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Frank J. Barnes

Director of Computer Center; Assistant Professor of Management Information Systems
B.S.E.E., Arizona State College; M.B.A., University of New Hampshire

John J. Harrington

Assistant Professor of Business Management B.S.B.A., Boston College; M.S., Southern Illinois University Ed.D., George Washington University

Merit W. Hudgins

Assistant Professor of Mathematics B.B.A., University of Miami; M.S., Louisiana State University; Ed.D., Virginia Polytechnic Institute and State University

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MASTER OF BUSINESS ADMINISTRATION PROGRAM

History and Accreditation

New Hampshire College is a private, non-profit coeducational institution in Manchester. New Hampshire. The College was founded in 1932 as the New Hampshire School of Accounting and Secretarial Science by the late H.A.B. Shapiro. In 1961, it was incorporated as the New Hampshire College of Accounting and Commerce, and two years later was chartered by the State of New Hampshire as a degree-granting institution of higher learning. Associate degrees were initially conferred in the same year, and the first baccalaureate degrees were awarded in 1966. On September 1, 1968, the College became a non-profit institution, shortly thereafter electing its first Board of Trustees, and on September 19, 1969, the name was officially shortened to New Hampshire College. Since that time, the charter has been amended to permit the awarding of the degree of Master of Business Administration.

New Hampshire College is authorized by the state of New Hampshire to grant the degrees of Master of Business Administration, Bachelor of Science, and Associate in Science to those students who have successfully completed the prescribed programs of study.

New Hampshire College is fully accredited by the New England Association of Schools and Colleges, Inc., and is listed in the Department of Health, Education and Welfare Directory, Part 3: Higher Education.

Objectives

New Hampshire College defines its mission as that of career education of men and women, preparing them for careers in business management and related areas, such as accounting and information systems. On this basis, the Master of Business Administration program has been designed to accomplish the following objectives:

- **1.** To provide individuals with advanced academic work in the field of business and management education.
- To provide individuals with a graduate program that is oriented toward a pragmatic study of business and management education.
- **3.** To provide individuals with a program that will prepare them for management positions in profit and non-profit institutional units in society.
- **4.** To provide individuals with an opportunity to develop a capacity for self-directed study and professional growth.

- 5. To provide individuals with a program that has, as its core, a broad-base exposure to the general concepts of management and allows for specialization in an area of interest.
- **6.** To provide individuals employed full-time who have an undergraduate degree in business an opportunity to secure graduate business education on a part-time basis in the evening.

Administration

The Associate Academic Dean is the Director of the Graduate Program. The Graduate Studies Committee serves as a forum for discussion of policies governing the graduate program. Members of the Graduate Studies Committee are the Academic Dean, the Associate Academic Dean who serves as chairman of the committee, the Director of Continuing Education, representatives of each of the major departments, a member of the graduate student body, and a member of the business community.

The Graduate Committee is charged with the review of all thesis proposals submitted by students wishing to elect the thesis option.

Admission To The Program

General Requirements

Students will be admitted to the MBA program by the Director of Graduate Studies of New Hampshire College. Admission requirements include:

- **1.** Possession of a baccalaureate or higher degree from an accredited institution.
- 2. Admission in good standing is based upon an overall undergraduate grade-point-average of at least 2.50 (4.0 basis) or 2.70 for the last half of the undergraduate work. The Graduate Management Admission Test is required, but no minimal score has been determined.
- **3.** Requirements for admission on limited status are the same as those for good standing admission except that persons may be admitted on provisionary status who have undergraduate grade-point-averages below 2.49 (4.0 basis) for all undergraduate work completed. This provisionary status may be removed and the student admitted in good standing to the program if he/she achieves an overall B (3.0) average in the first nine credits of the MBA program.
- **4.** Unclassified Students Students who have not been accepted into the MBA program may enroll in a course as an unclassified student. A student must be accepted into the MBA program in order to use this credit as part of his or her degree requirement. A maximum of six credits earned as an unclassified student may be used toward the MBA degree.



