Greenfield Community College

Programs Leading to the Associate Degree in
LIBERAL ARTS
BUSINESS ADMINISTRATION
SECRETARIAL SCIENCE
NURSING (RN)
CIVIL ENGINEERING TECHNOLOGY
RECREATION LEADERSHIP
ART

A Two-year College supported by The Commonwealth of Massachusetts and controlled by the Board of Regional Community Colleges.

Accredited by the New England Association of Colleges and Secondary Schools

125 FEDERAL STREET, GREENFIELD, MASSACHUSETTS · TELEPHONE (413) 774-4378
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A.A., Greenfield Community College

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Bookkeeper

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Maintenance

GLENN T. HALL
Maintenance

Lists of College personnel and members
of boards are for September 1967, based
upon information available at date of
publication.
THE COLLEGE

Part of a growing state system of public junior colleges under the authority of the Massachusetts Board of Regional Community Colleges, Greenfield Community College first opened its doors in 1962 to 125 Day Division students. By 1966 that number had grown to 570. At the time of this writing, it is anticipated that approximately 650 students will be in attendance in 1967. The numbers will grow to more than one thousand by 1970, when the College is expected to move to its new campus site—a picturesque tract of meadow and woodland nestled against the Mohawk Trail. Conservative estimates forecast 1,500 students by 1975, and the new campus is being planned initially to accommodate that number. In addition, the College is steadily expanding its role in continuing education and community service programs, including as integral parts an Evening Division and a Summer Division.

The College currently occupies an extensively remodeled school building on Federal Street in Greenfield, 500 yards north of Main Street and the Town Common. Increasing enrollments have prompted some internal rearrangement of space from year to year and, more recently, the rental and modification of an annex building to provide several new classrooms and additional office space. The physical plant has been—like the people and purposes it serves—a living, breathing, growing, dynamic entity.

Greenfield Community College believes in people—in their innate dignity, in their individuality and diversity, in their freedom to think and to explore, in their need for knowledge and for continuing growth, and in their responsibility to contribute positively to their society. The College motto expresses succinctly the essence of that philosophy: "The right to think—the will to learn."

How does the College attempt—in practical ways—to implement its statement of principle? It provides many kinds of educational opportunities for high school graduates and for adults of all ages. It offers organized degree programs, both transfer and occupational. It requires of students in degree
programs a significant amount of study in the liberal arts in order to provide education rather than merely training. It fosters a program of continuing education—with or without college credit—primarily through the Evening Division. It makes use of the human and physical resources of the region and offers its resources in service to the region. It offers a variety of co-curricular activities for its students and sponsors cultural events for students and for the community-at-large. Most important, Greenfield Community College is a teaching institution and attracts to its faculty professional men and women who place primary emphasis on teaching and on working closely with students—in and out of the classroom.

Although the College is only five years old and the present quarters considered temporary, the facilities are modern and well equipped. The Library—while ample to support the present academic program—is constantly expanding its collection so as to provide continually improved facilities and services. The Language Laboratory boasts a combination of versatile and sophisticated electronic learning components and is extensively used in the teaching of modern foreign languages and of stenographic skills. Also available and in use as instructional aids are a variety of audio and projection devices.

Greenfield Community College serves, for the most part, a commuting clientele. The primary service region consists of Franklin County, northern Hampshire County, and some areas lying to the east and west. However, students from other parts of the Commonwealth of Massachusetts and from other states and other countries are welcome.

The College grants the degrees of Associate in Arts (A.A.) and Associate in Science (A.S.).

Greenfield Community College is accredited by the New England Association of Colleges and Secondary Schools.
ADMISSIONS

Degree Programs

Applicants for admission to a degree program (Associate in Arts, Associate in Science, or a baccalaureate degree elsewhere) are required to:

- Have a high school diploma (or its recognized equivalent).
- Take the American College Test (ACT).
- Satisfy any specific entrance requirements of the curricular program for which application is made (Liberal Arts, Business, Nursing, etc.).

