Library

The Shapiro Library, located near the center of the South Campus, serves as an information resource center for the students, faculty and staff of New Hampshire College. The constantly expanding collection contains approximately 66,000 volumes, 4,500 reels of periodicals and newspapers on microfilm and 53,000 company financial and annual reports on microfiche. The library receives approximately 900 magazines and journals, subscribes to various business, computer, tax and financial services, and is a U.S. and state depository. Collection development is aimed at meeting the research needs of undergraduate and graduate level business and human services students. Several conference rooms are available for group study and projects. Librarians provide research assistance and instruction in the use of library resources.

The library features an art gallery which offers exhibits of New Hampshire artists. A separate, but functionally integrated wing of the library contains the Audio Visual Center and a 150 seat studio. The center includes a listening room where its library of records, cassettes, and film and video programs can be reviewed by faculty and students. A wide range of A-V equipment is circulated from the center for classroom instruction. Original transparencies and slide and video programs are produced by faculty and students with assistance from audio visual personnel. The studio is the broadcast point for Channel 13, the College's closed circuit television system.

The Learning Center

The Learning Center is designed to provide a variety of academic support services to all students enrolled at the College. These services are intended to assist students who may encounter difficulties in some aspects of their studies. The services in the Learning Center consist of the following:

The Reading and Communications Center

The College maintains a Reading and Communications Center staffed by faculty members plus additional tutoring assistance as needed. Programs are available to all students desiring to improve reading skills such as reading com-

prehension and retention, critical reading, speed reading, and vocabulary building. Students who encounter difficulty with texts or other books are encouraged to obtain individual aid. Students for whom English is a second language are offered intensive instruction. The Reading Center houses a collection of paperback books and instructional texts for loan as well as E.C.L. Controller Reading machines and Tachistoscope for use in the improvement of reading ability.

Personalized Academic Services for Students

The Personalized Academic Services for Students (PASS) program is a program of individual academic assistance available to students who may encounter academic difficulty during their first two years of college. The program provides a variety of services all designed to assist students to survive their initial entry into college and at the same time acquire academic skills which eventually will allow them to function successfully and independently in all academic areas. Services offered include study skills, tutoring, remedial instruction in math, reading and writing; personal counseling and academic advising. Enrollment and participation in the program is voluntary. Invitation to participate is usually extended to a select number of students shortly after they have been accepted at New Hampshire College.

Subject Tutoring Labs

Tutoring on a small group and one-to-one basis is available in most subject areas. Anyone encountering difficulty with any subject is encouraged to seek tutorial assistance from the Learning Center. Tutors, for the most part, consist of upperclassmen who have demonstrated skill in the particular subject and who have been trained by Learning Center staff.

The Learning Center is also ready to assist students to diagnose academic difficulties. Any student encountering academic difficulty and wishing to understand the cause of that difficulty is encouraged to visit the center. If the needed service is not available in the center, a referral by the center's staff will be made to the appropriate source of help.

Computer Center

The New Hampshire College Computer Center is an academically oriented area. The College's new computer system is an IBM 4341, four mega memory size, with batch, on-line and interactive capabilities. McGill University System for Interactive Computing (MUSIC) will allow students interactive or batch academic uses in languages such as BASIC, COBOL, FORTRAN and others, as well as statistical, word processing and other applications. Other languages and design usages will be available through the computer's CMS, DOS/VSE capabilities.

Internship

Recognizing that learning and education do not take place in the classroom alone, the Internship Program at New Hampshire College incorporates what the student learns in the classroom with practical work experience. Through participation in this program, students work in the business community, receive credit for the experience and are provided with a short term income.

Domestic Internships

Most majors offer an opportunity for an internship experience. Depending on the program of study, a student may receive from three to 12 credits for a work place learning experience. Participants must be in good academic standing, and receive approval from the Department Chairman and the office of Cooperative Education before acceptance into the program. All candidates are also interviewed and screened by the prospective employer who makes the actual selection of the intern. The College maintains a working relationship with current and potential intern employers, both within New Hampshire and throughout the United States. Students are also encouraged to develop business contacts that will assist them and the College in developing new opportunities.

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



Foreign Internships

There are two foreign internship options at New Hampshire College.

1. The first option offers students in the following disciplines—management, economics/finance, marketing, retailing, and hotel/restaurant management—the opportunity to spend either a full semester or the summer term working for 12 credits in Canada or England. Canadian or English internships may also be available in MIS/MAS (6 credits), accounting and fashion merchandising (3 credits).
2. The second option is for students pursuing marketing, retailing or fashion merchandising programs of study. They have the opportunity to participate in a six-week, three-credit, summer internship program. Coordinated by New Hampshire College and used by two and four year colleges throughout the country, the goal of this program is to bring the real world of international distribution to American students.

Limited work stations exist in Germany, France and Denmark.

NHC Resource Center

The NHC Resource Center has been established to assist the College in relating to the needs of its community in a period of rapid change. Its programs are composed of seminars, conferences, and short, non-credit courses designed to service specific needs. Working closely with local businesses, trade associations, and professional societies, as well as government agencies and community organizations, the NHC Resource Center offers meaningful training experiences at the College's modern facilities or at client locations. Supplementing the New Hampshire College faculty with state-of-the-art business and government practitioners, the NHC Resource Center provides timely training that meets the unique needs of our community.

American Language and Culture Center

The American Language and Culture Center is a full-time 14-week intensive English and communications skills training program. Its goal is to equip international students with the English language and American culture skills that they will need to easily and successfully enter and complete college and university degree programs in the U.S.A. Students attend classes for 32 hours per week including written and spoken English, business English, cross-cultural communication, American values and beliefs, and study skills. The program is rounded out with many trips to places of cultural and historic interest in the New England area.



Upstart

Upstart is a nine month, college credit, certificate program designed to provide low-income men and women with the necessary skills to enter the job market. Students complete courses in secretarial skills, office occupations and business related areas to prepare themselves for the business world.

Project Ahead

Project Ahead is a cooperative plan designed to help active duty personnel of the U.S. Armed Forces work toward a college degree. To qualify as a Project Ahead student, an applicant must qualify for military service and meet the requirements for admission to New Hampshire College. If qualified, the College staff will counsel a Project Ahead student prior to the start of active duty and will maintain an academic file on him/her. While in the service, a Project Ahead student can take courses at any approved college providing that the course is first approved by New Hampshire College. After discharge, the veteran may continue studies at New Hampshire College or may have a transcript sent to any other college.

Continuing Education

The Office of Continuing Education is responsible for the activities and undergraduate programs of the Summer School, the Evening Division, and Off-Campus Education Centers.

The Summer School and the Saturday program are the only daytime programs offered through Continuing Education.

All other Continuing Education programs are offered in the evening throughout the year. These centers operate as integral parts of the College, using the same accreditation criteria and the same academic control as the day division. Faculty are chosen from the College staff or from outside by the department chairmen in their specialties.

A listing of the centers with majors offered at the various locations follows. Inquiries can be directed to any one of the centers listed or to the Associate Dean for Continuing Education at the Manchester, New Hampshire campus.

Off-Campus Programs

In order for a day student to take a course which is part of the evening or off-campus programs, permission must be received from the Academic Dean's Office. Credit will not be given for any courses taken without permission. Off-campus programs are offered at the Brunswick Naval Air Station, Brunswick, ME; Salem High School, Salem, NH; Concord, NH; Nashua, NH; Portsmouth High School, Portsmouth, NH; Memorial Middle School, Laconia, NH; Claremont Junior High School, Claremont, NH; Bldg. 88, Pease AFB, NH; Dover High School, Dover, NH; and at San Juan and Roosevelt Roads, Puerto Rico. Day students must notify the Registrar's Office of any evening courses taken, on or off campus.

Continuing Education Centers:

NHC—*Portsmouth Center*
10 Vaughn Street
Portsmouth, NH 03801
(603) 436-2831 or 436-2840

- General Management—AS and BS
- Accounting—AS and BS
- Techni-Business—BS
- Marketing—BS
- MIS—BS
- Graduate Program—Master of Business Administration

NHC—*Salem Center*
151 Main Street
Salem, NH 03079
(603) 893-3598 or 893-9600

- General Management—AS and BS
- Accounting—AS and BS
- Marketing—BS
- MIS—BS
- Techni-Business—BS
- Graduate Program—Master of Business Administration

NHC—*Manchester Center*
2500 River Road
Manchester, NH 03104
(603) 668-2211

- Marketing—BS
- General Management—AS and BS
- Accounting—AS and BS
- EDP—AS
- MAS—BS
- MIS—BS
- Techni-Business—BS
- Graduate Program—Master of Business Administration

NHC—*Nashua Center*
7½ Harris Road
Nashua, NH 03060
(603) 888-0342

- General Management—AS and BS
- Graduate Program—Master of Business Administration

NHC—*Brunswick Center*
Box 4
NAS Brunswick, ME 04011
(207) 725-6486

- General Management—AS and BS
- General Studies—AS
- Marketing—BS
- MIS—BS
- Techni-Business—BS
- Graduate Program—Master of Business Administration

NHC—*Laconia Center*
McGrath Street
Laconia, NH 03246
(603) 524-3527 or 524-3554

- General Management—AS and BS
- Techni-Business—BS

NHC—*San Juan Center*
PO Box 1368
Hato Rey, Puerto Rico 00919
(809) 763-7655

- General Management—BS

NHC—*Roosevelt Roads Center*
PO Box 602, U.S. Naval Station
Ceiba, Puerto Rico 00635
(809) 863-2000 Ext. 5598

- General Management—AS and BS
- Graduate Program—Master of Business Administration

NHC—*Claremont Center*
12 Putnam Street
Claremont, NH 03743
(603) 543-0466

- General Management—AS and BS
- Techni-Business—BS

NHC—*Concord Center*
25 Columbus Avenue
Concord, NH 03301
(603) 224-8640 or 224-8430

- General Management—AS and BS
- Techni-Business—BS
- Graduate Program—Master of Business Administration



Academic Standards and Regulations

Attendance

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

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

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

Preregistration Procedure

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

Withdrawal from Class

If the class withdrawal occurs within the first ten weeks of a term, the course grade is to be a W.

Upon withdrawal, a student has the right to ask permission of the instructor to audit the class.

After the tenth week of the semester, a student may not withdraw from a class; this prohibition includes not withdrawing for the purpose of auditing the course. An instructor, however, may withdraw a student from a class at any time, including after the tenth week of a term, providing that the notice of withdrawal is in writing and signed by the instructor. If the withdrawal occurs after the tenth week, the grade is to be WP or WF.

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

Add and Drop

Beginning on the fourth school day, of each semester, students may add or drop classes from their schedule during the next seven school days.

To do so, the student must obtain permission on an add/drop form obtained at the Registrar's Office. Permission will be indicated by the signa-

tures of all of the instructors involved. The add and/or drop is not complete or official until the signed add/drop form is received by the Registrar's Office.

A student's non-attendance in a class does not constitute a drop or a withdrawal. An instructor, however, may drop a student because of excessive cuts or non-attendance. Also, without giving notice to the student, an instructor may drop a student who misses the first two sessions of the instructor's class. The Registrar's Office is to be notified of any student dropped by an instructor.

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

Withdrawal from the College

A student may withdraw from the College by obtaining a withdrawal form from the Dean of Student Affairs and obtaining all necessary signatures. Failure to file a withdrawal form with the dean will result in the automatic recording of F grades in all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received.

Official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining tuition refund, if any.

Activity cards must be returned when withdrawing from the College.

Credit Overload

A student who wants to take more than 19 credit hours in a single day semester (including all day and continuing education credit hours), must receive permission to take these extra credit hours from the Academic Dean. Credit hours for courses from which the student withdraws are included in total number of credit hours being taken by that student.

Except as provided below, a student will be required to pay \$180 for each credit hour he or she takes in excess of 19 credit hours.

A senior who will complete all of his or her studies in residence at New Hampshire College in not less than eight semesters may take up to 21 credit hours in his or her seventh and/or eighth semester at New Hampshire College without extra charge, providing that these credits are needed to graduate in eight semesters after entrance to New Hampshire College. A student who will graduate from New Hampshire College in seven or less semesters will be assessed a fee of \$180 a credit hour for each credit hour he or she takes in excess of 19. Any student, including seniors, must receive permission from the Academic Dean to take a credit overload.

Privacy of Student Records

The policy and procedures concerning the privacy of student records maintained by New Hampshire College are in large measure governed by the Federal Family Education Rights and Privacy Act.

Except in the few instances stated in the College's policy, no one will have access to a student's records without the written consent of the student concerned. One exception provides that parents have a right to view and have copies of materials in their child's education record without their child's consent, providing the child is dependent upon the parents for federal income tax purposes.

Grading System

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

<i>Grade</i>	<i>Quality Points</i>
A	4.00
A- Excellent	3.67
B+	3.33
B Good	3.00
B-	2.67
C+	2.33
C Average	2.00
C-	1.67
D+	1.33
D Passing	1.00
E Administrative Failure	0
F Fail	0
IF Incomplete/Fail	0
S Satisfactory	
U Unsatisfactory	
CR Credit	
AU Audit	
W Withdrew	
WP Withdrew Passing	
WF Withdrew Failing	
T Transfer Credit	
N No grade received from instructor	

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

Accounting 1	
3 Credits × A (4) = 12 QP	
English 10	
3 Credits × B (3) = 9 QP	
MA 10	
3 Credits × C (2) = 6 QP	
MIS 20	
3 Credits × D (1) = 3 QP	
History 9	
3 Credits × F (0) = 0 QP	
<hr/> 15 Credits	<hr/> 30 QP
30 QP divided by 15 CR = 2	
Grade point average is 2.00	



Posting of Grades

Students have the privilege of receiving their grade average prior to final exams and of discussing this grade average with the instructor. In order to do this a student must make the request for an appointment with the instructor at least two weeks prior to the first day of final exams. After final exams, all teachers will post, by student I.D. numbers, course grades outside their offices.

Incompletes

Faculty members may give a student an incomplete in a course. Six weeks into the following semester, the incomplete automatically becomes an F if work is not completed.

Repeating Courses

A student may repeat any course once for credit. A student who fails a course will want to or need to repeat the same course at New Hampshire College. In such an instance the first course grade will not be computed into the total grade point average (GPA); instead, the second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade. While the first course grade will not be computed into the total GPA, it will continue to appear on the student's transcript. To repeat a course, a student must obtain a permission form from the Registrar's Office. Students taking a course for the first time will be given priority in registration, however.

Academic Review

At the end of each semester, and at any other time, the records of all students may be reviewed by the Committee on Scholastic Standing. Any student whose total grade point average (GPA) is less than 2.0 is subject to action by the Committee. Also, any student who earns less than a 2.0 semester average in two consecutive semesters or who receives three or more F grades in any one semester is subject to action by the Committee even though the student's total GPA may be satisfactory. Among the Committee's action may be scholastic warning, dismissal or other academic restrictions.

The offices of the Academic Dean and the Dean of Student Affairs will be responsible for working with students in academic difficulty.

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

Satisfactory Progress/Good Standing

A student will be deemed to be making satisfactory progress by specific action of the Scholastic Standing Committee or when on schedule to complete a baccalaureate degree program within four years if pursuing full-time studies, within six years if attending on a three-quarter time basis or within eight years if attending on a half-time basis; or when on schedule to complete an associate degree program within two years if pursuing full-time studies, within three and one half years if attending on a three-quarter time basis or within eight years if attending on a half-time basis.

A student in good standing is defined by NHC as a student who has a total grade point average of 2.0 or better, or as a student who has been approved for matriculation by the Scholastic Standing Committee.

Academic Renewal

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

The following restrictions are imposed:

- It must be approved by the Scholastic Standing Committee.
- It may be granted only once to a student.
- A new transcript is begun with only acceptable credits transferred to the new record. A new grade point average is started.
- A minimum of 33 credits must be completed at New Hampshire College after renewal is granted.

Dismissal

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

Readmission

A student who is dismissed from New Hampshire College for academic causes may petition to be readmitted when evidence can be presented that indicates college work can be successfully resumed. Ordinarily, dismissal shall be for not less than two semesters.



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

Transfer Credits

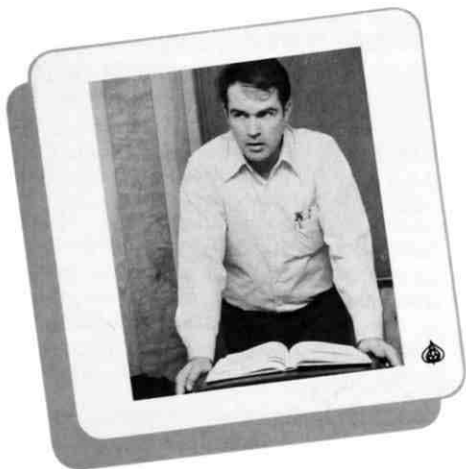
Students who wish to take courses at other colleges and transfer the credits to New Hampshire College, must receive approval from the Registrar. It will be necessary to furnish descriptions of the courses and to present an official transcript of the grades received.

Student Exchange Courses

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

Amendment of Degree Requirements

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





To graduate from New Hampshire College, students must complete 33 credits in residence at NHC. Students who expect to graduate from the College with a bachelor of science degree must include in their 33 residence credits 12 credits from their major field. Students who expect to earn an associate degree at New Hampshire College must include in their 33 residence credits nine credits from their major field. No exceptions will be made regarding residency requirements given in this paragraph.

Also, students must complete the final 24 credits of their degree program at New Hampshire College. These 24 credits can be included in their 33 residence credits. Any request for exceptions to the residence requirement given in this paragraph must be made in writing setting forth the reasons why the exception is sought and submitted to the appropriate Department Chairman and the Academic Dean who will decide if the request will be granted. (Active duty military personnel are exempted from the final 24 credit residency requirement.)

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

Credits earned for completing NHC internships and for courses in NHC's England program and any approved New Hampshire College exchange program are considered to be residence credits.

Graduation Requirements

1. Although D (1.0) and C- (1.67) grades are considered passing in a course, a student must have a minimum accumulative grade point average of C (2.0) for all work completed at New Hampshire College and must satisfy the requirements of a specific program of study, including residency requirements, in order to receive a degree from NHC.

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

Apply By	Complete Requirements By	Conferral Date
June 10, 1982	Aug. 31, 1982	Sept. 15, 1982
Oct. 15, 1982	Dec. 31, 1982	Jan. 15, 1983
Nov. 15, 1982	May 21, 1983	May 21, 1983

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

The graduate fee (\$35) must be paid at the time the Application for Degree is submitted. Application for Degree forms can be obtained from and are returned to:

- *Business Graduate Students — Graduate School of Business*
 - *Continuing Education — Continuing Education Office*
 - *Day Students — Registrar's Office*
 - *Human Services Students — Human Services Offices*
3. A student is held responsible for determining that he or she has earned all necessary credits for graduation. Students who have any questions should refer them to the Registrar.
 4. All obligations to the College, such as library fines, tuition, dues and fees, must be met; all athletic equipment must be returned.
 5. All students are expected to attend the graduation ceremonies.