Transfer of Credit

Students who have completed graduate work at other institutions may transfer the credits to New Hampshire College to apply toward the completion of the MBA program subject to the following provisions:

- 1. The credits must be from an accredited institution and be of graduate level. The student must have earned a grade of B or better in each course to be transferred.
- **2.** The credits must be applicable to the MBA program at New Hampshire College.
- **3.** A maximum of six semester hours of credit may be accepted.
- **4.** The credits must have been earned within a five year period prior to the student's admission.
- **5.** No credit for correspondence courses will be accepted.
- **6.** A minimum of 27 semester hours of graduate credit must be earned at New Hampshire College.

Graduate Management Admission Test

A separate schedule of test dates and centers is available to applicants. Further information on the GMAT may be obtained from: Graduate Management Admission Test, Educational Testing Service, Box 966-R, Princeton, N.J. 08540.

MBA Background Requirements

Prospective students must have completed the courses listed below **or their equivalent** at either the undergraduate or graduate level. If not, the student must complete these courses **in addition** to the 33 credits required for the MBA degree.

PREDECT TOTAL COLUDORS	ODEDITO
PREREQUISITE COURSES	CREDITS
Accounting	6
Economics	6
Mathematics	6
Business Law	3
Computer-based Information Processing	3
Business Organization	3
Marketing	3
Finance	3
Statistics	3
Total prerequisite	36

Any courses taken to make up for deficiencies in background requirements may not be counted toward the number of graduate credits required for the MBA degree.

MBA Prerequisites/CLEP

Some students who have not taken college courses equivalent to one or more MBA prerequisites have, through life or work experience, gained comparable knowledge. The College Level Examination Program (CLEP) allows students to test out of such prerequisite courses. Administered at New Hampshire College monthly (third Saturday of each month), CLEP provides an opportunity for students to gain college credit through

a national testing program. The following list indicates the CLEP examinations which will satisfy the prerequisite requirements.

Questions regarding CLEP may be directed to Mr. Richard France, Registrar and CLEP administrator at New Hampshire College (603/668-2211). New Hampshire College is Test Center #3649. The testing fees are as follows: one test, \$20; two tests, \$30; and three to five tests, \$40.

PREREQUISITES	'CLEP' EXAM	MINIMUM SCORE
Accounting	Introductory Accounting	50
Economics	Introductory Micro & Macro Economics	48
Business Law	Introductory Business Law	51
Computer Based Infor-		
mation Processing	Computers and Data Processing	46
Mathematics	Mathematics (General Exam)	460
Business Organization	Introduction to Business Management	46
Marketing	Introductory Marketing	48
Finance	Money and Banking	48
Statistics	Statistics	49

CALENDAR

Academic Year 1977-1978

Term I	September 12-December 2, 1977
Term II*	December 5, 1977-March 10, 1978
Term III	March 13-June 2, 1978
Term IV	June 5-August 25, 1978
*Holiday break	
	Classes resume Monday, January 9)

Class Meeting Times

Classes meet one evening each week during a twelve week term. Classes meet on Monday, Tuesday, Wednesday and Thursday evenings. Class hours are from 6:00-9:00 p.m. New twelve-week terms start in September, December, March, and June. Four times a year New Hampshire College publishes schedules of courses offered.

Location of MBA Centers

Manchester	New Hampshire College
	2500 North River Road
	Manchester, NH 03104
	Mr. George T. Perraudin
	Associate Director
	Tel. 603/668-2211

Salem New Hampshire College 151 Main Street Salem, NH 03079 Mr. Vincent Bankoski

Associate Director

Tel. 603/893-3598 or 603/893-9600

Nashua Sanders Associates, Inc.

Advanced Education 95 Canal Street Nashua, NH 03060

(Contact Mr. Bankoski at Salem Center)

Portsmouth Pease Air Force Base

Portsmouth, NH 03801 (Contact Dr. Cletus Kohake, Director of Continuing Education

 $10\,Vaughn\,St.\,,\,Portsmouth,\,N.H.\,\,03801,$

Tel. 603/436-2831)



Availability of MBA Courses

- Manchester 1. Core courses
 - 2. Specialization in management
 - 3. Specialization in accounting

1. Core courses Salem and

Nashua

2. Specialization in management

Portsmouth 1. Core courses

2. Specialization in accounting

NOTE: Accounting specialization courses not offered at Salem and Nashua, and the management specialization courses are not offered at Pease. However, students may take the core courses at any center, and then complete a desired specialization at the centers where it is offered.