Decisions on admission also take into consideration such things as high school record (and previous college record, if any), recommendation of high school guidance counselor (or principal) and teachers, and record of service to school or community. The College may require students to make up academic deficiencies as a condition of admission.

The procedure for admission to a degree program is:

- Obtain application blank and personal recommendation forms from the College Admissions Office.
- Complete application and return it to the Admissions Office with $10 fee.
- Distribute recommendation forms.
- Request high school (and college, if any) to forward official transcript of student records, to include ACT and other standard test scores.
When the applicant's file is complete, he will be notified of the date and time of his personal interview. Following this, the credentials will be evaluated and the applicant will be notified by mail of the decision.

In certain cases, applicants may be admitted on probation. Such admission may involve a curtailed academic program. In general, a student admitted on probation is expected to achieve no less than a grade of "C" in each course to be eligible to continue and/or to be removed from probationary status.

In some cases, applicants may be admitted on condition. Such admission requires the removal of academic deficiencies — usually through taking additional pre-college work, either through remedial courses at the College or as post-graduate students in a high school.

A student denied admission may, however, register for courses in the Evening Division, where satisfactory achievement may qualify him for admission to a full-time program in the Day Division.

Non-Degree Programs

An applicant may wish to take one or more courses for a variety of reasons — vocational upgrading, personal enrichment, etc. If admitted, such a person is classified a Special Student, with whom the College will work out a program to meet his individual needs. The person applying as a Special Student is required to complete the application form and to schedule a conference with the Dean of Faculty.

The College may offer — from time to time or on a continuing basis — organized programs of other than degree length and content. These are designed to provide needed educational services primarily in vocational fields. Such programs are generally less than two years in length and may culminate in the awarding of a Certificate of Completion. Requirements for admission may vary from program to program.

Evening and Summer Division

The College offers courses in the evening and during the summer for all interested persons of post-high school age. There is no formal admission procedure. Since course offerings vary from semester to semester and enrollments in courses are unpredictable, the College reserves the right to cancel courses for insufficient enrollment. Furthermore, advance registration (in person or by mail) is encouraged for the student who wishes to reserve a place in a class that may be over-enrolled.

Courses may be taken with or without college credit. It is possible for students to complete a degree program through the Evening and Summer Division, but in such cases the formal admission procedure for degree candidates applies. Guidance and counseling services are available for present and prospective Evening and Summer Division students.

The College will consider offering courses requested by responsible groups of fifteen or more persons. Interested groups should communicate with the Dean of Faculty.
FINANCIAL INFORMATION

Expenses per year vary according to the frugality of the individual student. First year costs, when there is also less opportunity for earnings, are usually greater than those of the second year. Therefore, a student is advised to have a definite plan for meeting the expenses of the first year before entering. The following estimate of a year’s expenses includes only those items which are strictly college-related and does not include amounts for clothing, laundry, travel, etc. These costs vary slightly from year to year. Tuition for residents of Massachusetts is $200 per year and for out-of-state students is $500.

Local & Commuting Individuals Massachusetts Residents

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (full-time)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Food (approximate)</td>
<td>125.00</td>
</tr>
<tr>
<td>Student Activities Fee (full-time)</td>
<td>25.00</td>
</tr>
<tr>
<td>Books, stationery, laboratory and other supplies (estimate)</td>
<td>100.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$452.50</strong></td>
</tr>
</tbody>
</table>

Beyond Commuting Distances Massachusetts Residents

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (full-time)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Room Rent—approximate (private homes)</td>
<td>350.00</td>
</tr>
<tr>
<td>Food (approximate)</td>
<td>500.00</td>
</tr>
<tr>
<td>Student Activities Fee (full-time)</td>
<td>25.00</td>
</tr>
<tr>
<td>Books, stationery, laboratory and other supplies (estimate)</td>
<td>100.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1177.50</strong></td>
</tr>
</tbody>
</table>

Add $300 additional tuition charge to reflect total approximate expenses for out-of-state students.

While the college itself does not offer facilities for room and board, it usually has a listing of such services available in the community.

Applications

A non-refundable fee of $10.00 must accompany an application for admission as a full-time student and/or admission to a degree program.