Transcript Request

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

Parents of a student may receive their son's/daughter's transcript if the student is dependent upon his/her parents for federal income tax purposes. A request for a transcript must be made in writing and must include the student's signature (or parent's, where applicable).

No transcript will be furnished to a student or former student whose financial obligations to the College have not been satisfied.

Transcript Cost

Active students other than BS seniors and AS sophomores are required to pay \$2.00 for each transcript. There is always a charge of \$2.00 per transcript for former students.



Academic Honors

President's List and Dean's List

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

Delta Mu Delta

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

NBEA Award of Merit

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business education. This award may not be presented annually, but at the discretion of the Business Education Department.

Who's Who Among Students in American Universities and Colleges

Each year a number of students in the Sophomore, Junior and Senior class and students in the graduate program are elected to be listed in the publication of Who's Who Among Students in American Universities and Colleges. This is an honor accorded students in good scholastic standing who have contributed particularly to the College's extracurricular life. The Selection Committee is chaired by the Assistant Director of Residence Life.

Pi Omega Pi

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

Graduation with Distinction

Degree of Bachelor of Science

The degree of Bachelor of Science with certain distinctions will be conferred upon those members of the graduating class who have completed a minimum two years residency requirement, including completion of 63 credit hours in a Bachelor of Science program, and who have met the following standards:

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

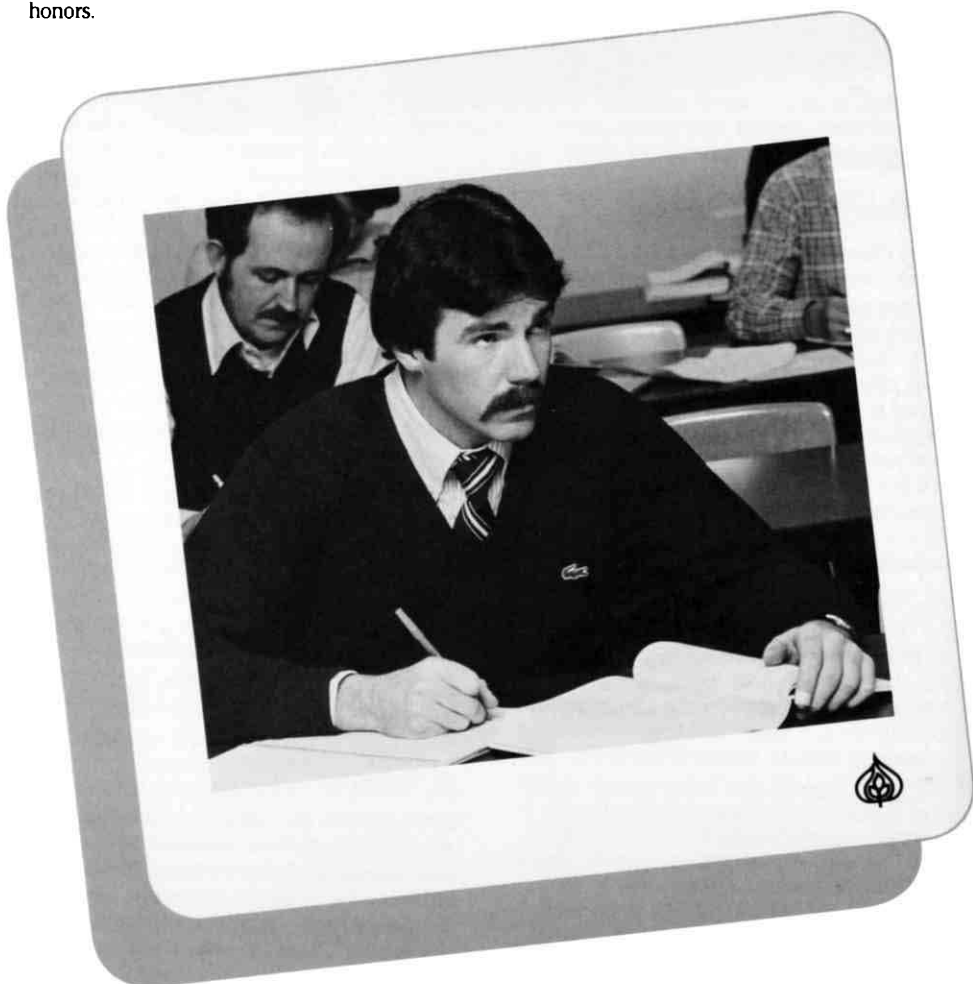
Degree of Associate in Science

The degree of Associate in Science with certain distinctions will be conferred upon those members of the graduating class who have served a minimum of one year residency requirement, including completion of 33 credit hours, and who have met the following standards:

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

Gold Key Award

Students who are candidates for the Bachelor of Science degree may receive the Gold Key award, the highest academic honor that may be conferred. Graduates receiving the award must have attained a cumulative grade point average of 3.50 and must be eligible for graduation with distinction.





Graduate School of Business

The Graduate School of Business is located at the North Campus of the College, where both day and evening programs are offered leading to the degrees of Master of Business Administration and Master of Science in business-related areas. In addition to the Hooksett campus, graduate programs are offered in the evening throughout New Hampshire—at Concord, Keene, Nashua, Portsmouth, and Salem—and at the Brunswick (Maine) Naval Air Station and the Roosevelt Roads Naval Station in Puerto Rico. The graduate programs of the college were inaugurated in 1974, and now have an enrollment of over 1100 students.

Conceptual Foundation

The programs of the Graduate School of Business are designed:

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

Graduate Degree Programs

The school offers the following degree programs:

Master of Business Administration

- Basic program in Administration (36 credits)
- Administration plus Advanced Certificate in:
 - Accounting
 - Decision Support Systems
 - International Business
 (48 credits each)

Master of Science

- Accounting - preparation for qualification as a Certified Public Accountant
(48 credits)

Courses in the graduate programs are offered on a schedule of four 12-week terms a year. A required set of core courses, common to all of the programs, provides enhanced decision skills and a broadened perspective of the state-of-the-art in key functional and managerial areas. Core courses are complemented with areas of specialization which permit the student to develop in-depth knowledge and capabilities.

Admission to the Graduate School of Business

Applicants are admitted to any of the day programs (at the North Campus) in March and September; admission to the evening programs (at all locations) is in September, December, March, and June. Admission to any of the programs requires:

Possession of a bachelor's degree from an accredited institution of higher education, with an academic record of 2.5 or better, or 2.7 for the latter half of a completed academic program.

Completion of the following courses or their equivalents:

Accounting	6 credits
Economics	6 credits
Mathematics	6 credits
Statistics	3 credits
Computer Data Processing	3 credits
Business Organization	3 credits
Marketing	3 credits
Business Law	3 credits

Applicants are also required to submit test results from the Graduate Management Admission Test (GMAT).

Applicants who have not completed the above prerequisites and/or have not yet taken the GMAT may be admitted on limited status. Those with an undergraduate academic record of less than 2.5 may be admitted on provisional status. This qualification is lifted if the student achieves a 'B' (3.0) average in his/her first three graduate courses.

Financial Aid

Students enrolled or accepted for enrollment in either day or evening graduate programs may be considered for institutional and federal financial aid.

Faculty

The faculty of the Graduate School is comprised of three classes of instructors: faculty members who teach only in Graduate School courses; faculty members of the Undergraduate School who also offer courses in the Graduate School; and practitioners who are engaged principally in business or professional activities, and who teach part-time courses in the Graduate School. This merging of resources promotes the Graduate School's objective of combining both concept and practice in balanced academic programs.

Level of Achievement Expected

To qualify for a graduate degree a student must complete the courses and number of hours of credit required in the program with a minimum overall grade point average of 3.0 and no more than two grades of 'C' or lower.

Time Required for Completion

Students who have satisfied all requirements for admission may complete the programs on these schedules:

	DAY	EVENING
Administration (MBA)	three terms	six terms
Administration (MBA) with Advanced Certificate	four terms	eight terms
Accounting (MS)	four terms	eight terms

Students who have not satisfied all prerequisites will require additional time to complete their programs.

Students must complete all requirements for their degree programs within eight years after the date of their admission to the Graduate School.

For Additional Information

Questions about the Graduate School may be directed by phone to the office of the dean 603/485-8415. Inquiries and applications for admission may be directed to:

Dean
Graduate School of Business
New Hampshire College
2500 River Road
Manchester, NH 03104

The Graduate School of Business welcomes visitors to its headquarters at the North Campus of New Hampshire College, U.S. Route 3 (Daniel Webster Highway), Hooksett, New Hampshire.



PROGRAMS OF STUDY



Programs of Study

Undergraduate College of Business

The Bachelor of Science Degree Department of Accounting

Accounting is one of the fastest growing professions in the United States. Professional accountants are growing, not only in number, but also in influence. The professional accountant's responsibilities, duties, and prestige have grown tremendously during the past 50 years. Demand has never been so critical for qualified people at high levels of responsibility in accounting, and rapid advancement in the field is limited only by individual ability.

New Hampshire College's accounting program will prepare the qualified student for entrance into this most challenging and rewarding profession. During this four year program, an internship experience is available on an optional basis. The primary objective of the accounting internship program is to improve the student's depth of understanding of the nature of American

business and the role of its accounting function. Further objectives are to contribute to the development of maturity and confidence in accounting students, and to assist them in determining in which areas of accounting they should seek their careers. The compensation received by the student, during the internship experience, will aid the financing of college expenses.



Accounting Curriculum

<i>Course Title</i>	<i>Credits</i>
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Advanced Accounting (Acct. 5 & 6)	6
Cost Accounting (Acct. 7 & 8)	6
Auditing Principles (Acct. 11)	3
Federal Taxation I (Acct. 15)	3
Federal Taxation II (Acct. 16) (optional)	(3)
Institutional Accounting (Acct. 22)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3
Financial Policy and Decision Making (Fin. 35)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Operations/Production Management (MA 31)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Principles of COBOL or FORTRAN IV or RPG II (MIS 22 or MIS 24 or MIS 26)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Free Elective	3
	<hr/> 129 - 132

Note: An Accounting Internship (3 credits) may be taken in place of the Free Elective.

Minor in Accounting

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

- Elementary Accounting (Acct. 1 & 2)
- Intermediate Accounting (Acct. 3 & 4)
- Cost Accounting (Acct. 7 & 8)

Management Advisory Services

This program is a meld of two programs—the Accounting program and the Management Information Systems program. In this era the trend in industry has created a need for graduates with the thought processes and skill provided in both areas of expertise. The rapid growth of management services is prevalent in accounting firms, consulting firms and industry, offering the graduate many opportunities for potential growth and rapid advancement.

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

This demanding, yet satisfying, program will allow the graduate to enter fields of accounting, management information systems, computer related fields, management positions or a combination of these.

Management Advisory Services Curriculum

<i>Course Title</i>	<i>Credits</i>
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Principles of COBOL (MIS 22)	3
FORTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
File Concepts (MIS 28)	3
Systems Hardware and Software (MIS 30 & 31)	6
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Advanced Accounting (Acct. 5 & 6)	6
Cost Accounting (Acct. 7 & 8)	6
Auditing Principles (Acct. 11)	3
Federal Taxation I (Acct. 15) (optional)	(3)
Institutional Accounting (Acct. 22) (optional)	(3)
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Money and Banking (Fin. 16)	3
Financial Policy and Decision Making (Fin. 35)	3
Business Law (MA 6 & 7)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Operations/Production Management (MA 31)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Logic Language and Argumentation (Phil. 14)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
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Department of Management Information Systems

With the advent of the technological revolution has come the phenomenon of the "information explosion." Business leaders have been hard pressed to cope with this rapidly expanding supply of data. Management's realization that effective and efficient information is the key to decision-making in organizations has led to the development of Management Information Systems. They are the vehicles used by successful managers in their prime task: That of efficient and effective allocation of resources. Decision-making is the key to such resource allocations and can best be accomplished by using integrated, contemporary, highly automated information processing systems and concepts.

Management Information Systems students learn these systems and concepts through a balanced academic program which combines lecture material, practical exercises, and real-world problem situations which are relevant to contemporary society, its culture and its environment. It is the objective of the Management Information

Systems curriculum to provide students with the tools and techniques for the design, development, integration, and management of the information systems which will tie together the major functional areas of a dynamic organization (research and development, finance, production, marketing, personnel) so that the organizational goals can be adequately met.

Minor in Management Information Systems

New Hampshire College offers students the opportunity to minor in Management Information Systems. The minimum requirements are:

Required

- Business Data Processing (MIS 20)
- Introduction to Systems (MIS 21)
- Principles of COBOL (MIS 22)
- FORTTRAN IV (MIS 24)

And two of the following:

- File Concepts (MIS 28)
- Microcomputers (MIS 32)
- Computer Simulation and Modeling (MIS 34)
- Any approved MIS elective

At least five of the preceding courses must be taken at New Hampshire College.

Management Information Systems Curriculum

Course Title	Credits
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Principles of COBOL (MIS 22)	3
FORTTRAN IV (MIS 24)	3
Systems Practicum I (MIS 25)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Systems Practicum II (MIS 29)	3
Systems Hardware and Software (MIS 30 & 31)	6
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Operations/Production Management (MA 31)	3
Operations/Production Technology (MA 36)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Advanced Math A (Math 12)	3
Statistics (Math 18)	3
Liberal Arts Electives	24
Business Electives	12
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Note: *Management Information Systems Internship may be taken in place of Systems Practicum I and one business elective.*



Department of Business Education/Office Administration

The Department of Business Education/Office Administration is dedicated to educating men and women who intend to enter the field of business education, secretarial science and office management. The Business/Distributive Teacher Education programs of study are designed to prepare the graduate to meet the needs and objectives of relevant business and distributive education on the secondary school level.

Advanced Standing

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

Admission to the Business/Distributive Teacher Education Program

Prior to being formally admitted to the Business/Distributive Teacher Education program at New Hampshire College, each student must be interviewed by the Committee of Teacher Education and meet the following requirements:

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

Requirement for Major in Business/ Distributive Teacher Education

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

- Comprehensive Business Education Certification (required)
- 6 credits in a second area
- 3-6 credits in third area
- 3 credits in a fourth area
- 0-3 credits in a fifth area
- Accounting Business Education Certification (required)
- 9 credits in Area B
- 3 credits in a third area
- 3 credits in a fourth area
- Secretarial Business Education Certification
- 9 credits in Area C
- 3 credits in a third area
- 3 credits in a fourth area
- Comprehensive Distributive Education Certification
- Distributive Education (required)
- 9 credits in Area D
- 3 credits in a third area
- 3 credits in a fourth area
- Dual Certification in Business and Distribution Education

Requirements for both areas of certification must be filled. The areas follow. All courses are three-credit courses. Comparable courses may be approved by the department head.

Area A

Typing and Office Practice

(Three of the following courses, including Office Procedures)

- Typing 1
- Typing 2
- Typing 3
- Office Procedures

Area B

Accounting/Finance

(Choose from the following courses)

- Intermediate Accounting
- Cost Accounting
- Advanced Accounting
- Finance 1, 2, 20

Area C

Secretarial

(Choose from the following courses)

- Shorthand 1
- Shorthand 2
- Shorthand 3
- Office Simulation
- Word Processing

Area D

Distribution

(Choose from the following courses)

- Principles of Retailing
- Sales
- Introduction to Marketing
- Consumer Behavior
- Principles of Advertising
- Retail Sales Promotion

Area E

Management Information Systems

(Choose from the following courses)

- Introduction to Systems
- COBOL Programming
- FORTRAN IV

Area F

General Business

(Choose from the following courses or comparable courses approved by the department chairman)

- Business Law II
- Risk and Insurance
- Social Environment of Business
- Introduction to Marketing
- Office Administration

Business/Distributive Teacher Education Curriculum

<i>Course Title</i>	<i>Credits</i>
Evaluation, Measurement and Testing (Ed. 5)	3
Introduction to Education (Ed. 10)	3
Educational Psychology (Ed. 14)	3
Principles of Business Education (Ed.18)	3
Internship (Ed. 20)	3
Student Teaching (Ed. 30)	15
Methods Courses (see Note 1, below)	9-12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Typing	6
Office Procedures (SS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Human Growth and Development (Psych. 11)	3
Individual Differences and Special Needs (Psych. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	12
Area (Business) Electives	15
Free Electives (see Note 2, below)	0-3
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Note 1: Three methods courses, Bookkeeping and General Business (ED 13) and Distributive Education (ED 17) and Coordination of Realistic Work Experiences (ED 15) are three credit courses; two methods courses, Typing and Office Practice (ED 12), Shorthand and Word Processing (ED 16) are two-credit courses. Four methods courses are required of all majors.

Note 2: A person seeking dual comprehensive certification should take five methods courses; others take one free elective and four methods courses.



Office Administration

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

Office Administration Curriculum

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Word Processing (OA 32)	3
Office Administration (OA 33)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Business Communications (Eng. 20)	3
Public Speaking (Eng. 12)	3
Modern Math (Math 10 & 110)	6
Statistics (Math 18)	3
Personal Finance (Fin. 1)	3
Personnel Management (MA 11)	3
Introduction to Systems (MIS 21)	3
Office Administration Internship (OA 31)	12
Liberal Arts Electives	24
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Department of Management

General Management

The Department of Management is concentrating upon developing "decision-makers." Classes center around utilization of management tools for implementing decisions. The general management curriculum provides an inter-relationship of disciplines for the student's choice. In addition, a senior internship program is made available to some students.

General Management Curriculum

Course Title	Credits
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Management Decision Making (MA 20)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Elementary Accounting (Acct. 1 & 2)	6
Management Accounting (Acct. 14)	3
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Managerial Economics (Fin. 12)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	33
Business Electives	24
Free Elective	3
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Note: Management Internship (12 credits) may be taken in place of two business electives and two liberal arts electives.

Operations/Production Concentration

Students electing the operation/production concentration are required to take MA 31 (Introduction to Operations/Production Management), MA 36 (Operations/Production Management Techniques) and MA 46 (Quality Control/Productivity). In addition, the student will be required to take MA 47 (Inventory and Materials Control) or MA 48 (Advanced Operations/Production Management). If the student elects to take both MA 47 and MA 48, one may be used to satisfy one of the business elective requirements.

Math 18 (Statistics) should be taken during the second year since statistics is utilized extensively as a tool in operations/production. Similarly, MA 20 (Management Decision Making) is a tool course and should be taken during the third year. Fin. 20 (Introduction to Finance) should be taken during the third year also.

Department of Economics/Finance

Economics and finance are disciplines considered critical in most business decisions. The Department of Economics/Finance offers the student the opportunity to concentrate in one of these areas:

1. Economics/Finance — a broad range of courses both in the economics and finance disciplines.
2. Finance/Investment — courses designed for students interested primarily in corporate finance and investments.
3. Labor Relations — a range of courses designed for those students interested in the application of economics to labor relations and arbitration.

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

The program not only introduces the student to economics and financial management, but also provides an inter-relationship of accounting, computers (MIS), and liberal arts. Concentrations may also require a student to take courses in other major departments. The curriculum features an internship for an entire semester. Students approved by the department will have an opportunity to experience "the world of work" on a practical basis.