ACADEMIC POLICIES

Student Evaluation

It is expected that each student will maintain at least a 3.0 (4.0 basis) average in all graduate work attempted. A maximum of six semester credits of C grades are allowed in the student's overall program. Any student failing to

maintain a satisfactory average will be referred to the Committee on Scholastic Standing to determine whether or not he/she should be permitted to continue in the Program. A student may withdraw from a course any time prior to the final exam with approval of the professor. Any student dismissed from the MBA program may petition the Committee on Graduate Studies to be reconsidered.

Grading System

The College's grading system for the MBA program is as follows:

The grade-point-average is determined by multiplying the grade point value by the total number of semester hours for the particular course, adding the products and dividing by the total number of semester hours. An example of a student's grades and grade-point-average is calculated as follows:

Withdrawals

A student withdrawing from a course must complete a withdrawal slip from the MBA office, bearing both the date of withdrawal and the signature of the instructor. Completed slips are to be returned to the MBA office. Failure to do this will result in an "F" for the course.

Instructors will reserve the right to withdraw any student from a course after three absences if, in the instructor's opinion, the student will not be able to complete the course satisfactorily.

Incompletes

The grade of "I" (Incomplete) is given when specific work is lacking in a course. The **student** is responsible for making up an "I"; otherwise, it will become an "F" eight weeks after the start of the following term.

Graduation Requirements

- **1.** Completion of all required MBA courses (minimum of 33 semester hours).
- **2.** Minimum overall grade-point-average of 3.0 (4.0 basis) with no more than two "C" grades.
- **3.** All degree requirements must be completed within eight years from the date of admission. An extension of time requires action of the Committee on Graduate Studies and will have to be based on good cause.

EXPENSES

Tuition and Fees

Cost per course	\$225
Parking fee	5
Graduation fee	25
Transcript fee	1

Books and Supplies

Books are sold at the main campus bookstore and through each center office. Each student is responsible for purchasing his or her own textbooks and supplies. No credit is permitted on textbook purchases.

Deferred Payment Plan

Students receiving educational benefits from the Veterans Administration or other sources may use a deferred payment plan for tuition costs. A carrying charge of 1% per month is assessed on any unpaid balance, and the student remains responsible for the payment of any amount owed, including interest.

Veterans' Benefits

Veterans enrolling for the first time may experience a delay of six to eight weeks before receiving their first VA checks. If no check has been received by the eighth week contact the V.A. or the Office of Veterans Affairs at the main campus (603/668-2211).

Veterans transferring directly from another school should ensure that the other school sends in a prompt notice of the veteran's effective date of termination.

Refund of Tuition

After first class	80%
After second class	50%
After third class	0%



COURSE REQUIREMENTS

Graduate Discipline in Management

Graduate Core (required)

GR 200	Managerial a	ınd Financial	Accounting
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*GR 202 Research Methods in Business

GR 220 Organizational Behavior and Development

GR 221 Quantitative Analysis in Business

**GR 228 Business Policy

GR 240 Management Information and Control

Required Courses

GR 224 Marketing Strategy

GR 225 Business, Government and the Environment

Selection of One of the Following

GR 223 Institutional Economics

GR 229 New Organizational Structures, Change and Process Consultation

GR 230 Production Management

GR 236 Management of the Non-Profit Institution

GR 237 Non-Profit Corporate Market Strategies

GR 238 Multinational Marketing

Optional Courses (elect two)

Graduate business management electives
Graduate accounting electives

Graduate Discipline in Accounting

Graduate Core (required)

GR	200	Managerial and Financial Accounting
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*GR 202 Research Methods in Business

GR 220 Organizational Behavior and Development GR 221 Quantitative Analysis in Business

**GR 228 Business Policy

GR 240 Management Information and Control

Required Courses

GR 203 Financial Reporting I

GR 204 Budgeting and Cost Accounting

GR 205 Financial Reporting II

Optional Courses (elect two)

GR 206 Auditing

GR 207 Federal Taxes

Two graduate business management electives

*Recommended during first nine hours of the program.