Tuition for Full-Time Students

Residents—$200.00/year; Non-residents—$500.00/year
As a state institution, Greenfield Community College offers a low rate of tuition to all students entering from the Commonwealth. Eligibility for admission under the low residential rate is determined in accordance with policy established by the Massachusetts Board of Regional Community Colleges.

**Other Fees and Payments**

**Student Activities Fee — $25.00/year (non-refundable)**
This fee, authorized by the Mass. Board of Regional Community Colleges, provides each student with the student newspaper, the yearbook, student government, class and other social and physical activities, together with an identification card.

**Student Accident Insurance Plan**
Every student is required to subscribe to the Student Accident Insurance Plan at a basic charge of $2.50 per year. Options are available to provide extended accident coverage and sickness expense benefits at additional premium charges. Further information is available on request.

**Part-time Students** (fewer than 9 semester hours of work)
The tuition rate is $13.00 per credit hour for Massachusetts residents, up to a maximum of $100.00 per semester, and $25.00 per credit hour for non-residents, up to a maximum of $250.00 per semester. All part-time students taking at least two courses a semester must pay a Student Activities Fee of $12.50 per year, non-refundable.

**Evening and Summer Division Students**

<table>
<thead>
<tr>
<th>Registration Fee (non-refundable)</th>
<th>$3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>per semester</td>
<td></td>
</tr>
<tr>
<td>Tuition — per semester hour</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**Miscellaneous Fees**

| Liability Insurance (Nursing Program) | $5.00 |
| annual                                |       |
| Graduation Fee, including cap and gown rental | 15.00 |
| Transcripts of Record (first transcript free) | 15.00 |
| each                                  |       |

Field Trips are frequently student-managed at minimal costs to be paid by the student.

Lockers, as available, are offered upon payment of a $1.00 refundable deposit. Each student’s key fits his individual locker and a 7-man coat wardrobe.

Bookstore is operated on a cash-and-carry basis and sells necessary textbook, supplies, and a variety of paperbacks. Checks used in the Bookstore are payable to "G.C.C. Bookstore."
Payment Due Dates

In accordance with College policy, all charges for tuition and fees are due and payable approximately 21 days prior to the date of registration of each semester. Bills will be rendered in advance and payment may best be made by mail. Only checks and money-orders are acceptable. Students may not register until all College charges are paid. Checks or money-orders should be made payable to "Greenfield Community College" for tuition charges and "G.C.C. Student Activities Fund" for the Student Activities Fee.

Scholarship Payments

It is the responsibility of all scholarship holders to see that the College is adequately notified prior to the time fee bills are prepared. Known scholarships are shown on the fee bills. If such items are not shown, deductions may not be made from the bill until satisfactory evidence has been presented to the Financial Officer of the College by the donor.

Late Charges

Late Registrations $5.00
Late Change-of-Course 3.00
Make-Up Examinations 3.00

Refunds

A student who leaves the College for any reason, except as specified below, before a semester is completed will be granted a pro rata refund of tuition within the time limits as set forth. A student who makes an advance payment and then for any reason does not attend any part of the next semester or term at the College will be given a full refund of tuition. The $10.00 application (matriculation) payment required of new students is not refundable nor is the Student Activities Fee. A student who is involuntarily called into military service before the completion of a semester will be given a full refund of tuition provided he receives no academic credit for that semester. If academic credit is given, there will be no refund. A student who is suspended or expelled from the College for disciplinary reasons forfeits all rights to a refund.

Refunds are first applied to reimburse scholarship or loan funds (up to the full amount), and any remaining amount is refunded to the student or parent. Tuition is proportionately refundable in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Time of Official Withdrawal</th>
<th>Amount Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>After one week of classes</td>
<td>90%</td>
</tr>
<tr>
<td>After two weeks of classes</td>
<td>70%</td>
</tr>
<tr>
<td>After three weeks of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After four weeks of classes</td>
<td>none</td>
</tr>
</tbody>
</table>
ACADEMIC REGULATIONS

Classification of Students

Students carrying 12 or more hours of work are considered full-time students for purposes of reporting. Students carrying less than 12 hours are considered part-time students.