Economics/Finance Curriculum

Course Title	Credits
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Labor Economics (Eco. 14)	3
Personal Finance (Fin. 1)	3
Introduction to Investments (Fin. 2)	3
Managerial Economics (Fin. 12)	3
Money and Banking (Fin. 16)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20)	3
Business Cycles and Forecasting (Fin. 34)	3
Elementary Accounting (Acct. 1 & 2)	6
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	30
Business Electives	24
Economics/Finance Electives	12
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Note: Management Internship (12 credits) may be taken in place of two business electives and two liberal arts electives.

Department of Hotel/Restaurant Management

The hospitality field is one of the fastest growing industries in the world. New Hampshire College, located near the heart of the New England hotel and restaurant industry, offers a major in this field that combines the practical course work necessary to succeed in the hospitality industry with a broad education encompassing liberal arts electives and business subjects. A required internship provides the student a choice of summer or academic semester work experience. Opportunities in the hospitality industry are excellent for those persons with academic training and education. Salaries, while modest in beginning jobs, are excellent in middle and upper management. Youth is generally no barrier to advancement in this field. Many hard working management personnel are in their early 20's. It should be noted that hours and days of work do not necessarily follow the normal 9:00 to 5:00 or Monday to Friday schedule. The hospitality industry provides majors an opportunity to work and travel throughout the United States and abroad.

Hotel/Restaurant Management Curriculum

Course Title	Credits
Food Purchasing (HR 9)	3
Quantity Food Production 1 and 2 (HR 10 & 11)	6
Introduction to Hotel/Restaurant Operations (HR 12)	3
Management Accounting and Control (HR 13)	3
Promotional Activities (HR 14)	3
Hotel Information Systems (HR 15)	3
Law of the Hospitality Industry (HR 16)	3
Seminar (HR 18)	3
Restaurant Management (HR 19)	3
Hotel Facilities Management (HR 21)	3
Internship (HR 50 or 51)	6 or 12
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance (Fin. 20)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Hotel/Restaurant Management Electives	9
Business Electives	6
Liberal Arts Electives	27
Free Elective	3
	129

Note: Students will normally be required to take HR 50, Internship, for six credits. However, students may, with the permission of the department chairman, take in its place HR 51, Internship, for 12 credits. HR 50 involves work experience over one summer and HR 51 involves work experience over an academic semester. One business elective and one free elective will be waived for the student who successfully completes HR 51.

Department of Marketing

Marketing

Exploring an exciting dynamic field, the marketing major will have the opportunity to interrelate marketing theory with practical work experience. The program is designed to expose the marketing student to the utilization of computers (MIS), accounting, and management principles for "marketing decision-makers."

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

Marketing Curriculum

Course Title	Credits
Introduction to Marketing (Mkt. 13)	3
Sales and Sales Management (Mkt. 20)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 29)	3
Principles of Advertising (Mkt. 29)	3
Marketing Research (Mkt. 37)	3
Consumer Behavior (Mkt. 45)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Business Finance or Financial Policy and Decision Making (Fin. 20 or Fin. 35)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Central Management and Policy Making (MA 21)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Marketing Electives	6
Liberal Arts Electives	21
Business Electives	6
Free Electives	12
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Note: *Marketing Internship (12 credits) may be taken in place of MA 21, one business elective, one free elective, and one of the following: MA 26 or MA 42.*

Retailing

One of the most dynamic areas in business today is the field of retailing. The art of selecting, pricing, promoting, and selling goods is "big business," and for the executive involved in these functions the opportunities are unlimited. In every major city in the world, there is a variety of jobs that require this training, and New Hampshire College prepares students for these challenging careers with its retailing curriculum. Retailing, with its constant need for capable



trainees for executive positions, will welcome graduates, and salaries, modest at the beginning, will rise rapidly in any position where creative ability is involved. Students may participate in an internship for a full semester, and selected students may opt for a foreign internship in the summer.

Retailing Curriculum

Course Title	Credits
Fashion Merchandising (FM 1)	3
Retail Sales Promotion or Principles of Advertising (FM 3 or Mkt. 29)	3
Product Analysis and Design (FM 4)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3
Marketing Geography (Mkt. 27)	3
Marketing Research (Mkt. 37)	3
Retail Management (Mkt. 42)	3
Consumer Behavior (Mkt. 45)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment in Business (MA 26)	3
Organizational Behavior (MA 42)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Modern Math (Math 10 & 11)	6
Statistics (Math 18)	3
Liberal Arts Electives	21
Business Electives	12
Free Electives	9
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Note: *Management Internship (12 credits) may be taken in place of two business electives and two liberal arts electives.*

Department of Humanities

Business Communications

The Business Communications major provides intensive training in written and spoken English, together with a solid background in business skills and practices. The purpose of the major is to prepare students for work in such areas as industrial and commercial writing, advertising, public relations, government, documentation in high technology companies—in fields demanding good writers who can communicate a wide variety of information to diverse audiences.

The special strength of the Business Communications major lies in the combination of intensive training in communication theory and practice, and detailed knowledge of the workings of business organizations. Students are encouraged to select and develop special competence in particular business areas. For example, students can take several courses from among the college's offerings in Accounting, Management, Marketing, Operations/Production Management, Economics/Finance, Computer Science, Hotel/Restaurant Management, Social Science, Mathematics, or Fashion Merchandising. Both dual majors and multiple concentrations are available.

The Business Communications major has four components.

Component One includes

Course Title	Credits
Accounting 1, 2	6
Introduction to Business, MA 10	3
Human Relations, MA 25	3
Business Data Processing, MIS 20	3
English 10, 11	6
Mathematics 10, 11	6
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Component Two contains distribution requirements

Course Title	Credits
Introduction to Marketing, Mkt. 13	3
Principles of Advertising, Mkt. 20	3
Introduction to Systems, MIS 21	3
Introduction to Psychology, Psych. 8	3
Introduction to Sociology, Soc. 12	3
Economics 1, 2	6
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Component Three is the major concentration

Course Title	Credits
Public Speaking, Eng. 12	3
Public Speaking for Business	3
Business Communications, Eng. 20	3
Advanced Business Communications	3
Advanced Writing, Eng. 30	3
Journalistic Writing	3
Technical Writing	3
Graphics and Layout on Print Media	3
Language Awareness, Eng. 33	3
Two Courses in Literature (Prose, Poetry, Drama) Some Possibilities include Eng. 13, 14, 15, 16, 19, 23, 25, etc.	6
Corporate Public Relations	3
Organizational Behavior, MA 42	3
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Component Four describes the distribution of electives and the internship

The student must take 12 hours of electives in the Humanities. The remaining 30 are free electives. These allow the student to develop additional concentrations in business, MIS or elsewhere.

Students may substitute three or six hours of internship for free electives.

Techni-Business

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

The objective of this program is to provide individuals who have earned a degree in a specialized skill other than business (e.g., small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.) with the necessary courses in business and liberal arts to prepare for a career in business utilizing the technical skills.

Techni-Business Curriculum

Course Title	Credits
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	33
Business Electives	15
Free Electives	48
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The Associate in Science Degree

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

Accounting Curriculum

<i>Course Title</i>	<i>Credits</i>
Elementary Accounting (Acct. 1 & 2)	6
Intermediate Accounting (Acct. 3 & 4)	6
Cost Accounting (Acct. 7 & 8)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	6
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General Management Curriculum

<i>Course Title</i>	<i>Credits</i>
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Social Environment of Business (MA 26)	3
Elementary Accounting (Acct. 1 & 2)	6
Microeconomics (Eco. 1)	3
Macroeconomics (Eco. 2)	3
Introduction to Marketing (Mkt. 13)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Electives	12
Business Elective	3
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Electronic Data Processing

Electronic Data Processing is considered the most exciting dynamic field in the world of business today. New Hampshire College has developed a curriculum that will fulfill industry's requirements for programmers, data analysts, and procedure specialists.



Electronic Data Processing Curriculum

<i>Course Title</i>	<i>Credits</i>
Business Data Processing (MIS 20)	3
Introduction to Systems (MIS 21)	3
Principles of COBOL (MIS 22)	3
FORTTRAN IV (MIS 24)	3
RPG II (MIS 26)	3
File Concepts (MIS 28)	3
Elementary Accounting (Acct. 1 & 2)	6
Cost Accounting (Acct. 7)	3
Introduction to Marketing (Mkt. 13)	3
Introduction to Business (MA 10)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Modern Math (Math 10 & 11)	6
Liberal Arts Elective	3
Business Electives	9
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Fashion Merchandising

One of the most interesting areas in business today is the field of fashion merchandising. New Hampshire College prepares students for a challenging career with this program of study. The program is geared to the needs of various phases of the fashion field, with the objective to help students enter the field in organizations where they may progress well. Students participate in an internship program during their second year, adding practical experience to theory, thus making the fashion merchandising graduate a complete candidate for success. Superior students may also choose to experience a foreign internship in the summer.

Fashion Merchandising Curriculum

<i>Course Title</i>	<i>Credits</i>
Fashion Merchandising (FM 1)	3
Fashion Merchandising Internship (FM 2)	3
Retail Sales Promotion (FM 3)	3
Product Analysis and Design (FM 4)	3
Microeconomics (Eco. 1)	3
Introduction to Marketing (Mkt. 13)	3
Principles of Retailing (Mkt. 22)	3

Introduction to Business (MA 10)	3
Personnel Management (MA 11)	3
Human Relations in Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Public Speaking (Eng. 12)	3
Business Communications (Eng. 20)	3
Introduction to Psychology (Psych. 8)	3
Merchandising Math or Modern Math (Math 9 or Math 10)	3
Liberal Arts Electives	9
Free Elective	3
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Administrative Assistant—Word Processing Specialist

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

Administrative Assistant—Word Processing Specialist Curriculum

<i>Course Title</i>	<i>Credits</i>
Shorthand (SS 3)	3
Shorthand (SS 4)	3
Word Processing (OA 32)	3
Typing (SS 11, 13)	6
Office Administration (OA 33)	3
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Internship (SS 30)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Human Relations Administration (MA 25)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Liberal Arts Electives	6
Free Elective	3
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Executive Secretarial

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

Executive Secretarial Curriculum

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Liberal Arts Electives	9
Business Elective	3
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Note: *Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing I and/or Shorthand I.*

Legal Secretarial

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

Legal Secretarial Curriculum

Course Title	Credits
Shorthand (SS 1, 2, 3, 4)	12
Legal Shorthand (SS 6)	3
Typing (SS 8, 10, 11, 13)	12
Office Procedures (SS 20)	3
Office Simulation (SS 21)	3
Elementary Accounting (Acct. 1)	3
Elementary Accounting or Business Math or Modern Math (Acct. 2 or Math 8 or Math 10)	3
Business Law (MA 6)	3
Introduction to Business (MA 10)	3
Business Data Processing (MIS 20)	3
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Liberal Arts Electives	9
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Note: *Secretarial Science Internship (6 credits) may be taken in place of Office Simulation and one liberal arts elective. Entering students who have achieved 35 words per minute in typing and/or 60 words per minute in shorthand dictation may choose a free elective in lieu of taking Typing I and/or Shorthand I.*



The London Option

A new option available to all secretarial majors is to spend the fourth term (spring of second year) in London at the Oxford and County Secretarial College, LTD. In lieu of NHC courses, the student will study shorthand speed building, advanced word processing, British business and French business, and the European Common Market while enjoying the cultural and social life of England.

General Studies

This two-year program is available to all students, but primarily those who find the specialized curricula of the College are not what they want. General Studies offers an alternative to students who wish to retain their business and accounting credits, achieve an associate degree, and possibly transfer to a liberal arts college.

General Studies Curriculum

Course Title	Credits
Expository Writing and Revision (Eng. 10)	3
Literature and Research (Eng. 11)	3
Introduction to Psychology (Psych. 8)	3
Introduction to Sociology (Soc. 12)	3
Modern Math (Math 10 & 11)	6
History or Government Electives	6
Liberal Arts Electives	21
Free Electives	18
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DESCRIPTION OF COURSES



Description of Courses

Undergraduate College of Business

Courses listed in this catalog are subject to changes in normal academic policy.

Accounting

Acct. 1 and 2 • Elementary Accounting (2 semesters) • 3 credits each semester

Elementary Accounting is a two semester course designed to:

- Introduce the student to the need for accounting in business and its relevance to society.
- Develop an understanding of the basic financial statements used by business.
- Develop an understanding of the composition of basic asset, liability, equity, and income determining accounts, in accordance with current accounting concepts and principles.
- Introduce the student to the fundamental mechanics of accounting for proprietorships, partnerships, and corporations.

Success in the first semester is a prerequisite to the second semester. Success in both will enable the student to pursue advanced subjects.

Acct. 3 and 4 • Intermediate Accounting (2 semesters) • 3 credits each semester

This course covers an intensive examination and

analysis of the accounting theory for assets, liabilities and stockholders' equity essential for the development and understanding of financial statements. The underlying concepts of matching revenue and expenses for the determination of net income are stressed. Particular emphasis is placed on the study and application of APB opinions and FASB opinions along with problem solving.

Prerequisite: Acct. 2.

Acct. 5 and 6 • Advanced Accounting (2 semesters) • 3 credits each semester

Included in Advanced Accounting is a comprehensive examination and analysis of the accounting principles and procedures applicable to special areas of business. The topics covered are partnerships, consignments, installment sales, branches, business combinations, consolidations, bankruptcy, foreign exchange, and estates and trusts. Particular emphasis is placed on problem solving.

Prerequisite: Acct. 4.

Acct. 7 and 8 • Cost Accounting (2 semesters) • 3 credits each semester

This course includes a comprehensive coverage of the accounting concepts and practices used in the recording, classifying and reporting of cost data. An analysis is made of the behavior of costs, and their use to management in the planning and control process. Budgeting, standard costs, job order and process cost systems are examined, along with special problems in cost accounting.

Prerequisite: Acct. 2.

Acct. 11 • Auditing Principles • 3 credits

An in-depth examination of audit programs and procedures that are required during the course of a regular audit engagement is included in this course. The importance of reviewing internal controls is stressed.
Prerequisite: Acct. 6.

Acct. 12 • Advanced Auditing • 3 credits

Included in this course is an analysis of auditing procedures applicable to the examination of computerized systems. The use of statistical sampling techniques are examined in detail. The statements on auditing standards and the more recent FASB opinions are covered. This course should be elected by those students who plan a career in public accounting.
Prerequisite: Acct. 11.

Acct. 14 • Management Accounting • 3 credits

This course emphasizes the analysis, reporting and use of accounting data as a management tool in the planning and control process.
Prerequisite: Acct. 2.

Acct. 15 • Federal Taxation I • 3 credits

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for individuals.
Prerequisite: Acct. 2.

Acct. 16 • Federal Taxation II • 3 credits

A detailed presentation is made of the theory and practice applicable in the preparation of federal income tax returns for corporations, partnerships, estates and trusts.
Prerequisite: Acct. 15.

Acct. 22 • Institutional Accounting • 3 credits

This course covers the accounting principles and procedures applicable to governmental and not-for-profit institutions.
Prerequisite: Acct. 8.

Acct. 30 • Internship • 3 credits

This program provides an opportunity to work in public, private or governmental accounting in a supervised and structured work experience.
Prerequisite: Consent of the Director of Cooperative Education.



Business/Distributive Teacher Education

Ed. 5 • Evaluation, Measurement and Testing • 3 credits

This course is concerned with the principles of measurement and evaluation. The use of basic statistical concepts will be discussed. The use of standardized and teacher-made tests will also be examined.
Prerequisite: Math 11 and junior standing.

Ed. 10 • Introduction to Education • 3 credits

This course gives the student an overview of American education through analysis of its historical and philosophical roots. Contemporary issues in American education will be emphasized.

Ed. 12 • Methods of Teaching Typing and Office Practices • 2 credits

This course provides a study of the methods of instruction, skill building techniques, selection and preparation of instructional materials, standards of achievement, and evaluation and measurement of pupil progress in the skill-oriented courses. Other topics include machine rotation, office stimulation, and the use of typing labs.

Ed. 13 • Methods of Teaching Bookkeeping and General Business • 3 credits

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

Ed. 14 • Educational Psychology • 3 credits

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement in relation to the learning process. Consideration of the concepts of psychological principles of testing learning technology are also emphasized.
Prerequisite: Psych. 8.

Ed. 15 • Coordination of Realistic Work Experiences • 3 credits

A study of the philosophy and objectives of cooperative vocational education and other work experiences, methods of selecting students and work stations, preparation of instructional materials, placing and supervising students on part-time jobs, evaluating work stations, advisory committees, and the public relations aspects of cooperative education.
Prerequisite: Junior standing.

Ed. 16 • Methods of Teaching Shorthand and Word Processing • 2 credits

A study of the methods of instruction, selection and preparation of instructional materials, standards of achievement, and techniques of evaluation and measurement of pupil progress in shorthand and transcription.
Prerequisite: SS 2.

Ed. 17 • Methods of Teaching Distributive Education • 3 credits

A study of the methods of instruction, selection and preparation of materials, and evaluation of student progress in the area of distributive education.
Prerequisite: Junior standing.

Ed. 18 • Principles of Business and Vocational Education • 3 credits

A study in the field of business education: its curriculum, levels, facilities, materials, research and issues. Emphasis will be on current practices in business education.

Ed. 20 • Internship • 3 credits

Provides future teachers with varied educational and business experience appropriate to the major teaching area. Typical experience includes working as teaching assistants and visitations to a variety of schools. Periodic written reports are required throughout internship.

Ed. 30 • Student Teaching • 15 credits

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

Prerequisite: Senior standing.



Economics

Eco. 1 • Microeconomics • 3 credits

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

Eco. 2 • Macroeconomics • 3 credits

The course covers macroeconomics — national wealth, income, the components of spending, theory of equilibrium between spending and production, the monetary system, impact of technology and economic growth.

Prerequisite: Eco. 1.

Eco. 7 • Economic Development • 3 credits.

The course examines the process and problems of economic development. Emphasis is on "Third World" less developed nations, their problems and relationships with the United States.

Prerequisite: Eco. 1 and 2.

Eco. 8 • U.S. Economic History • 3 credits

The course examines the United States as a "successful" case study in economic development. The clash of social-political economic forces in institutional development is examined.

Eco. 14 • Labor Economics • 3 credits

This course introduces the student to the field of labor economics. The labor market, wages, productivity, inflation-unemployment relationship and the role of unions are among the subjects covered.

Prerequisite: Eco. 1 and 2.

Eco. 20 • Comparative Economic Systems • 3 credits

This course examines alternative economic systems ranging from planned systems to non-planned and mixed systems. The systems of the major developed and developing countries are examined. In addition, the elements and problems that go into "putting an economic system together" are explored.

Prerequisite: Eco. 1 and 2.

Eco. 22 • International Economics • 3 credits

The course examines the basis of international trade and the mechanisms involved in international finance. The implications for United States industries, as well as the national economy, are also examined.

Prerequisite: Eco. 1 and 2.