Required during **last nine hours of the program.

NOTE: The accounting specialization is primarily designed for students who did not major in accounting at the undergraduate level. Upon completion of the accounting specialization the student will have obtained a fundamental background necessary for entrance into the field of accounting. Students planning to take the examination for Certified Public Accountant should complete both the auditing and federal taxes courses.

Thesis Option

A student may elect to write a thesis in place of two elective courses after at least six courses have been satisfactorily completed. The thesis proposal must be submitted to and approved by the Graduate Committee and the thesis itself must be completed and defended within nine months of the approval of the proposal. Extension of time will be granted only with the approval of the Graduate Committee. Further information on the thesis option is available from the Director of Graduate Studies.

COURSE DESCRIPTIONS

GR 200 Managerial & Financial Accounting

The course will stress the theory and practice of accounting and will be set within a broad business background and will furnish a specific business orientation for an in-depth analysis of the subject. The course will reflect the fact that the strength of an accounting system lies in the usefulness of its applications rather than in the information gathering and processing aspects. Accounting with its relationships to the nature and objectives and business decisions, what information is necessary to make them. what data are relevant and what are the uses and limitations of these data will be stressed. This course presumes that the student has knowledge of the basic accounting equation: ASSETS = LIABILITIES AND OWNERSHIP and some proficiency in accounting procedures (preparing books of original entry, posting and preparing trial balances.)

GR 202 Research Methods in Business

The course will stress the basic methods of designing research and analyzing business and economic data. Students are required to present their findings both orally and in writing.

GR 203 Financial Reporting I

A comprehensive examination of accounting theory and concepts in greater depth and scope than that found in first year accounting. The emphasis will be on general financial accounting including coverage of the opinions of the American Institute of Certified Public Accountants and the Financial Accounting Standards Board. The topics extensively examined include current assets, plant and equipment, intangible assets, current liabilities, long-term debt, stockholder's equity, statement of changes in financial position and general price-level accounting. This course will require problem solving as well as the preparation of journal entries.

Prerequisite: GR 200 Managerial & Financial Accounting

GR 204 Budgeting and Cost Accounting

This course consists of an in-depth study of the operations budgeting procedures and the costing systems used in manufacturing, distribution and service firms. Accounting procedures employed in recording and reporting operations will be stressed. Upon completion of the course, the successful student will have developed the ability to recognize and analyze the causes and effects of economic events that result in deviations from a firm's operating plan.

Prerequisite: GR 200 Managerial & Financial Accounting

GR 205 Financial Reporting II

This course is an intensive examination of accounting principles applicable to special areas of financial reporting. There is an in-depth coverage of topics such as partnerships, business combinations and consolidated financial statements, foreign operations, firms in financial difficulty, and estates and trusts. A great deal of emphasis is placed on the proper techniques, including journal entries, required for the solution of problems.

Prerequisite: GR 203 Financial Reporting I

GR 206 Auditing

This course emphasizes the conceptual as well as the procedural aspects of auditing. It directs attention to the importance of suitable internal controls, auditing standards and procedures, statistical sampling techniques, and auditing through the computer. A review is made of many auditing questions and problems from CPA examinations.

Prerequisite: GR 205 Financial Reporting II

GR 207 Federal Taxes

The objective is to learn the most frequently applied provisions of the income tax law, be familiar with original source materials, and learn the importance of tax planning in financial matters. During the course, the

following income tax returns will be prepared: 1) Individual income tax return for the proprietor of a small business, 2) Corporation, 3) Partnership, and 4) Subchapter S Corporation.

Prerequisite: GR 205 Financial Reporting II or by permission of the Director of Graduate Studies.

GR 220 Organizational Behavior and Development

A systematic analysis of individuals within an organizational structure. The process of understanding the psychological, sociological and cultural makeup of people within organizational structure accomplishing a task situation. The course focuses upon individual and group decision-making, communications, growth patterns, and the management of stress within a business.