Students with special programs not fitting any curricular pattern are regarded as Special Students regardless of their full-time or part-time status.

Residence Requirement

To be eligible for a degree, a minimum of thirty semester hours of credit must be earned at the College. All other degree requirements must also be met (see page 22). The Committee on Academic Standards evaluates applications for transfer of credit from other collegiate institutions.

Attendance

Class attendance is required; and the College assumes that any absence will be due to unavoidable circumstances. Absence beyond the number of times a class meets in a single week (3 class meetings per week, 3 absences; 2 class meetings per week, 2 absences), is considered excessive regardless of the reasons. Excessive absence will be reported by instructors to the Office of Student Personnel Services and may require withdrawal from courses or result in other academic penalties.
Program Changes

Although a student indicates a curricular choice upon applying for admission, the College recognizes that changes in goals are not uncommon. A student considering such a change should consult with his academic advisor. Changes in curricular emphasis require approval of the Dean of Faculty.

There are, on occasion, valid reasons for withdrawing from and/or adding courses after the beginning of a semester. The necessary form for initiating a course change may be secured from the Office of Student Personnel Services. A petition to change a course must be initiated by the student and approved by his advisor and instructors concerned within the first five class days of the semester. Within the first twenty-five class days of the semester, courses may be dropped with the approval of the advisor and instructors concerned. Beyond this point approval of the Dean of Faculty is required; and a grade of WP or WF will be recorded on the official record, based upon instructor evaluation of work done to that point.

Grades

Reports of grades are issued to students after the end of each semester and of the summer session. At the approximate mid-point in each semester, Preliminary Reports of Academic Deficiency are made known to students through their academic advisors.

The following grades are used, with modifying plus and minus symbols where appropriate:

- A—Outstanding
- B—Superior
- C—Satisfactory
- D—Poor
- F—Failing

P—Satisfactory work in a non-credit course
Inc.—Incomplete
WP—Withdrawn passing
WF—Withdrawn failing
NC—Audit (not registered for credit)

Inc. (incomplete) is used to indicate work of acceptable quality where the student has failed to complete course requirements and the instructor wishes to allow time for completion of the work. The Inc. must be removed within four weeks of the beginning of the next semester or is replaced by an F.

WP (withdrawn passing) is not used in computing a student’s academic average; WF (withdrawn failing) has the same effect as an F on a student’s record.

Academic Standing

The Grade Point Index (GPI) is the method used to indicate a student’s academic status. The GPI is based upon a range of numeric values, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td>3.65</td>
</tr>
<tr>
<td>B+</td>
<td>3.35</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B−</td>
<td>2.65</td>
</tr>
<tr>
<td>C+</td>
<td>2.35</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C−</td>
<td>1.65</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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Each student’s GPI is computed on both a semester and cumulative basis. Only the cumulative GPI is used to determine a student’s academic standing, except in the case of the Dean’s List. Decisions regarding academic standing are made after the close of each semester.

Inclusion on the Dean’s List requires a GPI for the semester of at least 3.00, with no grade lower than C. Only full-time students—those carrying a program of at least twelve credits—are eligible.

Probation usually involves a compulsory reduction of academic load and co-curricular activities, and interviews for diagnosis of difficulties and for checking on recovery. A student on probation more than once may be subject to suspension or dismissal. Criterion for academic probation is a cumulative GPI below 1.65 at the end of the first semester of the first year and 2.00 thereafter.

Suspension is the involuntary separation of the student from the College, with a stated time limit when return is possible or a stated condition which must be met prior to return. Suspension may mean separation from the Day Division or from the College (i.e., from all divisions of the College). Criteria for academic suspension are a cumulative GPI below 1.50 and/or continuing poor academic performance (i.e., probation status for more than one semester).