Eco. 23 • Urban and Regional Economics • 3 credits

This course examines the diversity of regional economics in the United States economy. Questions and problems of regional autonomy and policies are examined.

Prerequisite: Eco. 1 and 2.

Eco. 26 • History of Economic Thought • 3 credits

The course examines the development of economic thought from philosophy to political economy to "economics as a science today."

Prerequisite: Eco. 1 and 2.

Eco. 29 • Labor Relations and Arbitration • 3 credits

This course examines union-management relationships. Elements of a good union-management contract, the law, and the role of the arbitrator.

Prerequisite: Eco. 14 or MA 11.

Eco. 30 • Principles and Concepts of the World Economic System • 3 credits

This is a broad study of the major forms of international trade; export and import trade, overseas investment, production and marketing operations, international policies. Theoretical principles, government policies and business practices are covered.

Prerequisite: Eco. 2; and Junior standing or permission of the instructor.

Eco. 40 • Independent Study • 3 credits

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By permission of instructor, department chairman and Academic Dean.



Finance

Fin. 1 • Personal Finance • 3 credits

This course introduces the student to the concepts involved in budgeting, capital budgeting, cash flow, and investments at the personal level. The course also provides valuable practical knowledge in the field of personal finance.

Fin. 2 • Introduction to Investments • 3 credits

Various investment vehicles, including stocks, bonds and commodities, are introduced and examined. The course emphasizes the investment decision-making process that underlies all investment decisions.

Fin. 12 • Managerial Economics • 3 credits

Analysis of the application of economic theory to business organization. Topics include demand analysis, cost calculation, pricing decision-making.

Prerequisites: Eco. 1 and 2; Acct. 2.

Fin. 16 • Money and Banking • 3 credits

This course covers two broad areas. The first is the banking industry, as it operates internally and is regulated. The second area is the banking industry in the national economy. This includes monetary policy and its macroeconomics effects on prices, employment, growth and the international balance of payments.

Prerequisites: Eco. 1 and 2.

Fin. 20 • Introduction to Business Finance • 3 credits

This course is designed to survey the finance discipline, to develop skills necessary for financial decision-making and to acquaint the student with financial markets and institutions.

Prerequisites: Acct. 2; Math 11.

Fin. 24 • Security Analysis • 3 credits

The student becomes actively involved in fundamental industry and company analysis. Supply and demand factors are examined, as they effect individual firms and industries.

Prerequisites: Fin. 2; Eco. 1 and 2.

Fin. 30 • Public Finance • 3 credits

Methods of procedures of raising and expanding revenues at all levels of government are examined. In addition the course examines the implications of these methods and procedures on the macroeconomic variables of prices, employment, growth, and the international balance of payments.

Prerequisites: Eco. 1 and 2.

Fin. 34 • Business Cycles and Forecasting • 3 credits

The course examines business cycle history, theory, and the use of lagging, leading and coincident economic indicators in business forecasting.

Prerequisites: Eco. 1 and 2; Fin. 16.

Fin. 35 • Financial Policy and Decision Making • 3 credits

This course is designed to pursue financial decision-making under real world considerations of risk and uncertainty. Heavy emphasis is placed on evaluating the allocation of funds within the firm and managing the capital structure.

Prerequisites: Either Fin. 20 or Acct. 6; Math 11.

Fin. 36 • Multinational Corporate Finance • 3 credits

Aspects of financial planning for corporations with overseas operations. Analysis of sources and uses of corporate funds abroad, including criteria for choice among alternative foreign investments. Includes the effects on international corporate financial planning of such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices.

Prerequisites: Either Fin. 20 or 35; Eco. 30; and Junior/Senior standing or permission of instructor.



Hotel/Restaurant Management (HRM)

HR 9 • Food Purchasing • 3 credits

An examination of the grades, types, and varieties of fruits, vegetables, meats, fish, and sundry products and the methodology of purchasing food in large quantities. Additional topics discussed include wholesale and retail meat cuts, standard purchase specifications, centralized purchasing, container sizes and types of frozen, canned, and fresh fruits and vegetables. Open to HRM majors only.

HR 10 • Quantity Food Production I • 3 credits • 3 Laboratory Hours • 1 Lecture Hour

An introductory course in the theory and preparation of haute cuisine. Students will prepare soups, sauces, appetizers, vegetables, meats, fish, and baked products including breads, cakes, and pies using professional equipment. Classical and modern methods of production will be compared. Open to HRM majors only. Laboratory fee \$100.

HR 11 • Quantity Food Production II • 3 credits • 3 Laboratory Hours • 1 Lecture Hour

Theory and preparation of haute cuisine under conditions of quantity preparation. Students will apply the principles from HR 10 to quantity service on the college premises. Open to HRM majors only. Laboratory fee \$100.

Prerequisite: HR 10.

HR 12 • Introduction to Hotel and Restaurant Management • 3 credits

The history and development of the hospitality industry from Greek and Roman times to present day, the organization of the modern hotel, the functions and personnel of each department, the layout and design of a modern hotel, the organizational differences between commercial and resort properties. Open to HRM majors only.

HR 13 • Management Accounting and Control for the Hospitality Industry • 3 credits

This course emphasizes the methods and procedures of internal controls for hotels and restaurants. Management tools available to interpret and analyze data which contribute to more effective decision making are also examined. Open to HRM majors only.

HR 14 • Promotional Activities • 3 credits

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

HR 15 • Hotel Information Systems • 3 credits

A systems approach is used to examine the flow of information which occurs as a guest makes a reservation, checks into, occupies, and checks out of a hotel. An in-depth analysis of current manual and computer based systems that facilitate the flow of information in a hotel. Open to HRM majors only.

HR 16 • Law of the Hospitality Industry • 3 credits

An examination of the common and statutory law applicable to the hospitality industry. Included in the course are discussions of the innkeeper's duties and responsibilities for his guests, his duty to maintain his property, his duty to receive travelers, his vicarious liability for employee actions, and his liability for guests' property. Open to HRM majors only.

HR 18 • Hotel and Restaurant Management Seminar • 3 credits

A review of current practices and procedures involving problem areas associated with the hospitality industry. An in-depth analysis of a current topic selected by the student in conjunction with the instructor. Open to HRM majors in their senior year.

HR 19 • Restaurant Management • 3 credits 2 Laboratory Hours • 2 Lecture Hours

The various types of dining room service (French, Russian, English, and American) are studied and applied to on-campus college service. Students will operate a college restaurant. Additional topics discussed include menu theory and preparation, wine appreciation and service, and bar management. Open to HRM majors only. Laboratory fee \$25.

HR 21 • Hotel Facilities Management • 3 credits

An examination of the housekeeping department of a hotel, interior decoration, care and selection of carpeting, drapes, and furniture, and a study of basic engineering problems associated with hotels, including refrigeration, plumbing, heating, and air conditioning. Open to HRM majors only.

HR 22 • Tourism • 3 credits

The history, development and international implications of world tourism, included in the topics discussed are the sociology of tourism, tourism components, the economic role of tourism, and marketing of tourism.

HR 50 • Internship • 6 credits

Guided internship work experience for integrating study and experience. Students will spend one summer working at approved hotels and restaurants. Open to HRM majors only.

Prerequisite: Consent of the Director of Cooperative Education.

HR 51 • Internship • 12 credits

Guided internship work experience for integrating study and experience. Students will spend one academic semester working at approved hotels and restaurants. Open to HRM majors only with permission of the department chairman.

Prerequisite: Consent of the Director of Cooperative Education.





Marketing

MKT 13 • Introduction to 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, pricing systems, and promotional activities.

MKT 20 • Sales and Sales Management • 3 credits

An analysis of the sales function in modern business including the techniques necessary to the successful selling of both tangibles and intangibles. This course also consists of a study of the management of field sales force with special emphasis on structural planning as well as an operational control over recruiting, retention, supervision, motivation, compensation of sales personnel.

Prerequisite: MKT 13.

MKT 21 • Promotion • 3 credits

This course presents the spectrum of communication vehicles businesses use to reach their target markets. Focus is upon strategic integration of promotional instruments to accomplish business objectives. Advertising, sales promotion, personal selling and publicity are topic areas examined.

MKT 22 • Principles of Retailing • 3 credits

A study of the principles of retailing with special emphasis on store organization, merchandising and the personnel function; also the subjects of store location and layout and customer relations are explored.

Prerequisite: MKT 13 (May be taken concurrently).

MKT 27 • Marketing Geography • 3 credits

Course is concerned with store location research and emphasizes the supermarket industry. Begins with an analysis of urban areas—their functions, land use patterns, spatial organization, and the urban economy.

Prerequisite: MKT 13.

MKT 29 • Principles of Advertising • 3 credits

This course is designed to give students a thorough understanding of advertising, its planning, creation, and use, by approaching advertising from the viewpoint of management decision-making.

Prerequisite: MKT 13.

MKT 31 • Industrial Marketing and Channel Functions • 3 credits

This course concentrates on the concepts and policies affecting the characteristics of major industrial markets: Sales strategy, marketing budgets, purchasing, short term financial assessments, price and product management, distribution of goods, channel functions, integration of channels, problems of vertical and horizontal integration, and the results of government participation in the market.

Prerequisites: MKT 13; MKT 20; and Fin. 20 or 35.

Fashion Merchandising

FM 1 • Fashion Merchandising • 3 credits

A study of fashion principles and procedures used in planning, selecting, pricing and selling of fashion goods in retail stores. Analysis of classification merchandising systems, merchandise assortment plans and inventory control methods are an integral part of the course.

Prerequisite: Mkt. 22.

FM 2 • Fashion Merchandising Internship • 3 credits

The student shall have the option of (1) working as an intern anywhere in the United States during the summer between the first and second years, OR if this is not possible (2) working on a part-time basis during the first semester of the second year in the Manchester area. A minimum of 120 hours will be required. MA 53 may be substituted for this course.

Prerequisite: Consent of the Director of Cooperative Education.

FM 3 • Retail Sales Promotion • 3 credits

This course includes both personal and non-personal phases of sales promotion. In addition, the preparation of advertising, including the principles of layout, headlines, copy and illustration, and the general principles governing the design and execution of window and department displays are covered. A fashion show is planned and executed by the entire class as a group project.

FM 4 • Product Analysis and Design • 3 credits

A study of textile information necessary for merchandising, including analysis of yarns and weaves, fabric recognition and a detailed study of materials with special emphasis on modern synthetics. Current concepts of color and design are explored and exposure is offered to non-textile materials used in the fashion industry.

FM 5 • Layout and Design • 3 credits

This course examines the basic principles of design including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. (Recommended free elective for FM majors)

MKT 33 • Multinational Marketing • 3 credits

Analysis of the development of international marketing programs from the determination of objectives and methods of organization through execution of research, advertising, distribution and production activities. International similarities and differences in marketing functions, processes, structures, and agents, as related to the cultural, economic, political, social and physical dimensions of the environment are examined. The changes underway in marketing systems as well as the adaptation of marketing philosophies and practices to fit conditions in different countries are considered.

Prerequisites: Eco. 30; MKT 13; Eco. 2; and junior/senior standing and permission of the instructor.

MKT 35 • Sales and Persuasion • 3 credits

This course develops for the student an understanding of, and practical ability to use, intelligent ethical techniques of information presentation and persuasion. Although focused upon the sales function, learned persuasive techniques will have value in many other areas of social and professional life.

MKT 37 • Marketing Research • 3 credits

Introduces the student to application of statistics and model research building for marketing decision-makers.

Prerequisites: Math 18 and MKT 13.

MKT 40 • Independent Study • 3 credits

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By permission of instructor, department chairman and Academic Dean.

MKT 42 • Retail Management • 3 credits

An advanced level course beyond the scope of MKT 22, MKT 42 is geared to the retailing major, general marketing and consumer behavior/research marketing majors. Extensive use of the case study method and computer simulations in such areas as quantitative decision making, inventory planning and control, operational budgeting, foreign markets, interpreting consumer demand and overall coordination of merchandising policies within a retail framework.

Prerequisites: MKT 13, 22; and Math 18.

MKT 45 • Consumer Behavior • 3 credits

This course supplies those facts that will lead to an understanding of the relevancy of consumer decisions in the strategies of the marketing firm.

Prerequisites: MKT 13, MA 25, Psych. 8.

**Management Arts****MA 6 • Business Law I • 3 credits**

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

MA 7 • Business Law II • 3 credits

The study begun in Business Law I continues as the following topics are explored: commercial paper, real and personal property, creditor's rights and bankruptcy, agency, business organizations, estate planning and government regulation of business.

Prerequisite: MA 6.

MA 8 • Administrative Law • 3 credits

Government agencies have had in recent years an ever increasing influence on business operations and decision making. This course examines the need for these agencies and the particular roles certain agencies play in our society. In addition, this course explores the following topics: consumer protection, environmental law, antitrust law, labor law.

Prerequisite: MA 6.

MA 10 • Introduction to Business • 3 credits

An introduction to business which discusses business functions, how it is owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a system. A broad background in business practices, principles, and economic concepts are discussed toward future utilization in more advanced courses.

MA 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.

MA 12 • Risk and Insurance • 3 credits

A comprehensive study of economic risk and risk management to enable the student to become capable of making decisions and taking action relative to risk in the field of business as well as in his own personal affairs. Basic types of insurance will be studied—life, casualty, fidelity, surety, fire and allied fields as well as social insurance.

MA 17 • Small Business Management • 3 credits

Study of problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting, credit.



MA 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.

Prerequisites: Fin. 20 or 35, MA 10, Acct. 1 and 2 and Math 18.

MA 21 • Central Management and Policy Making • 3 credits

An interdisciplinary approach to decision-making and running a business from the position of top management. Text and case studies.

Prerequisites: Acct. 2, MKT 13, Fin. 20 or 35, and senior standing; or permission of instructor.

MA 25 • Human Relations in Administration • 3 credits

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

MA 26 • Social Environment of Business • 3 credits

This course will introduce the student to the study of economics, culture, government, technology, international relations, and labor as they affect business decision-making. The social responsibility of the manager in formulating operational policies is stressed.

MA 31 • Introduction to Operations/Production Management • 3 credits

An introductory course in operations and production management which considers the evolution of the modern operations function, design of the system, supervision, scheduling, materials management and control. Both the production of a good and the provision of services are examined.

Prerequisites: MA 10, Eco. 1, Acct. 2, Math 11.

MA 33 • Real Estate • 3 credits

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesman or broker.

MA 36 • Operations/Production Management Techniques • 3 credits

The development of various techniques to aid the manager in solving operations problems; topic areas may include scheduling techniques, time and motion study, inventory analysis and control, elements of quality control and maintenance analysis.

Prerequisites: MA 31, Math 18

MA 38 • The Multinational Corporation • 3 credits

This is a study of the management of four operations; planning international objectives and strategies; multinational corporate structures; corporate skills for international operations; managerial communications and control of multinational organizations; and administrative practices and operating policies of the multinational corporation.

Prerequisites: Eco. 30; and junior/senior standing or permission of the instructor.

MA 40 • Independent Study • 3 credits

A course to allow the student to investigate any economic or business subject not incorporated into the curriculum. By permission of instructor, department chairman and Academic Dean.

MA 42 • Organizational Behavior • 3 credits

The focus is on the class as a real organization with direct attention given to roles, norms, rewards, leadership styles and power authority relationships.

Prerequisites: MA 11, MA 25 and MKT 13.

MA 45 • Small Business Institute Cases • 3 credits

Selected students evaluate and counsel small businesses that request management assistance. The course is conducted in conjunction with the U.S. Small Business Administration. The term of the course is one academic year for 3 credits.

Prerequisites: Junior or senior standing, and permission of instructor.

MA 46 • Quality Control/Productivity • 3 credits

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

Prerequisite: MA 36.

MA 47 • Inventory and Materials Control • 3 credits

Development and applications of standard economic order quantity, materials requirements planning, forecasting and other control procedures.

Prerequisite: MA 36.

MA 48 • Advanced Operations/Production Management • 3 credits

Primarily a case study approach to operation/production problems with an integrated study of problem areas. Computer usage for analysis is performed.

Prerequisites: Consent of the Director of Cooperative Education.

MA 50 • Management Internship • 12 credits

This is a supervised semester's career-related work experience. A final written analysis of the work program or a specific project report plus monthly on-the-job reports aid the student in relating academics to practice.

Prerequisite: Consent of the Director of Cooperative Education.

MA 53 • International Internship • 3 credits

This exciting work-study experience allows a student to spend six weeks overseas working for one of the leading distribution firms in such places as Denmark, England, Belgium, Germany, France and Hong Kong. A dual cultural/business preparation for the world of international business.

Prerequisite: Consent of the Director of Cooperative Education.



Management Information Systems

MIS 20 • Business Data Processing • 3 credits

An introductory survey of the principles of electronic data processing and computer programming and its interface with the major functions of an organization.

MIS 21 • Introduction to Systems • 3 credits

A basic understanding of the systems theory and pragmatic approaches to systems analysis techniques. Feasibility studies and application studies are also covered.

Prerequisites: MIS 20, MA 10, Acct. 2 (may be taken concurrently).

MIS 22 • Principles of COBOL • 3 credits

Designed to provide the student with a general knowledge of COBOL and the responsibilities of the language. Also designed to familiarize the student with proper methods of designing and organizing COBOL programs for a business environment. Emphasis is given to extracting information from computer files for business reporting purposes.

Prerequisites: MIS 20, MIS 24.

MIS 24 • FORTRAN IV • 3 credits

A problem solving language which provides the student with the knowledge to meet management's needs of supplying quantifiable information in the management science area.

Prerequisite: MIS 20.

MIS 25 • Systems Practicum I • 3 credits

The students are assigned a systems project which they must design, implement and document. Readings are assigned in the area of management, finance and accounting that utilize computer based systems.

Prerequisites: MIS 22, 24, 30.

MIS 26 • RPG II • 3 credits

The student will be given the opportunity to acquire proficiency in use and applications of RPG II. This course will be taught in such a manner that each student will be able to progress at his or her own pace within the limits specified by the instructor.

Prerequisites: MIS 20; and MIS 22 or MIS 24.

MIS 28 • File Concepts • 3 credits

The techniques of designing and building efficient computer-based files. The course also includes data base design and management.

Prerequisites: MIS students: MIS 22, 24, 26 (one may be taken concurrently).

MAS students: MIS 22, 24.

MIS 29 • Systems Practicum II • 3 credits

This course is designed to place the student in a real world environment. The student will be assigned the task of the completion of an independent systems study, in an organizational environment.

Prerequisite: MIS 28. May be taken concurrently.

MIS 30 • Systems Hardware • 3 credits

This course introduces the student to computer architecture and design techniques. Various hardware components for minicomputers, microcomputers and mainframes are covered. Data communications, on-line real-time processing and PACKET broadcasting are included.

Prerequisites: MIS 21 and two programming courses (MIS 22, 24 or 26) and junior standing.

MIS 31 • Systems Software • 3 credits

This course introduces the student to system software. A major emphasis of the course is an analysis of the design and functions of operating systems. Assembly and machine level programming as well as software support for new office equipment are also reviewed.

Prerequisites: MIS 21 and two programming courses (MIS 22, 24 or 26) and junior standing.