GR 221 Quantitative Analysis in Business

An introduction to fundamental theories underlying various techniques, mathematical and statistical, developed to facilitate management decision-making under uncertainty. Emphasis will be on the role and evaluation of modern quantitative techniques rather than technical expertise.

GR 223 Institutional Economics

The course will acquaint the student with the evolution of institutions within the economy of the United States. It will explore how they have affected, and been affected by, economic-political-social forces; however, the emphasis is clearly on economic phenomena, including regional shifts in economic influence. The current dilemma facing key institutions in our economy and the effect on business and the nation will also be examined.

GR 224 Marketing Strategy

A study of the procedure and application of market research. Such areas as the organization and operation of a research department, methodology of research, with measurements of potential demand, and the analysis of distribution costs will be considered. Emphasis on developing the student's ability to apply these and other techniques toward the solution of marketing problems.

GR 225 Business, Government, and the Environment

The health of our society depends significantly on the responsiveness and responsibility of business, labor, government and consumer units and how each interacts with the other. This course examines ways managers of each of these institutional units might respond to external environmental problems. Emphasis is placed on current problems being encountered by executives in their institutional roles and how conflict exists between this and

his role as a member of society. Issues considered in this course include pollution control, ethics of the business person, role of women in business, consumerism, minority groups and multinational institutions.

GR 226 Small Business Management and Entrepreneurship

Aspects of management that are uniquely important to small firms or departments, in the interest of developing an understanding of the economic and social environment in which the small unit functions. Practice in decision-making on the same types of problems that managers face. Problems relevant to small unit operations in New England will be stressed.

GR 228 Business Policy

This is the MBA capstone course. It is designed to integrate the material learned in other courses into a framework of corporate strategy and tactics. Students investigate and report on policy formulation as practiced in several industries. Pressures for and against corporate growth are viewed through several "windows," including government regulation, the dynamics of the socioeconomic environment of the corporation, and global trends of trade unionism and multi-national corporations. The course is conducted in a boardroom atmosphere with each student sharing his or her research efforts with the group. Emphasis is on proper written and oral communications of experience, research findings, and current topical material.

GR 229 New Organizational Structures, Change, and Process Consultation

Explores an in-depth analysis of human behavior within an organization and structure. The role of effective senior executive control patterns, utilization of power, meaning of power, goals and objective congruency, psychological transference within a total and sub-total system is defined as well as the role of a consultant as an exterior force. The class will be exposed to actual consultation for various businesses.

Prerequisite: GR 220 and GR 240

GR 230 Production Management

Exploration into production processes will be undertaken with the use of text and case materials. A system life cycle approach from elements of design to the complete process will be examined. Decision problems of the system will be reviewed and appropriate materials introduced to the student to challenge his analytical capabilities. Although primarily qualitatively oriented, this course will utilize quantitative methods of problem solutions.

GR 231 Seminar in Interpersonal Behavior

The direct and personal interaction of students in a sensitivity training group is the focus of the pedagogical material. As students learn to exchange descriptive feedback about self and others they develop a heightened awareness of the impact of their personal behavior on others and are stimulated to re-examine prior assumptions concerning their motives and behavior.

GR 232 Business Cycles and Forecasting

The primary objectives are to allow the student the opportunity to develop; 1) a firm understanding of the business cycle phenomenon; 2) the ability to correctly understand and evaluate current developments in light of business cycle theory; 3) the ability to project the relevant business conditions ahead, based on current economic indicators

The course will break down into two parts: the first part will deal with business cycle history and theory, and the second part will deal with the use of lagging, coincident and leading economic indicators.

In addition to reviewing the foregoing and giving recommended readings, this course at the graduate level will: 1) require the class as a whole to develop a one year forecast for the United States economy on a sectoral basis; and 2) require each individual student to develop the cycle of a particular business or industry and a one year forecast for that business or industry.