Dismissal is the involuntary separation of the student from all divisions of the College. A student may not petition for re-admission earlier than one year from the effective date of dismissal. Petitions should be submitted to the Dean of Faculty on the appropriate form, accompanied by a written statement supporting the petition. Criteria for academic dismissal are a cumulative GPI below 1.25 and/or continuing poor academic performance (i.e., probation status for more than one semester).

A student may be placed on probation, suspended or dismissed for reasons other than academic. Decisions in such cases are made on an individual basis, taking into consideration the best interests of the College and of the student. If a student is dismissed, suspended, or placed on probation, he may petition for a hearing. The petition must be filed with the President of the College within one week of receiving such notice.

Withdrawal from College

Failing to attend class or merely giving notice to instructors will not be considered official withdrawal and may result in failing grades for all courses. To withdraw from the College, the student must file an Application for Withdrawal from College. Appropriate forms are available in the Office of Student Personnel Services; completed forms must be submitted to that office.

Waiver

In the event that a student feels there are unusual or extenuating circumstances which justify exempting him from a regulation—academic or otherwise—he may submit a written request to the Dean of Faculty. Each request will be considered on its individual merit.
STUDENT PERSONNEL SERVICES

Counseling, Guidance, Advisory Services

An important and vital part of the educational process is the academic, vocational and personal guidance available to the student throughout his college career. It begins during the admissions process, continues with the assigned faculty advisor who assists him in orientation to the College and in registration, and is available to him throughout the academic year. It is the student's responsibility — and to his distinct advantage — to initiate and maintain close contact with his advisor.

In addition to assistance rendered by the faculty advisor, individual guidance and counseling services are available by appointment through the Office of Student Personnel Services. Present and prospective students are invited to discuss questions or problems of any nature. Conferences with professional personnel are, of course, confidential.

Placement Services

Local employers, and some from outside the area, often contact the College when openings exist for part-time or full-time jobs. Announcements are posted on the placement bulletin board. The Office of Student Personnel Services assists students in finding positions.
Financial Aid

The College stands ready to assist students in resolving financial problems. The National Defense Student Loan Program, Economic Opportunity Grants, and College Work-Study Program are available, together with limited local funds. Students are also eligible to apply for funds on a personal loan basis from commercial banks, under the Massachusetts Higher Education Loan Plan (HELP).

Prospective students are urged to contact their high school guidance counselors or the College Financial Aid Officer for further information about these and any other aid programs.

Food Service

The Snack Bar, with its complement of vending machines, is available at all times. In addition, cafeteria service is normally available for the noon meal.

Housing

As an institution primarily designed to serve the commuting student, the College does not provide dormitory facilities. However, recognizing that some students find it inconvenient to commute from home on a daily basis, a list of available housing is published annually as an aid to these students and is available upon request from the Office of Student Personnel Services.

Students are required to notify the College of any change of permanent and/or local address.

Insurance

There is a mandatory accident insurance program with extended coverage options. Further information is available on request.

Student Activities

The program of student activities offers a wide range of opportunities for co-curricular participation. The College encourages such participation to provide relaxation and fellowship, to increase competence in human relations, and to develop a wider perspective.

The faculty and administration of Greenfield Community College give great responsibility to student government. The College considers student self-government to be an extremely valuable part of the total educational experience, and of great importance in preparing the student to be a participating citizen in our society. As a responsible member of the College Community, the student is allowed the greatest practical measure of self-government.

The Student Council — elected by the student body — supervises and has jurisdiction over all campus student organizations. The Council, with the consent of the President of the College, approves student organization budgets and supervises expenditures.
THE ACADEMIC PROGRAM

A student admitted to the Day Division normally pursues an organized curricular program designed to culminate in the awarding of the degree of Associate in Arts (A.A.) or Associate in Science (A.S.). Most curriculum options are structured so as to allow completion within two academic years; however, some students may find it desirable or necessary to devote a longer period of time.

The College also offers courses in its Evening Division and Summer Session for all interested persons of post-high school age. Their needs and goals are diversified. Some want college credit for a two-year Associate Degree program and/or transfer to a four-year college; others are interested in specific courses for purposes of job upgrading or professional advancement; still others are interested in cultural enrichment and serious use of their leisure time. All are welcome. The College provides courses and programs that attempt to meet the spectrum of their needs. It is possible to complete a degree program through the Evening Division, but in such cases the formal admission procedure for degree candidates applies.