MIS 32 • Microcomputer Systems • 3 credits

The purpose of this course is to develop a thorough working knowledge of microcomputer software and hardware, especially in small businesses. Included will be assignments to configure and acquire a microcomputer as well as "hands-on" experience with various microcomputer systems.

Prerequisite: MIS 20.

MIS 33 • Introduction to Data Communication and Networking • 3 credits

This course studies the elements of a data communications system. Included will be the interface between various terminals and transmission mediums, procedures and protocols for acquisition of a commercial or private communication system, and government regulation.

Prerequisites: MIS 20, MIS 21.

MIS 34 • Computer Simulation and Modeling for Business • 3 credits

Students will learn about current and past uses of computer modeling and simulation in business. They will learn and utilize a variety of simulation techniques in practical business application problems. In addition, students will learn to apply these techniques using previously learned programming languages in addition to learning to use specialized simulation languages.

Prerequisites: MA 12, MA 18 and either BASIC or FORTRAN.

MIS 35 • Internship • 6 credits

The students will spend from 25 to 40 hours per week for a minimum of 14 weeks with one organization. He or she will receive six credits for successful completion of the internship. This success is determined by the work supervisor of the student, the Director of Cooperative Education, and the chairman of the MIS department.

Prerequisite: Consent of the Director of Cooperative Education.

MIS 37 • COBOL for Information Systems • 3 credits

Designed to provide the student with an in-depth knowledge of COBOL as used in information systems processing. Students will be expected to apply their

knowledge to programming several aspects of information systems. Particular emphasis is given to file handling capabilities of the language.

Prerequisites: MIS 21, MIS 22.



Secretarial Science/Office Administration

SS 1 • Shorthand I Theory and Dictation to 60 Words per Minute • 3 credits (4 class hours)

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.

SS 2 • Shorthand II Dictation: 60-80 Words per Minute, and Transcription • 3 credits

Designed to increase the student's shorthand vocabulary, the emphasis is on developing speed and accuracy in typing mailable transcripts.

Prerequisite: SS 1 or permission of department chairman.

SS 3 • Shorthand III Dictation: 80-100 Words per Minute, and Transcription • 3 credits

Emphasis is placed on mastery of the technical vocabularies of the more important lines of business: Banking, insurance, real estate, manufacturing, merchandising, transportation. Daily transcription practice with emphasis on mailable copy.

Prerequisite: SS 2 or permission of department chairman.

SS 4 • Shorthand IV 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, and reports. Transcription drills are continued to increase speed accuracy. Emphasis placed on expert shorthand outlines.

Prerequisite: SS 3 or permission of department chairman.

SS 6 • Legal Shorthand • 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.

SS 8 • Typewriting I 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. Basic letter forms, tabulations, and manuscripts.

SS 10 • Typewriting II 35-50 Words a Minute • 3 credits

Arrangements of business letters and envelopes, carbon copies, stencils and masters, tabulation and statistical matter, and rough drafts. Drill to increase speed and accuracy.

Prerequisite: SS 8 or permission of department chairman.

SS 11 • Typewriting III 50-60 Words a Minute • 3 credits

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

Prerequisite: SS 10 or permission of department chairman.

SS 13 • Typewriting IV • 3 credits

This course will not only broaden the student's knowledge of typewriting, but will also develop the student's ability to use judgment, to be creative, to be responsible for complete projects, to be able to work under normal office conditions, and to be able to produce professional work.

Prerequisite: SS 11 or permission of department chairman.

SS 20 • Office Procedures • 3 credits

Fundamental skills and knowledge in (1) operation of basic office machines, (2) filing, (3) letter and memo writing, and (4) human relations. Efficiency, organization, and versatility are stressed.

SS 21 • Office Simulation • 3 credits

Application of the basic skills learned in all previous secretarial courses is the thrust of this course. Students role-play in an office environment from the manager to the clerk.

Prerequisites: SS 3, 10, 20 or permission of department chairman.

SS 30 • Secretarial Science Internship • 6 credits

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience.

Prerequisite: Consent of the Director of Cooperative Education and Department Chairman.

OA 30 • Office Administration Internship • 12 credits

Students work as interns on a parallel basis while attending school. Based on their specific major, they are placed in an appropriate professional office. This is a supervised integrated work-study experience.

Prerequisite: Consent of the Director of Cooperative Education and Department Chairman.

OA 32 • Word Processing • 3 credits

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

OA 33 • Office Administration • 3 credits

Students solve practical problems of managing an office by applying general management principles, office designs, modern equipment and techniques. Decision-making by the administrator of the office is emphasized.

**Liberal Arts**

Liberal arts course offerings are an integral part of the curricula offered by the College. The social sciences, the humanities, and the sciences, studied with the more professional courses, enable the student to gain understanding, perspective, and knowledge outside restrictions of major field.

All candidates for the degree of Bachelor of Science must present credits in the liberal arts according to their major requirements but averaging more than forty percent of total course credits. Liberal arts credits must include a minimum core in English and mathematics with options in history, sociology, philosophy, literature, science, government, psychology, and the fine arts.

The Humanities**Fine Arts****FA 21 • Experiences in Art • 3 credits**

A course in enjoyment, understanding and appreciation of various art periods, styles and media. Slides will be used to illustrate the course material.

FA 23 • History and Literature of Music • 3 credits

A broad study of music from all historical periods from the early Greeks to modern day classical, electronic and popular music. One of the themes of the course will be the correlation of the music of the past with the present.

FA 24 • Music in the Romantic Period • 3 credits

A study of the importance of the Romantic Period of music. Music before (Renaissance, Baroque, Classical) and after (20th Century) is presented in a very condensed form illustrating characteristics of and comparison to the unique age of Romantic music.

FA 26 • Mass Media • 3 credits

A survey course conveying the nature of mass media communication, its development and its effects. The course will focus on how and why the media operate as they do, as well as on how media performance might be improved to better meet the need of consumers.

FA 30 • Introduction to Films • 3 credits

This course involves viewing and analysis of representative films—fictional, documentary and experimental—through which students will become acquainted with film theory and basic technical terms, film history, aesthetics and production. Three lecture hours and two scheduled viewing hours per week. Lab fee.

FA 36 • Women in Art • 3 credits

A survey study of women artists from the Middle Ages to the 20th Century. Museum visits and slide presentations are included.

FA 76 • American Music • 3 credits

This course deals with all aspects of American (U.S.) music from the sacred music of the New England colonies (1620) to the present. The student is given a basis for the awareness, realization, and understanding of our musical culture. No musical background is presumed.

**Humanities****HL 1 • Introduction to the Humanities: Greece Through the Renaissance • 3 credits**

Assuming little or no previous exposure to its content, this course offers vocabulary, understanding and appreciation of the visual arts, music, literature and ideas in the context of changing cultural environments, including ancient Greece and Rome, the Medieval Period and the Renaissance. May be taken independently of HU 2.

HL 2 • Introduction to the Humanities: Baroque Through Modern • 3 credits

Continuing Humanities 1, an introduction to visual arts, music, literature and ideas in various cultural environments including the Baroque, the Enlightenment, Romanticism, post-Romanticism, and modernism. May be taken independently of HU 1.

HU 20 • Special Topics in Humanities • 3 credits

The content of this course varies from semester to semester and will be posted in the registration schedules; the instructor will post a syllabus prior to registration.

HU 30 • Women in Western Society • 3 credits

An interdisciplinary course based on a critical study of short stories, plays, and poetry written by and about women, as well as letters and historical and sociological essays concerning woman's role in society. Some of the writers represented in this course are Adams, Wollstonecraft, Mill, Woolf, Hemingway, Meade, and Mailer. One course objective is to summarize their views of women's social and economic roles.



English

English Proficiency Exam

At the end of English 10 (Expository Writing and Revision), the student must pass an English proficiency examination that is simultaneously a final examination for the course and an institutional test of writing ability. The student will be expected to write coherently, correctly, and thoughtfully about a pre-assigned topic, using a dictionary or other books as desired. English 10 is a prerequisite for English 11 and English 20. If the student fails this English proficiency examination, he or she must repeat English 10 before being retested unless other arrangements are made by the department. Retesting procedures are set forth in the Humanities Department's booklet, "English Proficiency Exam." Transfer students with less than an associate degree must pass the English Proficiency Exam.

Eng. 9 • Fundamentals of English • 3 credits

Grammar and language skills review. Required of all students testing below an established minimum of language usage. For these students a prerequisite of English 10.

Eng. 10 • Expository Writing and Revision • 3 credits

Stresses composition skills and rewriting. In order to receive credit for English 10, the student must pass a final English Proficiency Exam designed to test his or her ability to write coherently, correctly, and thoughtfully. Required of all freshmen.

Eng. 11 • Literature and Research • 3 credits

A research and literature course with major emphasis on writing a research paper and developing an appreciation for imaginative literature. Required of all freshmen.

Prerequisite: Eng. 10.

Eng. 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, and posture.

Eng. 13 • American Literature • 3 credits

Study of nineteenth century writing through the Romantic and early Realistic periods. Theme of the course is the conflict between the individual and his society.

Eng. 14 • American Literature • 3 credits

Course covers American writing of the twentieth century through the Realistic, Naturalistic and Contemporary periods. Theme of the course concerns problems of the individual in an industrial society.

Eng. 15 • Survey of the Theatre • 3 credits

Study of drama as literature beginning with the Greeks and continuing through Shakespeare to the present.

Eng. 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.

Eng. 19 • Shakespeare • 3 credits

A study of Shakespearean comedy, tragedy and one history with background of the Elizabethan era.

Eng. 20 • Business Communications • 3 credits

Practical study of the preparation of business correspondence, employment applications and resumes, and the formal research report. Emphasis on written communication skills.

Prerequisite: English 11.

Eng. 21 • Literature of New Hampshire and Surrounding Area • 3 credits

This course focuses on literature of New Hampshire and especially Robert Frost. Some authors from bordering New England states will be included.

Eng. 22 • Public Speaking for Business • 3 credits

This course builds on Eng. 12 by enabling the student to give effective reports and presentations typical in business. Special attention will be given to group discussion, problem solving, parliamentary procedure.

Prerequisite: English 12 or permission of instructor.

Eng. 23 • English Literature I • 3 credits

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

Eng. 24 • English Literature II • 3 credits

Course covers the Romantic, Victorian and Modern periods. Again, the emphasis is on the poetry but there is a section on the development of the novel. English 23 is not a prerequisite.

Eng. 25 • Contemporary American Poetry • 3 credits

An overview of trends in contemporary poetry begins with a review of traditional techniques: Metrics, figurative language, scansion. In addition to works of poets published in the United States today, the course examines the critical writings of Ransom, Tate, Trilling, Warren, Feidler and Brooks.

Eng. 30 • Advanced Writing • 3 credits

Course for students seeking experience in writing beyond freshman composition. Various forms of writing are studied and practiced.

Prerequisite: B grade in Eng. 10 and 11 or permission of department chairman.

Eng. 31 • American Business in Literature • 3 credits

Applying humanistic perspectives to the business world, the course examines the ways in which important American writers express and critique the values, styles, rituals, symbols, psychology, and history of business. Close readings of novels, stories, poems, essays and plays.

Eng. 32 • The Nature Writers • 3 credits

A course designed to introduce students to prose and poetry by major writers and naturalists who observe nature vividly and who write about humanity's relationship to the natural environment. The writings of De Crevecoeur, Emerson, Hawthorne, Ruskin, Lawrence, Orwell, Commoner, Krutch, Leopold, and Dickinson will be included, among others.

Eng. 33 • Language Awareness • 3 credits

An introduction to selected topics in English linguistics: Dialects, levels of usage, history of English, taboos, semantics, and phonology. The languages of racism, sexism, advertising and propaganda are also considered.

Eng. 34 • Modern Authors • 3 credits

Contemporary readings of the 20th century—American, British, European. Mostly short stories, one short novel, some poetry. A historical approach is taken to trace the change from 19th century romanticism to 20th century realism.

Eng. 35 • Journalism • 3 credits

Study of newspapers and periodical writing through examples of local and national publications. Some writing of news stories, features, and editorials included.

Eng. 36 • Thoreau and His Contemporaries • 3 credits

Course considers the work of Henry David Thoreau as transcendentalist, essayist, poet, naturalist and teacher. Members of the Concord School are also discussed.

Eng. 37 • Advanced Business Communication • 3 credits

This course requires the student to select a topic related to his or her special business interest and to conduct bibliographical and field research as appropriate. Research leads to documented reports and oral presentations with appropriate visual aids.

Prerequisite: English 20 or permission of instructor.

Eng. 40 • Graphics and Layout in Print Media • 3 credits

This course provides students with practice in the art and craft of graphic design and layout, including copyfitting, selection of fonts, printing processes, printer's symbology. The actual production of logos, brochures, pamphlets, flyers, and annual report layout is covered in the course.

Eng. 41 • Technical Writing • 3 credits

This course trains students in the preparation of various documents important in business, including computer software, audit reports, technical descriptions, and other reports with technical content and/or emphasis. Expository analysis is the chief rhetorical category studied and practiced.

Prerequisite: English 10 and English 11.

Eng. 42 • Corporate Public Relations • 3 credits

This course studies public relations as a management function with the development of this discipline in America. Attention is given to Ivy Lee, Louis Howe and other pioneers in public relations. Other areas of study include news conferences, press releases, corporate responsibilities, and the relationships between organizations and their publics.

Prerequisite: English 20 or permission of instructor.

Eng. 43 • Journalistic Writing in Business • 3 credits

This course provides extensive practice in the writing of articles for company publications and professional journals. The preparation of articles for financial columns of newspapers and magazines is another course component.



Philosophy

Phil. 10 • Introduction to Philosophy • 3 credits

General introduction to philosophy beginning with issues raised by contemporary problems. Traditional problems and approaches in philosophy are examined in relation to the present.

Phil. 14 • Logic Language and Argumentation • 3 credits

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

Phil. 30 • Comparative Religion • 3 credits

A study of the origins of religion, how man manifests his religious spirit in the most primitive period of history, how his religious spirit refines itself in accordance with the rise of his level of consciousness, the eventual emergence of the various world religions and the reasons for their differences as well as their similarities. Special emphasis in the study is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Mohammedanism.



The Social Sciences

Government

Govt. 9 • Introduction to Politics • 3 credits

An introduction to the idea of politics is offered in which theories of the purpose of government and the nature of man are considered. Special attention is given to the democratic foundations of the United States and the qualities of democratic man.

Govt. 10 • American Politics • 3 credits

Policy-making in the American national political system is studied. Emphasis is placed on the interaction of institutions and political factors in them. This emphasis on process encourages the development of a political perspective applicable to social and economic activities as well.

Govt. 11 • International Relations • 3 credits

The study of international politics is considered from a national interest perspective. The means of formulating and executing policy in the context of a system of sovereign states is emphasized as well as are the limitations of the model. Application of the perspective to contemporary events is encouraged.

Govt. 13 • Comparative Government • 3 credits

The political systems of various countries of the world are studied and compared by an analytic approach which accentuates participation, policy and political culture. Countries are selected for study according to the interests of both prospective students as well as of the instructor.

Govt. 14 • Political Theory • 3 credits

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

Prerequisite: Govt. 9 or 10 or Phil. 10.

Govt. 16 • Constitutional Freedom • 3 credits

Study of fundamental freedoms or rights protected by the United States Constitution, and the structure and operations of the judiciary within the American political process.

Prerequisite: Govt. 9 or 10.

Govt. 30 • The Politics of Canadian Federalism • 3 credits

As Canada moves to control more of its economic destiny, federal and provincial authorities compete for dominance in a society divided by ethnic and regional loyalties. Students will study the dynamics of evolving federalism with attention to energy and development issues as they influence United States-Canadian affairs.



History

Hist. 9 • Ancient and Medieval • 3 credits

Appreciation of those ideas, values, trends, and movements in Ancient and Medieval history that contribute significantly to Western Civilization and world culture. Emphasis is placed on the civilizations of Egypt, Mesopotamia, Greece, Rome and Western Europe.

Hist. 10 • Modern European History • 3 credits

Appreciation of those ideas, values, trends, and movements in nineteenth and twentieth century European history that have shaped and influenced contemporary civilization. The focus is primarily on Western Europe.

Hist. 13 • American History I • 3 credits

Political, economic, and social development of the American people from the colonial period to the end of the Civil War. Special attention is given to the Colonial era, early national period, Jacksonian Democracy, and the Civil War.

Hist. 14 • American History II • 3 credits

Political, economic, and social development of the United States from the end of the Civil War to the present. Special attention is given to the period since the end of World War II.

Hist. 18 • American Diplomatic History • 3 credits

Development and implementation of the foreign policy of the United States from 1900 to the present. Considerable time is spent on analyzing the conflict between ideals and national self-interest of American diplomatic policies.

Hist. 20 • Europe in the Twentieth Century • 3 credits

European history from the point of view of civilization in a constant state of crisis: World War I, the insecure 1920's and 1930's, World War II, and the Cold War era since 1945.

Hist. 23 • The Far East in Modern Times • 3 credits

The history of Japan and China from the 1840's to the present time. Special emphasis is given to the political, economic, and social impact of the Western nations on Japan and China.

Hist. 24 • Canadian History • 3 credits

A study of Canada from 1500 to the present, focusing on the relations between the two founding nations, the influence of the United States on Canadian politics and economics and the yet unresolved questions confronting Quebec and Canada over sovereignty, language and culture.

Hist. 30 • Civil War • 3 credits

This course deals with the causes of the Civil War, with the events, personalities, battles, and campaigns which influenced the outcome of the war.

Hist. 41 • World War II • 3 credits

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930's which contributed to the outbreak of war.

Hist. 45 • America Since 1945 • 3 credits

Primary areas of study include the Cold, Korean, and Vietnam wars. Close attention is given to the Truman, Eisenhower, Kennedy and Johnson administrations, with coverage of the Nixon-Ford and Carter years. Also considered are the New Frontiers, the Great Society and the Civil Rights movement of the 1960's.

Hist. 76 • The American Revolution • 3 credits

The course deals with the events and factors which led to the outbreak of rebellion, the revolution itself, and the period of nation-making which followed independence.



Psychology

Psych. 8 • Introduction to Psychology • 3 credits

Introduction to various areas of psychology including scientific investigation, motivation, personality, intelligence psychometrics, behavioral deviation, perception learning and human development—a basis for further study in related areas.

Psych. 11 • Human Growth and Development • 3 credits

Concerns physical and psychological development from prenatal through death emphasizing normal, usual patterns of development.

Prerequisite: Psych. 8.

Psych. 13 • Psychology of Individual Adjustment • 3 credits

Dynamics of adjustment to problems of modern living. Includes motivation and learning, individual differences, the self concept, and psychometrics. Research information and self understanding emphasized.

Prerequisite: Psych. 8.

Psych. 15 • Psychology of Abnormal Behavior • 3 credits

Course offers opportunity toward understanding human behavior and similarities and differences between normal and abnormal reactions to environmental stimuli.

Prerequisite: Psych. 8.