GR 233 Labor Relations and Arbitration

This course will focus on the union-management relationship. Key elements to be explored in this course are: 1) Wage determination, including wage contours; 2) Bargaining models and strategies; 3) A brief review of labor history and legislation; 4) Current labor law; 5) Elements of a good union-management contract; and, 6) The role and powers of an arbitrator.

The exact design of the course will vary from instructor to instructor. The case study method, supplemented by occasional lectures and straight readings, would seem an ideal approach.

GR 234 International Trade and Finance

This course will focus on the United States' business relations with the rest of the world. Key elements to be explored in this course are: 1) Role and ramifications of the multi-national firm; 2) Review of GATT (General Agreement Trade and Tariff) negotiations; 3) Examination of exchange rate mechanisms and institutions; 4) Impact of international trade and finance on the United States economy.

GR 235 Investment Analysis and Evaluation

This course will focus on the process of investment analysis and evaluation. Focus of the course will revolve around analysis of the three major risk factors: market risk, business risk, and money risk as they apply to the major investment vehicles in the United States economy. Investment vehicles to be examined should include: stocks, bonds (including debentures), commodities (including real estate), and direct business investments.

GR 236 Management of the Non-profit Institution

Non-profit institutions are a growing entity within our society today. This sector includes, not only government but all private activities which are not pursued for a profit. Included among the not-for-profits, are such institutions as universities, colleges, hospitals, religious organizations and such businesses as "think tanks" like The Rand Corporation.

This course will endeavor to introduce the learner to the many aspects of the not-for-profits which include organizational characteristics, control structure, precise budgeting and management activities. Profit making organizational tools, concepts and views will be examined as they relate to and can assist the manager of the non-profit organization.

GR 237 Non-profit Corporate Market Strategies

The non-profit organization has many problems when attempting to obtain funds to carry on their activities. These problems have long since been faced up to and in many instances been viewed as straight forward marketing problems within the profit making sector.

This course will look at the application of conceptual systems of marketing to the marketing problems of non-profit organizations.

GR 238 Multinational Marketing

Multinational organizations have become an increasingly important element in our business environment. The trend to an ever increasing number of these institutional units is apparent. These companies will be involved in larger segments of the world's business as time passes. We can already see the extent of their world-wide activities but also can read of some of their blunders.

Past marketing practices have in many instances been lacking. It will be the intent of this course to introduce the student to global marketing techniques which should provide insight into intelligent marketing for international businesses.

GR 240 Management Information and Control

The course is designed to orient the graduate student with the practical applications of information and control systems in contemporary organizational situations. In so doing, the student will become familiar with the basic concepts, terminology, and interactions of systems hardware, software, and data management. Students will demonstrate a working proficiency in BASIC or FORTRAN as a requisite for successful completion of the course.

THE GRADUATE COMMITTEE

Dr. James L. Grace, Jr.

Academic Dean

Mr. Ernest M. Greenberg

Director of Continuing Education

Professor William A. Hunzeker

Assistant Professor of Management Information Systems

Dr. Burton S. Kaliski

Professor of Business Education

Dr. John F. Pfaff

Associate Professor of Business Management

Dr. Paul Schneiderman

Associate Professor of Economics

Mr. Edward M. Shapiro

President

Professor George Teloian

Associate Professor of Accounting

Dr. Jacqueline F. Mara

Associate Academic Dean and Director of Graduate Program, Chairman

Two additional members: a representative of the graduate student body and a representative of the business community.

For Further Information Contact:

Dr. Jacqueline F. Mara Associate Academic Dean & Director of Graduate Studies New Hampshire College 2500 North River Road Manchester, NH 03104 Tel. 603-668-2211

Salem and Nashua students may contact:

Mr. Vincent Bankoski Director of the Salem Center New Hampshire College Office 151 Main Street Salem, NH 03079 Tel. 603-893-3598 or 893-9600

Portsmouth students may contact:

Dr. Cletus Kohake
Director of the Portsmouth Center
New Hampshire College Office
10 Vaughn Street
Portsmouth, NH 03801
Tel. 603-436-2831

No person, in whatever relationship with New Hampshire College, shall be subject to discrimination on the grounds of race, color, creed, sex, or national origin

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