Degree Requirements

To earn the degree, a student must complete the course requirements of his curriculum and achieve a cumulative grade point index of at least 2.00 for all courses taken at the College. No curriculum requires fewer than sixty credits; several require more. Specific curriculum descriptions are available from the Office of Student Personnel Services.

Students may request transfer of credit earned at other collegiate institutions; however, at least thirty credits toward the degree must be completed at Greenfield Community College.

Academic Organization

Curriculums and course offerings of the College are implemented through four major divisions of instruction, each designed to unite related academic fields—both theoretical and applied.
The Division of Humanities includes English, speech and theater, art, music, history, philosophy, and foreign languages. The Division of Behavioral Sciences offers psychology, sociology, political science, geography, recreation leadership, and early childhood education. The Division of Natural Sciences is concerned with biology, chemistry, earth science, physics, mathematics, nursing, and civil engineering technology. The Division of Business Administration is responsible for economics, accounting, management, marketing, and secretarial science.

Curriculum

The College's approach to the development of curriculum is dynamic rather than static. Established curricular options are continually evaluated and, when deemed desirable, they are revised. New curricular possibilities are continually investigated, considering the needs of the region and of society; curriculum options are added as need indicates and as it is feasible for the College.

The community college mission includes the provision of educational programs for students desiring transfer to the upper division of a baccalaureate degree program. No less important are programs designed to prepare students for a variety of career positions in which an associate degree is necessary or desirable—the technician, the para-professional. Curricular options at Greenfield Community College reflect commitment to these goals. As of September 1967, programs are offered in Liberal Arts, Business Administration, Secretarial Science, Recreation Leadership, Nursing, Art, and Civil Engineering Technology. The Liberal Arts curriculum leads to the degree of Associate in Arts (A.A.); all other curriculums lead to the degree of Associate in Science (A.S.). No curriculum option allows fewer than twenty credits in liberal arts courses; most require more.

The Liberal Arts curriculum is an organized program of general education which includes course distributions in the humanities, the behavioral sciences, and the natural sciences. The majority of students selecting this option plan transfer to a baccalaureate degree program; however, the Liberal Arts curriculum is appropriate for many who do not plan to continue their formal education beyond the Associate in Arts degree.

The Business Administration curriculum, with options in accounting and management, is suitable for students wishing to transfer to appropriate baccalaureate degree programs and for students planning to begin careers after earning the degree of Associate in Science. Those utilizing the Business Administration curriculum as an occupational program may look forward to positions in middle-level industrial management, retail and wholesale business, accounting departments of industrial and commercial organizations, and as junior accountants in public accounting firms.

The Secretarial Science curriculum is primarily an occupational program with executive secretarial and medical secretarial options. Successful completion results in the awarding of the Associate in Science degree. These curriculum options are designed to prepare students for positions entailing executive-level secretarial responsibilities. Career opportunities exist in business and professional offices, educational institutions, hospitals, and other public and
private agencies. Opportunities also exist for transfer to baccalaureate degree programs in secretarial science and business education.

The curriculum in Recreation Leadership leads to the degree of Associate in Science. It is designed to prepare students for employment by a variety of public and private agencies as recreation leaders and supervisors. Students desiring to be executives and administrators of recreation programs may, upon completing the requirements of this curriculum, transfer to baccalaureate degree programs which prepare professional recreators.

The Nursing curriculum prepares men and women for careers as professional nurses who will provide direct and competent bedside care of adults and children. The student who successfully completes the prescribed curriculum earns the degree of Associate in Science and is eligible to take the Registered Nurse Licensing Examination. In addition to classroom and laboratory work in the College, the Nursing curriculum provides clinical experience at Franklin County Public Hospital and at other selected health agencies.