Psych. 16 • Psychology of Personality • 3 credits

Personality is studied from the standpoint of theories, applications, and individual and group patterns of behavior formation.

Prerequisite: Psych. 8.

Psych. 17 • Reading and Research in Psychology • 3 credits

Seminar and/or individual meetings.

Prerequisite: 6 - 9 hours in psychology including Psych. 8 (at least 3 hrs. at NHC) and permission of instructor.

Psych. 20 • Psychology of Individual Differences and Special Needs • 3 credits

This course provides knowledge and understanding of exceptional children and adolescents. Approach is both theoretical and practical with required visits to schools and institutes.

Prerequisites: Psych. 8.

Psych. 31 • Human Sexuality • 3 credits

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some use is made of the techniques and knowledge from the biological and social sciences, and the humanities. Personal insight as well as academic achievement are expected results of this course.



Sociology

Soc. 11 • Introduction to Cultural Anthropology • 3 credits

Study of preliterate and changing societies with emphasis on the social organization and cultural aspects of the societies.

Soc. 12 • Introduction to Sociology • 3 credits

Organization to social behavior and relationship of society and social conditions. Emphasis on culture, norm, stratification, systems, structure, social institutions and social change.

Soc. 13 • Contemporary Social Issues of the United States • 3 credits

Contemporary human problems in their historical context—crime and delinquency, poverty, prejudice, pollution, alcoholism, etc.

Prerequisite: Psych. 8 or Soc. 12 or permission of instructor.

Soc. 17 • Family Sociology—The Family in Social Context • 3 credits

Comprehensive cross-cultural treatment of the family, its organization and varied systems throughout the world. The family as a universal social institution.

Soc. 24 • Crime and Violence in American Society • 3 credits

Sociology 24 examines the nature, causes and consequences of crime and violence in American society. Methods for detecting, preventing and treating criminal behavior are also discussed with a specific examination of local criminality and agencies of control.

Prerequisite: Soc. 12 or permission of instructor.

Soc. 26 • Sociology of Deviant Behavior • 3 credits

A sociological analysis of the nature, causes and societal reaction to deviance such as mental illness, suicide, drug and alcohol addiction, and sexual deviations.

Soc. 28 • Aging in Modern Society • 3 credits

An examination of the basic social processes and problems of aging. Social and psychological issues discussed as well as issues involved with death and dying.

Prerequisite: Soc. 12 or permission of instructor.

Soc. 84 • Seminar on Soviet Society • 3 credits

An annual study tour of the USSR under the sponsorship of New Hampshire College and St. Anselm College incorporates field observations, lectures by Soviet authorities, and meetings with Soviet citizens. An orientation program is conducted prior to the tour.

Mathematics

It is the conviction of the Mathematics Department that some ability to deal intelligently with quantitative information is a valuable asset to one entering the business world. While the majority of businessmen do not require a rigorous or extensive background, some knowledge of the types of problems that can be handled mathematically, some familiarization with techniques, and a critical numerical eye are valuable tools. Accordingly, the main emphasis in all courses is on problem solving, but it is hoped that some students will appreciate mathematics as being more than a practical tool.

With this philosophy in mind, all students, other than secretarial and fashion merchandising majors, are required to take six credits of general mathematics offerings with business applications. For the students who have an adequate algebraic background, as determined by a national standardized test, the requirement is met by taking Math 10 and Math 11. For the students with a weaker background, Math 5 is offered as a means of preparing for the Math 10-11 sequence. Math 5 is particularly helpful to those who have been away from school for several years, allowing them time to readjust to academics. In addition to the basic six hour requirement, Statistics is required in most of the four-year programs.

Elective courses for those interested in giving mathematics an emphasis in their business education and in preparing those so inclined for graduate business courses requiring more sophisticated mathematics are offered.

Math 5 • Fundamentals • 3 credits

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

Math 8 • Business Mathematics • 3 credits

A survey of the mathematical techniques essential in the operation of the business office: Operating statements, interest calculations, taxes, payroll preparation, depreciation, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed Math 10 or 11.)

Math 9 • Merchandising Mathematics • 3 credits

A survey of the mathematics essential in the maintenance of the retail store: Operating statements, mark-up and mark-down, average maintained mark-up, turnover, open-to-buy, and other topics at the discretion of the instructor. (Cannot be used as an elective by students who have already completed Math 10 or 11.)

Math 10-11 • Modern Mathematics for Business Students (2 semesters) • 3 credits each semester

This sequence is designed to give the student a survey of some of the topics of modern mathematics as they relate to the business world. Topics such as linear programming, probability, and matrix theory are investigated.

Math 10 is a prerequisite to Math 11.

Math 12 • Introduction to Calculus for Business Students • 3 credits

This course will examine business functions which are non-linearly related. The fundamentals of differential and integral calculus are developed and applied.

Prerequisite: Math 11.

Math 14 • Introduction to Quantitative Methods • 3 credits

This course develops the use of probability models in management decisions. Topics will be chosen from the following: Quality control, Bayesian Decision Theory, Markov Chains, inventory control, queuing theory, replacement theory, and simulation. The course may integrate computer work with classwork (at the discretion of the instructor). Math 14 is offered fall semester in odd-numbered years.

Prerequisite: Math 18 and MIS 20.

Math 15 • Modern Mathematics for Business Students • 3 credits

Modern Mathematics is a one-semester course that includes material usually covered in two semesters by Math 10 and 11. The course is designed for those students with a strong mathematics background in algebra. Math 15 is offered every fall semester.

Prerequisite: Permission of the Registrar and chairman of the Mathematics Department.

Note: For those students who complete Math 15 and whose mathematics requirements are Math 10, 11 and 18, the additional requirements are Math 18 and either Math 12, 14 or 19. For those students who complete Math 15 and whose requirements are Math 10, 11, the additional requirement is either Math 12 or 18. Math 16 may replace Math 12.

Math 16 • Business Calculus A • 3 credits

This course is designed to provide a continued challenge for the Math 15 student. Differential and integral calculus will be discussed in greater depth than in Math 12. As a result, more time can be allotted to theory and a variety of applications to business and economics. Math 16 is offered every spring semester.

Prerequisite: Math 15 or permission of the instructor and department chairman.

Math 17 • Statistics • 3 credits

This course is designed to provide a challenge for the Math 15, 16 student. Applications and some theory of statistics are presented in greater depth than in Math 18. The student who completes Math 18 may not take Math 17 and the student who completes Math 17 may not register for Math 18.

Prerequisite: Math 16 or permission of the department chairman.

Math 18 • Statistics • 3 credits

A fundamental course in the application of statistics including descriptive statistics, probability distributions, and hypothesis testing.

Prerequisite: Math 11 or permission of instructor.

Math 19 • Selected Topics in Statistics • 3 credits

Topics will vary from semester to semester but may include regression analysis, index numbers, analysis of variance, and others.

Prerequisite: Math 18.

Science

Sci. 11 • Survey of the Biological Sciences • 3 credits

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

Sci. 12 • Principles of Physical Science I • 3 credits

A study of the basic concepts of Physical Science. Topics covered include: The influence of the scientific method in understanding science, energy and motion, Newtonian physics, fluids and waves, kinetic theory of matter, and electricity.

Sci. 13 • Principles of Physical Science II • 3 credits

A continuation of the study of the basic concepts of Physical Science. Topics to be covered include: Electricity and magnetism, light, meteorology, atoms and molecular theory of the atom, the periodic law, crystals, ions and solutions, chemical reactions, acid-based theory, and basic organic chemistry. Sci. 12 is not required for Sci. 13.

Sci. 17 • Introduction to Anatomy and Physiology • 3 credits

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

Sci. 19 • Man and His Environment • 3 credits

By examining major environment problems, the student is made aware of current and possible future issues from the perspective of society, business and the individual.

Sci. 20 • Energy and Society • 3 credits

A survey of the forms of energy that are available to and are currently being used by industrial society; the environmental impact of and continued availability of each form will be discussed. Special emphasis will be given to conservation of energy sources and the development of alternative sources of energy in the home and industry.

Prerequisite: Math 10 or equivalent.

Additional science offerings are available through the NHCUC Consortium Student Exchange Program.

Note: All the above listed courses are not offered each academic year.

Students are responsible for program requirements in effect when a major is declared. A worksheet is maintained for each student indicating courses to be completed for a degree. Enrolled students should refer to their worksheets rather than the catalog to avoid confusion.

Academic Worksheets

Bachelor of Science Degrees

Accounting

First Year

Acc 1 (Elem)	3
Math 10 (Mod)	3
Eng 10 (Exp/Writ & Rev)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Acc 2 (Elem)	3
Math 11 (Mod)	3
Eng 11 (Lit & Res)	3
MA 10 (Intro Bus)	3
MA 25 (Human Rel Adm)	3
	15

Second Year

Acc 3 (Inter)	3
Acc 7 (Cost)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Eng 12 (Pub Speak)	3
	15

Acc 4 (Inter)	3
Acc 8 (Cost)	3
Eco 2 (Macro)	3
Eng 20 (Bus Comm)	3
Mkt 13 (Market)	3
LA Elect	3
	18

Third Year

Acc 5 (Adv)	3
MA 31 (Intro Op/Prod Mgmt)	3
Math 18 (Stats)	3
MIS 22 (COBOL)	OR
MIS 24 (FORTRAN)	OR
MIS 26 (RPG)	3
LA Elect	3
LA Elect	3
	18

Acc 6 (Adv)	3
Acc 22 (Inst)	3
Fin 16 (Mon & Bank)	3
LA Elect	3
LA Elect	3
	15

Fourth Year

Acc 11 (Audit)	3
Fin 35 (Fin Pol & Dec Mkt)	3
MA 6 (Bus Law I)	3
LA Elect	3
LA Elect	3
Acc 15 (Tax I)	3
	18

Acc 30 (Intern)	OR
Free Elect	3
MA 7 (Bus Law 2)	3
LA Elect	3
LA Elect	3
LA Elect	3
*Acc 16 (Tax II) (Optional)	3
	15-18

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

Students will fulfill their math requirements by taking:
Math 10 and 11 and 18; or
Math 15 and 16 and (17 or 18); or
Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above:

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses

(Four required - one from each area)

- Advanced Writing or Literature (other than Eng. 9, 10, 11, 12, 20 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Management Advisory Services

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	<u>15</u>

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	<u>15</u>

Second Year

Acc 3 (Inter)	3
Acc 7 (Cost)	3
Eco 1 (Micro)	3
MIS 24 (FORTRAN)	3
Math 12 (Adv)	3
	<u>15</u>

Acc 4 (Inter)	3
Acc 8 (Cost)	3
Eco 2 (Macro)	3
MIS 21 (Intro Sys)	3
Math 18 (Stats)	3
LA Elect	3
	<u>18</u>

Third Year

MIS 30 (Soft/Hard 1)	3
MIS 22 (COBOL)	3
Acc 5 (Adv)	3
MA 31 (Intro Op/Prod Mgt)	3
Eng 12 (Pub Speak)	3
Eng 20 (Bus Comm)	3
	<u>18</u>

MIS 31 (Soft/Hard 2)	3
MIS 28 (Files)	3
Acc 6 (Adv)	3
Phil 14 (Logic)	3
LA Elect	3
LA Elect	3
	<u>18</u>

Fourth Year

Acc 11 (Audit)	3
MIS 25 (Practicum)	3
MA 6 (Bus Law 1)	3
LA Elect	3
LA Elect	3
Acc 15 (Tax I) (Optional)	3
	<u>15-18</u>

Fin 35 (Fin Pol)	3
MA 7 (Bus Law 2)	3
Fin 16 (Mon & Bank)	3
LA Elect	3
LA Elect	3
*Acc 16 (Tax II) (Optional)	3
*Acc 22 (Inst) (Optional)	3
	<u>15-21</u>

*Students planning on sitting for the CPA exam should take these additional courses.

Students will fulfill their math requirements by taking:
 Math 10 and 11 and 12 and 18; or
 Math 15 and 16 and (17 or 18) and 14; or
 Math 15 and 16 and (17 or 18) and 19; or
 Math 15 and 12 and (17 or 18) and 14; or
 Math 15 and 12 and (17 or 18) and 19.

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses four required - one from each area:

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Management Information Systems

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Admn)	3
	15

Second Year

Acc 7 (Cost)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Math 12 (Adv)	3
LA Elect	3
	15

Acc 8 (Cost)	3
Eco 2 (Macro)	3
MIS 22 (COBOL)	3
Math 8 (Stats)	3
Eng 12 (Pub Speak)	3
LA Elect	3
	18

Third Year

MIS 30 (Soft/Hard 1)	3
Mkt 13 (Market)	3
MIS 24 (FORTRAN)	3
MA 31 (Intro Op/Prod Mgmt)	3
LA Elect	3
	18

MIS 31 (Soft/Hard 2)	3
MIS 26 (RPG)	3
Eng 20 (Bus Comm)	3
MA 36 (Op/Prod Mgmt Tech)	3
LA Elect	3
	15

Fourth Year

MIS 25 (Sys Practicum)	3
MIS 28 (Files)	3
MA 6 (Bus Law 1)	3
LA Elect	3
LA Elect	3
Bus Elect	3
	18

Fin 20 (Intro Fin)	3
MIS 29 (Practicum)	3
Bus Elect	3
Bus Elect	3
Bus Elect	3
	15

Students will fulfill their math requirements by taking:

Math 10 and 11 and 12 and 18; or
 Math 15 and 16 and (17 or 18) and 14; or
 Math 15 and 16 and (17 or 18) and 19; or
 Math 15 and 12 and (17 or 18) and 14;
 Math 15 and 12 and (17 or 18) and 19.

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses (four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Business/Distributive Teacher Education

First Year

Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
Acc 1 (Elem)	3
Psych 8 (Intro)	3
	<u>15</u>

Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MA 10 (Intro Bus)	3
Acc 2 (Elem)	3
MA 25 (Hum Rel Adm)	3
	<u>15</u>

Second Year

Eco 1 (Micro)	3
Ed 10 (Intro Ed)	3
Psych 11 (Hum Gro & Dev)	3
Bus Elect	3
Typing Elect	3
	<u>15</u>

Eco 2 (Macro)	3
Eng 12 (Pub Speak)	3
MA 6 (Bus Law 1)	3
Ed 20 (Intern)	3
Bus Elect	3
Typing Elect	3
	<u>18</u>

Third Year

SS 20 (Off Proc)	3
Ed 18 (Prin Bus/Voc Ed)	3
Ed 5 (Test Meas)	3
Bus Elect	3
LA Elect	3
LA Elect	3
	<u>18</u>
*Ed (Methods)	
*Ed (Methods)	
Ed 14 (Ed Psy)	3
Bus Elect	3
LA Elect	3
Psych 20 (Indiv Dif)	3
	<u>18</u>

Fourth Year

*Ed (Methods)	
*Ed (Methods)	
Eng 20 (Bus Comm)	3
LA Elect	3
Bus Elect	3
Free Elect (5th methods course recom)	
Ed 30 (Stu Teach)	15

*Ed Method Courses (four required)

- Ed 12 (Type & Off Prac) 2 credits;
- Ed 13 (Bkkeep & Bus) 3 credits;
- Ed 15 (Coord Real Work Exp) 3 credits;
- Ed 16 (Short & Word Proc) 2 credits;
- Ed 17 (Dist Ed) 3 credits.

A student will take Math 10, Math 11 or the student will take Math 15 and one of the following courses: Math 12, Math 14, or Math 19.

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9	3
Math 5	3

LA Core Courses (4 required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Office Administration

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3

15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MA 25 (Hum Rel)	3
MA 10 (Intro Bus)	3

15

Second Year

Math 18 (Stats)	3
SS 1 (Short 1)	3
SS 8 (Type 1)	3
Eco 1 (Micro)	3
Eng 20 (Bus Comm)	3
LA Elect	3

18

Fin 1 (Pers Fin)	3
MA 11 (Personnel)	3
SS 2 (Short 2)	3
SS 10 (Type 2)	3
Eco 2 (Macro)	3
LA Elect	3

18

Third Year

SS 3 (Short 3)	3
SS 20 (Off Proc)	3
Mkt 13 (Market)	3
OA 32 (Word Proc)	3
SS 11 (Type 3)	3

15

SS 4 (Short 4)	3
SS 21 (Off Sim)	3
MIS 21 (Systems)	3
OA 33 (Off Adm)	3
MA 6 (Bus Law 1)	3
LA Elect	3

18

Fourth Year

Eng 12 (Pub Speak)	3
SS 13 (Type 4)	3
LA Elect	3
LA Elect	3
LA Elect	3

15

OA 30 (Intern Off Adm.)	12
LA Elect	3

15

Students will fulfill their math requirements by taking:
Math 10 and 11 and 18; or
Math 15 and 16 and (17 or 18); or
Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses (four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

General Management

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Second Year

Acc 14 (Mgt)	3
Eco 1 (Micro)	3
MA 6 (Bus Law 1)	3
LA Elect	3
Bus Elect	3
	15

MIS 21 (Intro Sys)	3
Eco 2 (Macro)	3
MA 11 (Personnel)	3
Mkt 13 (Market)	3
LA Elect	3
LA Elect	3
	18

Third Year

Eng 20 (Bus Comm)	3
MA 26 (Soc Env Bus)	3
MA 42 (Org Beh)	3
Bus Elect	3
LA Elect	3
	15
Fin 12 (Mangl Eco)	3
Math 18 (Stats)	3
LA Elect	3
LA Elect	3
Bus Elect	3
Free Elect	3
	18

Fourth Year

MA 50 (Intern)	3
Bus Elect	3
	<i>OR</i>
LA Elect	3
LA Elect	3
Bus Elect	3
Bus Elect	3
Bus Elect	3
	15
Fin 20 (Intro Fin)	3
MA 20 (Mgt Dec)	3
LA Elect	3
LA Elect	3
Bus Elect	3
Bus Elect	3
	18

Students will fulfill their math requirements by taking:
Math 10 and 11 and 18; or
Math 15 and 16 and (17 or 18); or
Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses (four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Economics/Finance

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Second Year

Eco 1 (Micro)	3
Fin 1 (Pers Fin)	3
MIS 21 (Intro Sys)	3
LA Elect	3
Bus Elect	3
	15

Eco 2 (Macro)	3
Fin 2 (Invest)	3
Eng 20 (Bus Comm)	3
LA Elect	3
Bus Elect	3
Bus Elect	3
	18

Third Year

Fin 12 (Mangl Eco)	3
Math 18 (Stats)	3
Eco 14 (Labor Eco)	3
LA Elect	3
Bus Elect	3
	15

Fin 20 (Intro Fin)	3
Fin 16 (Mon & Bank)	3
Eco/Fin Elect	3
Bus Elect	3
LA Elect	3
LA Elect	3
	18

Fourth Year

MA 50 (Intern)	12
Bus Elect	3
	15

OR

Bus Elect	3
Eco/Fin Elect	3
Eco/Fin Elect	3
LA Elect	3
	15

Fin 34 (Bus Cyc)	3
LA Elect	3
LA Elect	3
LA Elect	3
Bus Elect	3
Eco/Fin Elect	3
	18

Students will fulfill their math requirements by taking:

- Math 10 and 11 and 18; or
- Math 15 and 16 and (17 or 18); or
- Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Hotel/Restaurant Management

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Second Year

Eco 1 (Micro)	3
Math 18 (Stats)	3
HR 9 (Food Purch)	3
HR 10 (Food Prod 1)	3
HR 12 (Intro H/M)	3
	15

Eco 2 (Macro)	3
MA 6 (Bus Law 1)	3
HR 11 (Food Prod 2)	3
HR 15 (Hosp Info Sys)	3
LA Elect	3
	15

Summer - 3550 *HR 50 (Internship)	-6
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Third Year

HR 13 (Mgt Acct & Cont)	3
HR 21 (Hotel Facil)	3
Eng 20 (Bus Comm)	3
LA Elect	3
Free Elect	3
	15
Fin 20 (Intro Fin)	3
HR 19 (Rest Mgt)	3
LA Elect	3
LA Elect	3
LA Elect	3
HRM Elect	3
	18

Semester - 3551 *HR 51 (Internship)	-12
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Fourth Year

HR 14 (Prom/Act)	3
HR 16 (Law)	3
Bus Elect	3
LA Elect	3
HRM Elect	3
	15
HRM Elect	3
LA Elect	3
LA Elect	3
Bus Elect	3
HR 18 (Seminar)	3
	15

Students who take the HR 51 internship for 12 credits will have six business, HRM, or free elective credits or any combination of these elective credits waived.

Students will fulfill their math requirements by taking:
Math 10 and 11 and 18; or
Math 15 and 16 (17 or 18); or
Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Student to take HR 50 (Summer Internship) OR HR 51 (Fall or Spring Internship).

LA Core Courses four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Marketing

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Second Year

Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
MA 6 (Bus Law 1)	3
Eng 12 (Pub Speak)	3
LA Elect	3
	15

Eco 2 (Macro)	3
Mkt 13 (Market)	3
Eng 20 (Bus Comm)	3
Psych 8 (Intro)	3
LA Elect	3
LA Elect	3
	18

Third Year

Mkt 20 (Sales/Sales Mgt)	3
Mkt 29 (Adv)	3
Mkt 22 (Retail)	3
Math 18 (Stats)	3
Mkt 27 (Mkt Geo)	3
Free Elect	3
	18

Fin 20 (Intro Fin)	3
Mkt 37 (Mkt Res)	3
Mkt Elect	3
LA Elect	3
LA Elect	3
	18

Fourth Year

Mkt 50 (Intern)	12
Bus Elect	3
	15

OR

MA 21 (Cent Mgt/Pol Mak)	3
*MA 42 (Org Beh) OR	
*MA 26 (Soc Env Bus)	3
Bus Elect	3
Bus Elect	3
Free Elect	3
	15

*MA 26 (Soc Env Bus) OR	
*MA 42 (Org Beh)	3
Mkt Elect	3
Mkt 45 (Cons Beh)	3
LA Elect	3
Free Elect	3
Free Elect	3
	18

Students will fulfill their math requirements by taking:
Math 10 and 11 and 18; or
Math 15 and 16 and (17 or 18); or
Math 15 and 12 and (17 or 18).

The courses listed below may be required prior to the beginning of the Math and/or English sequences.

These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*If you do not take Mkt 50 (intern), you must take MA 26 and MA 42. If you take Mkt 50, you need to take MA 26 or MA 42.

LA Core Courses (4 required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Business Communications

First Year

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
	15

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 20 (Bus DP)	3
LA Elect	3
	15

Second Year

Eco 1 (Micro)	3
Eng 20 (Bus Comm)	3
MIS 21 (Intro Sys)	3
Psych 8 (Intro)	3
Free Elect	3
	15

Eco 2 (Macro)	3
Soc 12 (Intro)	3
Lit Elect	3
Mkt 13 (Market)	3
LA Elect	3
Free Elect	3
	18

Third Year

Lit Elect	3
Eng 30 (Adv Writ)	3
LA Elect	3
Free Elect	3
Free Elect	3
	15

Mkt 29 (Adv)	3
Eng 37 (Adv Bus Comm)	3
Eng 43 (Journalistic Writ)	3
LA Elect	3
Free Elect	3
Free Elect	3
	18

Fourth Year

Eng 12 (Pub Speak)	3
Eng 41 (Tech Writ)	3
Eng 42 (Corp PR)	3
Free Elect	3
Free Elect	3
	15

Eng 22 (Pub Spk for Bus)	3
MA 42 (Org Beh)	3
Eng 33 (Lang Aware)	3
Eng 40 (Graph & Layout)	3
Free Elect	3
Free Elect	3
	18

Students may substitute three or six credit hours of internship for one or two free electives.

A student will take Math 10, Math 11, or the student will take Math 15 and one of the following courses: Math 12, Math 14, or Math 18.

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

LA Core Courses four required - one from each area)

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)
- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Techni-Business

- Eng 10 (Exp Writ & Rev) _____
- Eng 11 (Lit & Res) _____
- Math 10 (Mod) _____
- Math 11 (Mod) _____
- Eco 1 (Micro) _____
- Eco 2 (Macro) _____
- Acc 1 (Elem) _____
- Acc 2 (Elem) _____
- MIS 20 (Bus DP) _____
- MA 6 (Bus Law 1) _____
- MA 10 (Intro Bus) _____

Liberal Arts Electives

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____

Free Electives

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

A student will take Math 10 and Math 11; or the student will take math 15, and one of the following courses: Math 12, Math 14, Math 16, or Math 18.

LA Core Courses four required - one from each area:

- Advanced Writing or Literature (other than Eng 9, 10, 11, 12, 20, 29, 33, 38, 39)

- History
- Art, Music (other than FA 25, 26, 29, 30) or Philosophy
- Psychology (other than 8), Sociology or Political Science

Associate in Science Degrees

Accounting

First Year

Acc 1 (Elem)	3
Math 10 (Mod)	3
Eng 10 (Exp Writ & Rev)	3
MIS 20 (Bus DP)	3
LA Elect	3

15

Acc 2 (Elem)	3
Math 11 (Mod)	3
Eng 11 (Lit & Res)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3

15

Second Year

Acc 3 (Inter)	3
Acc 7 (Cost)	3
Eco 1 (Micro)	3
MIS 21 (Intro Sys)	3
Eng 12 (Pub Speak)	3

15

Acc 4 (Inter)	3
Acc 8 (Cost)	3
Eco 2 (Macro)	3
Eng 20 (Bus Comm)	3
Mkt 13 (Market)	3
LA Elect	3

18

General Management

First Year

Acc 1 (Elem)
Eng 10 (Exp Writ & Rev)
Math 10 (Mod)
MA 10 (Intro Bus)
MA 25 (Hum Rel Adm)

Acc 2 (Elem)
Eng 11 (Lit & Res)
Math 11 (Mod)
MIS 20 (Bus DP)
LA Elect

Second Year

Eco 1 (Micro)
MA 11 (Personnel)
Mkt 13 (Market)
LA Elect
Bus Elect

Eco 2 (Macro)
MA 26 (Soc Env Bus)
Eng 20 (Bus Comm)
MA 6 (Bus Law 1)
LA Elect
LA Elect

Electronic Data Processing - AS**First Year**

Acc 1 (Elem)	3
Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
MIS 20 (Bus DP)	3
MA 10 (Intro Bus)	3
	<u>15</u>

Acc 2 (Elem)	3
Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
MIS 21 (Intro Sys)	3
MIS 22 (COBOL)	3
	<u>15</u>

Second Year

Acc 7 (Cost)	3
Mkt 13 (Market)	3
MIS 24 (FORTRAN)	3
Eng 12 (Pub Speak)	3
Bus Elect	3
	<u>15</u>

MIS 26 (PRG)	3
Eng 20 (Bus Comm)	3
MIS 28 (Files)	3
LA Elect	3
Bus Elect	3
Bus Elect	3
	<u>18</u>

Fashion Merchandising - AS**First Year**

Eng 10 (Exp Writ & Rev)	3
MA 10 (Intro Bus)	3
MA 25 (Hum Rel Adm)	3
LA Elect	3
Math 9 (Merch) OR	
Math 10 (Mod)	3
	<u>15</u>

Eng 11 (Lit & Rev)	3
Mkt 22 (Retail)	3
Mkt 13 (Market)	3
Psych 8 (Intro)	3
MIS 20 (Bus DP)	3
	<u>15</u>

Second Year

Eco 1 (Micro)	3
FM 1 (Fash Merch)	3
*FM 2 (Intern)	3
MA 11 (Personnel)	3
LA Elect	3
	<u>15</u>

Eng 20 (Bus Comm)	3
Eng 12 (Pub Speak)	3
FM 3 (Retail Sales)	3
FM 4 (Prod Anal & Des)	3
LA Elect	3
Free Elect	3
	<u>18</u>

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*FM 2 (Intern) may be taken during the summer between the first and second year or during the first semester of the second year.

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

Administrative Assistant/Word Processing Specialist

First Year

Eng 10 (Exp Writ & Rev)	3
SS 3 (Short 3)	3
SS 11 (Type 3)	3
SS 20 (Off Proc)	3
Acc 1 (Elem)	3
	<u>15</u>

Eng 11 (Lit & Res)	3
SS 4 (Short 4)	3
SS 13 (Type 4)	3
SS 21 (Off Sim)	3
Acc 2 (Elem) OR	
Math 8 (Bus Math) OR	
Math 10 (Mod)	3
MA 10 (Intro Bus)	3
	<u>18</u>

Second Year

MIS 20 (Bus DP)	3
MA 25 (Hum Rel Adm)	3
MA 6 (Bus Law 1)	3
SS 22 (Word Proc)	3
LA Elect	3
	<u>15</u>
SS 23 (Off Adm)	3
SS 30 (Intern)	6
LA Elect	3
Free Elect	3
	<u>15</u>

Executive Secretarial - AS

First Year

Eng 10 (Exp Writ & Rev)	3
MIS 20 (Bus DP)	3
*SS 1 (Short 1)	3
*SS 8 (Type 1)	3
Acc 1 (Elem)	3
	<u>15</u>

Eng 11 (Lit & Res)	3
MA 10 (Intro Bus)	3
*SS 2 (Short 2)	3
*SS 10 (Type 2)	3
Acc 2 (Elem) OR	
Math 9 (Bus Math) OR	
Math 10 (Mod)	3
	<u>15</u>

Second Year

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Proc)	3
LA Elect	3
LA Elect	3
	<u>18</u>

*SS 4 (Short 4)	3
*SS 13 (Type 4)	3
Bus Elect	3
SS 21 (Off Sim)	3
LA Elect	3
	<u>15</u>

OR

*SS 4 (Short 4)	3
*SS 13 (Type 4)	3
Bus Elect	3
SS 30 (Intern)	6
	<u>15</u>

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

*Any required typing or shorthand course waived by the Department Chairman will need to be substituted by a free elective.

*Note: May be waived if career goals indicate other needs - Department Chairman approval required.	
Free Elect	3
Free Elect	3

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

Legal Secretarial - AS

First Year

Eng 10 (Exp Writ & Rev)	3
MIS 20 (Bus DP)	3
*SS 8 (Type 1)	3
*SS 1 (Short 1)	3
Acc 1 (Elem)	3
	<u>15</u>
Eng 11 (Lit & Res)	3
MA 10 (Intro Bus)	3
*SS 10 (Type 2)	3
*SS 2 (Short 2)	3
Acc 2 (Elem) OR	
Math 8 (Bus Math) OR	
Math 10 (Mod)	3
	<u>15</u>

Second Year

SS 3 (Short 3)	3
SS 11 (Type 3)	3
MA 6 (Bus Law 1)	3
SS 20 (Off Proc)	3
SS 6 (Legal Short)	3
LA Elect	3
	<u>18</u>
*SS 4 (Short 4)	3
*SS 13 (Type 4)	3
LA Elect	3
LA Elect	3
SS 21 (Off Sim)	3
	<u>15</u>
OR	
*SS 4 (Short 4)	3
*SS 13 (Type 4)	3
LA Elect	3
SS 30 (Intern)	6
	<u>15</u>

*Any required typing or shorthand course waived by the Department Chairman will need to be substituted by a free elective.

*May be waived if career goals indicate other needs.
-Department Chairman approval required.

Free Elect	3
Free Elect	3
Free Elect	3
Free Elect	3
Free Elect	3

The courses listed below may be required prior to the beginning of the Math and/or English sequences.
These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3

The London Option

For those students who select the London Option, the following course substitutions apply:

NHC

SS 4 (Short 4)	3
SS 13 (Type 4)	3
SS 30 (Internship)	6
SS 21 (Off Simulation)	3
	<u>15</u>

London

Shorthand Speed Building	3
Advanced Word Processing	3
British Business	3
French Business	3
European Common Market	3
	<u>15</u>

General Studies - AS

First Year

Eng 10 (Exp Writ & Rev)	3
Math 10 (Mod)	3
Psych 8 (Intro)	3
Hist Elective <i>OR</i>	
Govt Elective	3
Free Elect	3
	15

Eng 11 (Lit & Res)	3
Math 11 (Mod)	3
Soc 12 (Intro)	3
Hist Elective <i>OR</i>	
Govt Elective	3
Free Elect	3
	15

Second Year

LA Elect	3
LA Elect	3
LA Elect	3
LA Elect	3
Free Elect	3
	15

LA Elect	3
LA Elect	3
LA Elect	3
Free Elect	3
Free Elect	3
Free Elect	3
	18

The courses listed below may be required prior to the beginning of the Math and/or English sequences. These courses are in addition to the requirements listed above.

Eng 9 (Fund)	3
Math 5 (Fund)	3





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Associate Director of Financial Aid
A.S., Notre Dame College
B.S., New Hampshire College

Public Relations

John F. Clayton

Director
B.A., Northeastern University
M.S., Boston University

David J. Long

Assistant Director
B.S., Plymouth State College

* Denotes part-time faculty member.



Admissions

Call 603/668-2211

Candidates for admission to New Hampshire College will be evaluated on an individual basis and are encouraged to apply as far in advance of their intended starting date as is practical.

There Is No Application Fee

The admission decision will be based on the quality of the applicant's preparation and an evaluation of potential for success in the curriculum at New Hampshire College.

Applications are acted upon on a rolling basis, and candidates can expect to be notified of the admission decision within one month of receipt of academic credentials.

Applicants who have designated New Hampshire College as their first choice institution and for whom financial assistance is a consideration may apply under the College's Early Financial Aid Option.

Application Procedure

Formal Application for Admission

Complete and forward a formal application for admission directly to: The Director of Admissions, New Hampshire College, 2500 River Road, Manchester, NH 03104. Forms are available through your high school or directly from the College. Call 603/668-2211.

High School Transcript, Test Results and Recommendations

Complete the release form on the final page of the application, and New Hampshire College will obtain these items for you. If you prefer, ask your high school to send them directly to us.

SAT Scores

New Hampshire College requires Scholastic Aptitude Test scores of all applicants. SAT scores may be reported to us along with your high school record or directly from the College Entrance Examination Board upon your request.

Personal Interview

New Hampshire College strongly recommends a personal interview. Call us at 603/668-2211, extension 128, in order to make an appointment.

Transfer Application Procedure

Transfer students are accepted at New Hampshire College for both the semesters starting in September and January in the day college, and for any of the six 8-week sessions in the Continuing Education night school division.

New Hampshire College recognizes work completed at any other accredited institution, and in particular encourages transfer applications from students already holding Associate Degrees. The College's Techni-Business Major has been specifically designed to meet the needs of students having a technical-vocational preparation.

Transfer applicants with an Associate Degree from an accredited institution will usually be granted upper division status.

Each transfer applicant will be evaluated individually in light of degree objectives at New Hampshire College.

Credits transfer; grade point averages do not.

Formal Application

Complete and forward a formal application for admission directly to: The Director of Admissions, New Hampshire College, 2500 River Road, Manchester, NH 03104. Forms are available from your transfer counselor or directly from the College.

There is no application fee.

High School Transcript, Test Results and Recommendations

Complete the release form on the application for admission and New Hampshire College will obtain your high school records in your behalf. If you prefer, you may ask your high school to forward the transcript and records directly to us.

SAT Scores

Transfer applicants need not present SAT scores. The admission decision will be based on the quality of the work completed in the college.

College Transcript

Official transcripts of all previous college work must be presented. You should request your college to forward your transcript directly to the Director of Admissions.





Supplemental Transfer Form

This New Hampshire College form will be forwarded to you upon request of an application for admission. You should list all courses in progress or those which do not appear on your transcript, and forward it to the Director of Admissions.

Advanced Placement

Acceptable test results of the Advanced Placement Program (APP), the College Level Examination Program (CLEP), DANDES, institutional examinations, the Proficiency Examination Program (ACT), and through education programs taken in noncollegiate organizations (ACE), as well as applicable military schooling will be accepted by New Hampshire College for advanced credit for those applicants who because of age, experience or prior education warrant advanced credit.

Accelerated Admission

The accelerated admission plan is designed for those students who are socially and academically ready to enter college at the end of the junior year of high school whether or not they have completed requirements for their high school diploma.

Students admitted to New Hampshire College under the accelerated admission plan enter directly into the freshman year.

Applicants should apply in the spring semester of their junior year, and the regular admission procedures should be followed. In addition, the applicants must submit specific recommendations for admission from their principal or guidance counselor.

Deferred Admission

New Hampshire College acknowledges deferred admission status for up to one year. The applicant should submit the required application, transcript and recommendations for a regular admission note on the application the semester and year of desired enrollment. The application will be processed and remain active until that time. This policy allows students the opportunity to work or travel for a year with the knowledge that a place is being held for them at New Hampshire College.

International Students

Persons living outside the United States should file their application for admission, following the appropriate freshman or transfer application procedure several months in advance of the expected date of matriculation. The applicant must present a secondary school diploma, official transcripts and certificates of education to accompany the application.

Since proficiency in the English language is required of all students at New Hampshire College, international students whose native language is not English are required to take the Test of English as a Foreign Language (T.O.E.F.L.) given by Educational Testing Service. Information regarding the test can be obtained from the Educational Testing Service, Princeton, NJ 08540, U.S.A.

In addition to these procedures each student coming to the United States must satisfy the College and immigration officials that sufficient finances to pay for round trip passage, tuition and living expenses are available.

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.



SCHOLARSHIP AND STUDENT ASSISTANCE

Scholarship and Student Assistance

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

The comprehensive, fully coordinated scholarship and assistance programs include three basic types of aid: Gift assistance, loan assistance and work assistance. The types of assistance may be awarded singly; but it is usually the College's policy to award them in various combinations called financial aid packages.

The student aid programs administered by the College include federal, institutional and state funds as well as private dollars. It is the responsibility of the aid administrators to relate all resources to the needs of the College's students.

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

- Basic Educational Opportunity Grant Program (BEOG)
- Supplemental Educational Opportunity Grant Program (SEOG)
- New Hampshire Incentive Program (NHIP)
- National Direct Student Loan Program (NDSL)
- Guaranteed and/or Federally Insured Student Loan Program (GSL/FISL)
- College Work-Study Program (CWS)

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

All scholarship assistance programs are subject to prevailing federal and state laws, as well as regulations of the College. Compliance is the responsibility of both the student and the aid administrators, and is a condition of the student's eligibility to receive assistance.





Demonstrated Need and Selection Criteria

New Hampshire College makes its admission without reference to the economic status of its applicants, but considers the primary financial responsibility for the education of a student to rest with the student and the family. The College will make every effort to address the needs of an accepted and enrolled student, but views its efforts as supplemental to the efforts of the student, the student's family and other agencies.

In addition to making application for scholarship and assistance through the College, New Hampshire College students are expected to vigorously pursue avenues of support from outside agencies.

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

The Uniform Methodology estimates the parents' contribution towards education on the basis of the amount of the parents' income and assets as well as a consideration of taxes, medical expenses, and other liabilities of the family. The student applicant's income (generally from summer employment prior to the academic year for which assistance is sought) and assets are also considered in estimating the total family resources which may be utilized to meet the student's cost of education.

The difference between a student's cost of education and the estimated family contribution, as well as support received from sources outside the College, is the student's demonstrated financial need. It is generally the College's policy to award scholarships and other student aid within the limits of a student's demonstrated financial need.

New Hampshire College ranks scholarship and assistance applications according to academic performance and considers each applicant in order of grade point average, descending from the highest to the lowest. Incoming freshmen students are ranked according to their high school grade point averages; enrolled and transfer students according to their college grade point averages.

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

Students not entitled to special consideration compete for available funds on an academic basis within the limits of their demonstrated financial need. Where a student ranks within the applicant group may well have a bearing on the student's selection for participation, the percentage of need met and the make-up of the financial aid package; that is the balance between gift assistance and self-help (work assistance and loan assistance). It therefore benefits each student to recognize and diligently pursue academic responsibilities.



The Application Process

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

Freshmen students applying under the College's Early Financial Aid Option have a deadline of December 15th.

Other first time applicants, freshmen, transfer students and returning upperclassmen not currently having scholarships and assistance, have a deadline of March 15th.

Renewal applicants, NHC students having scholarships and assistance during the current academic year, must reapply by April 15th. It is important to remember that student aid awards are not automatically renewed. You must apply each year.

The NHC Financial Aid Application form may be obtained from either the Admissions Office or the Financial Aid Office at New Hampshire College.

The form should be completed in its entirety and returned directly to the attention of the Director of Financial Aid, New Hampshire College, 2500 River Road, Manchester, NH 03104. Of particular importance are the IRS Waivers on the application. (Be sure all appropriate signatures have been affixed.)

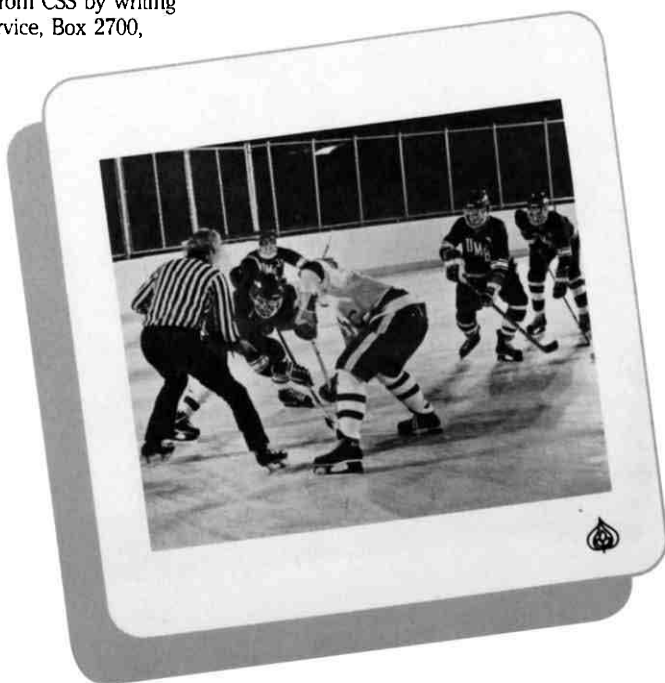
The Financial Aid Form (FAF) may be obtained from either the Admissions or Financial Aid Offices at the College, from your high school or college guidance office or from CSS by writing the College Scholarship Service, Box 2700, Princeton, NJ 08540.



It is in your best interest that the FAF be completed carefully and accurately. A properly completed form must be submitted through the College Scholarship Service. You should indicate that you want a copy of your FAF and need analysis report forwarded to New Hampshire College, code #3649.

Normal processing time for your FAF at CSS is about four (4) weeks. You should keep this time frame in mind in relationship to the deadlines indicated. New Hampshire College will expect both your application form and the FAF no later than those deadlines.

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





Student Assistance Programs

There are many, many programs designed to assist students with their post-secondary training educational expenses. The solution to dealing with rapidly rising educational expenses often revolves around your ability to discover just who administers each program and exactly how and when you should apply.

Students contemplating training or education beyond the secondary level are advised to take the following steps as early as possible during their years in high school.

- Talk with your parents concerning your plans and finances.
- Make an appointment with your guidance counselor for both you and your parents to discuss your aspirations.
- Visit the admissions and financial aid offices at the college or colleges of your choice. We suggest that you do this early in your senior year and perhaps as early as your junior year.
- Research the subject of scholarships and student assistance. We suggest you read "Meeting College Costs," a publication of the College Scholarship Service. You should be able to obtain a copy free of charge, from your high school guidance office. We also recommend "A Student's Guide to Five Federal Financial

Aid Programs," HEW publication No. OE 78-17914. You should be able to obtain a copy through your guidance office or you may request a copy from New Hampshire College.

New Hampshire College operates its own scholarship and work program and acts as administrator for the National Direct Student Loan Program (NDSL), Supplemental Educational Opportunity Grant Program (SEOG), and the federal College Work-Study Program (CWS). You will be given consideration for all these programs when you submit your NHC Financial Aid Application form, and Financial Aid Form (FAF) as described in the section entitled The Application Process.

H.A.B. Shapiro Memorial Scholarships

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



Robert E. Plourde Scholarships

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

Hoyle, Tanner & Associates Minority Scholarship Program

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

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

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

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

New Hampshire College Alumni Scholarships

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

Institutional Scholarships

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

Students seeking consideration for athletic scholarships should also contact the Athletic Department in addition to the Financial Aid Office.

During the 1981-82 college year, New Hampshire College awarded more than \$200,000 in scholarships to over 375 students. The awards ranged from \$100 to several thousand dollars and averaged about \$600.

Part Time On-Campus Employment

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

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

National Direct Student Loan Program (NDSL)

You may borrow, subject to available funds and your demonstrated need, up to \$3000.00 if you have completed less than two (2) years of a program leading to a bachelor's degree, and up to \$6000.00 if you have completed two or more years of a four year program. You will be considered for an NDSL loan when you submit your Scholarship and Assistance application form and FAF to New Hampshire College.

Funds for National Direct Student Loans come from the federal government, the College and from previous borrowers. While there is no interest on such loans while you are in college, the loans must be repaid when you leave. Repayment begins six (6) months after you graduate or leave college for other reasons. You may be allowed up to ten (10) years to repay your loan; but New Hampshire College repayment schedules usually require repayment at the minimum rate of \$30.00 per month or \$90.00 per quarter, principal and interest. During the repayment period you will be charged 5% interest per year on the unpaid balance of the loan.

You may defer repayments on your loan during periods when you are enrolled full-time for further education, and for up to three years while you serve in the Armed Forces, Peace Corps or VISTA.

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

Last year New Hampshire College loaned nearly \$400,000.00 in National Direct Student Loans to more than four hundred (400) students; an average of more than \$900 per student. The loans ranged from \$200 to \$2000.

Supplemental Educational Opportunity Grant (SEOG)

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

SEOG's range from \$200 to \$2000.00 in gift assistance funds; that means the awards need not be repaid. During the 1981-82 college year, New Hampshire College awarded more than 200 students approximately \$100,000; an average of nearly \$500.

Federal College Work-Study Program (CWS)

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

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

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

During the 1981-82 college year, New Hampshire College provided CWS employment to more than 300 students, amounting to more than \$300,000. Earnings ranged from \$200 to more than \$2000; averaged nearly \$900.



Pell Grant (formerly Basic Education Opportunity Grant)

Pell Grants for the 1982-83 academic year are expected to range between \$50 and \$1670 based on your cost of education and your eligibility index. You may apply for a Pell Grant by using the Financial Aid Form (FAF) being sure to complete item #83. The form will be available from your guidance office or from the financial aid office at the college of your choice.

Students who have recent dramatic changes in family financial circumstances may wish to apply for a Pell Grant consideration by utilizing an Application for Determination, a Pell Grant Eligibility and a Supplemental Form; both of which should be available from the financial aid office at the colleges you are considering.

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

Under the Pell Grant Program, demonstrated financial need is determined by a formula ap-

proved annually by the Congress of the United States. The formula is applied to the information submitted on your application to produce an eligibility index which is forwarded to you via a Student Aid Report (SAR).

You may make photostatic copies of the first page of your SAR and send it to as many colleges as you desire to see what your grant would be at each institution. Your eligibility index in relation to your cost of education and enrollment status determines the amount of your grant.

Guaranteed Student Loan Program (GSL)

The Guaranteed Student Loan Program enables you to borrow directly from a bank, credit union, savings and loan association or other participating lenders (such as a fraternal benefit society) which is willing to make the loan. The loan is guaranteed by a state or private, non-profit agency or insured by the federal government.

Students who desire a guaranteed student loan should contact the lender directly. This contact should be made in person and in the company





of your parents if you are dependent upon them. You will find it most helpful if the lender you contact has had a prior business relationship with you and/or your family.

In the State of New Hampshire, the Guaranteed Student Loan Program is called the HELP Program (Higher Education Loan Program) and such loans are insured or guaranteed by the New Hampshire Higher Education Assistance Foundation (NHHEAF).

The maximum a student may borrow as an undergraduate is \$2500 per year to a cumulative total of \$12,500. You may borrow up to \$5000 per year for graduate study to a cumulative total of \$25,000 which includes the loans made at the undergraduate level.

An insurance premium of up to one percent (1%) each year of the loan may be collected in advance under a state or private guarantee agency program. Usually this premium is collected, for your in-school and grace periods of time, by the lender at the time of loans disbursement.

Repayment of such loans normally begins between nine and 12 months after you graduate or leave school, and you may be allowed to take up to 10 years to repay the loan. The amount of your payments depends upon the size of your debt and your ability to pay; but in most cases you must pay at least \$600.00 per year unless the lender agrees to a lesser amount.

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

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

New Hampshire Incentive Program (NHIP)

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

NHIP awards provide gift assistance ranging from \$100 to \$1500 based on your need, academic qualifications, the tuition charges at the institution you select, within the state, and your willingness to help yourself.

To be eligible, incoming freshmen students must have graduated in the upper 3/5th's of their high school graduating class or have had a high school grade point average of 2.40 on a 4.00 scale. If a non-graduate, you may qualify academically if you have a G.E.D. Certificate and scored on the average in the 50th percentile or higher based on national averages. Upper-classmen and renewal applicants are judged on the basis of their postsecondary work.

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

The schedule of awards under NHIP is approved annually by the administering agency, the New Hampshire Postsecondary Education Commission, on the basis of appropriated federal and state funds, the qualifications and needs of the applicant group, and the institutional choices of the successful applicants. During the 1981-82 academic year, freshman awards ranged as high as \$700.

For the 1982-83 academic year, the deadline was May 1, 1982.

Awards under the New Hampshire Incentive Program are not automatically renewed. It is important to remember that you must apply annually.

State Grants/Scholarship Programs

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

Off-Campus Employment

Manchester is New Hampshire's Queen City and population center of the state. Part time employment opportunities do exist in the local area and although not part of the College's aid program, earnings from such sources can contribute significantly towards meeting college costs. The College's Placement Director, who works under the Dean of Student Affairs, coordinates information concerning these opportunities and acts as liaison with local employers.

Outside Assistance

New Hampshire College does urge its students to seek assistance from every source outside the College in addition to making application through the financial aid office. You should consider local programs such as Dollars For Scholars, service clubs and trust programs which may be known to the Trust Officer at your local

bank. Your director of guidance would be able to provide you with information concerning available reference material. You are required to report awards of \$100 or more to the Director of Financial Aid.

Your success in obtaining support from sources outside the College does not automatically reduce assistance for you through the Financial Aid Office. Laws and rules governing such matters are extremely complex and New Hampshire College can best serve you and all its students by having the most accurate and up to date information available concerning your situation.

Payment of College Bills

All bills are due and payable upon presentation. It is usually the College's policy to bill in advance of a term and to insist on payment in full prior to the first day of class. Exceptions require the expressed prior approval of the Business Office.

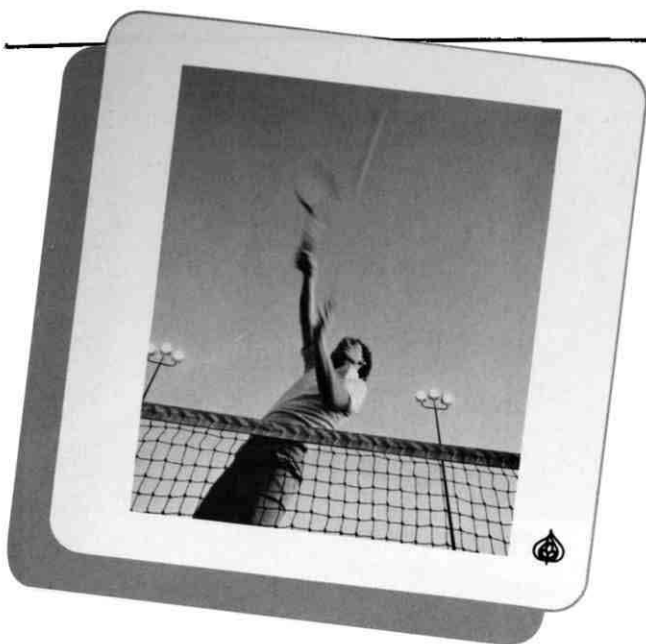
Installment Payment Programs

Educational loans are probably available through your local lenders and other organizations such as The Tuition Plan, Inc., or National Shawmut Bank of Boston. The College will be pleased to see that information is forwarded to you concerning such options.

Veterans Payment Plan

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





Deposit Policies

New Students: Upon receipt of acceptance by the College, a new student is required to submit a tuition deposit of \$100 and, if applicable, a room reservation deposit of \$100. These deposits are billed by the Admissions Office, are payable to the Business Office, will be credited to the student's account and are subject to the Refund/Withdrawal Policy explained in this booklet.

Returning Students: In the spring, students scheduled to return to the College in the Fall are billed a tuition deposit of \$100 and, if applicable, a room deposit of \$100. These payments are credited to the student's account and are subject to the indicated Refund/Withdrawal policy.

Early Decision Candidates: Incoming freshmen applicants who select New Hampshire College's Early Financial Aid Option are required to pay \$200 deposits upon acceptance of their financial aid awards whether they plan to reside on campus or commute. The same Refund/Withdrawal Policy applies to their deposits.

The Early Financial Aid Option

Incoming freshmen students for the term starting in September **ONLY** may obtain **PRIORITY CONSIDERATION** for both admission and financial aid if they select NHC's Early Financial Aid Option, indicating that New Hampshire College is their first choice institution and that scholarship and financial aid is a primary consideration. To be eligible for consideration for this program, applicants must have a high school grade point average of at least 2.75 on a 4.00 scale. Both the admissions and scholarship/assistance application processes must be completed prior to the December 15th deadline.

Refund/Withdrawal Policy

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

An enrolled student who withdraws from the College must notify the Dean of Student Affairs in writing at the time of withdrawal. Merely ceasing to attend classes does not constitute official withdrawal. The official date of withdrawal, and the date from which refunds will be determined, will be the date on which written notice of withdrawal is received by the Dean of Student Affairs.

Students who withdraw will be entitled to a refund of tuition on the following semester basis:

- If withdrawn prior to the first scheduled day of class: 100% minus \$100
- If withdrawn within two weeks of the first day of class: 80%
- If withdrawn within four weeks of the first day of class: 60%
- If withdrawn within six weeks of the first day of class: 40%
- If withdrawn within eight weeks of the first day of class: 20%
- If withdrawn after eight weeks of the first day of class: No Refund

Students on the board program will receive refunds in direct proportion to the number of chits utilized to the day of withdrawal. See the current student handbook for explanation of the 'Chit System' which is designed to provide maximum flexibility for all students on the board program.

There will be no refund of room charges for the term during which a student withdraws.



1982-83 Costs—

Undergraduate College of Business (Day)

(Subject to change by action of the Board of Trustees)

	<i>Per Semester</i>
Tuition (Includes activity and athletic fee)	\$2727.00
Room and Board (Double dormitory)	1563.00
Room and Board (Single dormitory)	1710.00
Apartment—Room only	810.00
Room and board	1563.00
Townhouse—Room only	957.00
Room and board	1710.00
Pine Valley—Room only	810.00
Room and board	1563.00
Houses—Room only	810.00
Room and board	1710.00
Board only	753.00
More than 19 credits per semester	180.00 per credit
Less than 12 credits per semester or four courses	180.00 per credit
Health insurance (payable with first semester charges)	60.00 per year
Computer laboratory fee	25.00
Hotel/Restaurant laboratory fees (charged when applicable)	
Late registration fee	50.00
Auto registration fee	5.00 per year
Transcript fee	2.00 each
Make-up examination fee	5.00
Graduation fee	35.00

Textbooks and Supplies

Each student is responsible for the purchase of textbooks and supplies which are available in the Campus Store. Estimated costs average \$200 per year.

Damage Deposit

A \$100 damage deposit is required of all students residing in College housing. The deposit is refunded, less any charges for damage or breakage, when the student no longer resides on campus.



Academic Calendar

1982-83

New Student Orientation	September 5 & 6
Returning Student Check-In	September 7
Staff Development Day	September 7
Classes Begin	September 8
Mid-Term Holiday	October 11
Parents Weekend	October 15-17
Thanksgiving Recess	November 25 & 26
Classes Resume	November 29
Last Class Day	December 14
Exam Period	December 15-22
Staff Development Day	January 17
Classes Begin	January 18
Mid-Term Recess	March 14-18
Classes Resume	March 21
Last Class Day	May 9
Exam Period	May 10-18
Graduation	May 21

1983-84

New Student Orientation	September 4 & 5
Returning Student Check-In	September 6
Staff Development Day	September 6
Classes Begin	September 7
Mid-Term Holiday	October 10
Thanksgiving Recess	November 24 & 25
Classes Resume	November 28
Last Class Day	December 13
Exam Period	December 14-22
Staff Development Day	January 16
Classes Begin	January 17
Mid-Term Recess	March 12-16
Classes Resume	March 19
Last Class Day	May 7
Exam Period	May 8-16
Graduation	May 19

New Hampshire College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.



New Hampshire College
2500 River Road
Manchester, New Hampshire
03104

Address correction requested.
Return or forwarding postage guaranteed.

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