The Art curriculum offers two options—one in general art, the other in advertising design—which lead to the degree of Associate in Science. Although a student in either option may plan transfer to a baccalaureate degree program in art, the curriculum is primarily occupational and provides not only a rigorous basic training in art but also specialized courses of some artistic sophistication. Graduates may look forward to a variety of career possibilities in advertising firms, publishing houses, industrial and business concerns, and governmental agencies.

The curriculum in Civil Engineering Technology is an occupational program which prepares students to work as members of a civil engineering team with competence at the technician level. As an engineering aide or assistant, the graduate with an Associate in Science degree must be competent in surveying, in construction theory and methods, in principles and applications of highway design, and in a variety of other theoretical and applied content related to the work of the civil engineer. For some students, transfer to a baccalaureate degree program in civil engineering is feasible.

For students interested in education as a profession, the Liberal Arts curriculum is most appropriate except for some highly specialized teaching fields.

For students interested in the health occupations, the Division of Natural Sciences offers a strong core of courses in the biological sciences. Those electing the biology core plus supporting science and mathematics courses will have adequate foundation for formal programs in career fields such as medical technology, cytotechnology, X-ray technology, and public health.

The College has also developed a variety of courses in subjects relating to natural resources planning and utilization. These include zoology, botany, geology, natural science, surveying, engineering drawing, and outdoor recreation. Students in the Liberal Arts curriculum who select appropriate courses will have a good foundation for transfer to baccalaureate degree programs in such fields as animal science, plant and soil sciences, forestry, park administration, and wildlife biology.

Detailed descriptions of specific curriculums may be secured from the Office of Student Personnel Services.
The material on the pages that follow describes all courses offered for collegiate credit. Also listed are a few non-credit courses for students who—either before or after admission to the College—are found to have academic deficiencies. Most courses are available in the Day Division; several may be offered only in the Evening Division or Summer Session. Some courses are included in the academic schedule every semester; others are offered once each academic year; several may be introduced less frequently.

Listed for each course are subject code, course number, title, description, and credits. Prerequisites and other eligibility requirements are indicated. Courses numbered 000-009 do not carry collegiate credit. Those numbered 100-199 are normally introductory level or first year courses. Courses numbered 200-299 are intermediate to advanced in academic level.

Identification at a glance of academic subject for each course listing will be facilitated by referring to the code below:

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<thead>
<tr>
<th>Accounting</th>
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Division of Humanities

ART 101 ART APPRECIATION 3 credits
Examination of the visual arts as shown particularly through painting, architecture, and sculpture. Studied as interfused forms, with emphasis on historical development. Not available for credit to students majoring in Art.

ART 103 ART HISTORY I 3 credits
History of art from ancient times through the Gothic period. Emphasis on the backgrounds of Western culture.

ART 104 ART HISTORY II 3 credits
History of Western art from the early Renaissance to the present.

ART 111 CREATIVE ART I 3 credits
Drawing and painting in water colors, oils, and related media, based on elementary understanding of physical properties. Individual choice of media emphasizing sound observation of effective presentation. Not available for credit to students majoring in Art.

ART 112 CREATIVE ART II 3 credits
Continuation of principles and practices begun in ART 111. Drawing and painting in a variety of media. Individual choice of media emphasizing development of personal style in artistic expression. Prerequisite: ART 111 or permission of the instructor. Not available for credit to students majoring in Art.

ART 121 DESIGN I 3 credits
Integrated study of basic color and design principles. Includes letter forms and the scientific and artistic aspects of color. Emphasis on two-dimensional design.
ART 122 DESIGN II
Integrated study of design principles and the articulation of structure, space and form. Development of visual ideas relating to contemporary technology and thought. Emphasis on three-dimensional design.
Prerequisite: ART 121

ART 131 DRAWING I
Drawing materials and techniques. Work from studio models, setups, and location landscapes. Elements of proportion, composition, and perspective.

ART 132 DRAWING II
Continued work from studio models, setups, and location landscapes. Study of anatomy; drawing the human figure. Relationship of drawing to other artistic disciplines.
Prerequisite: ART 131

ART 133 INSTRUMENTAL DRAWING
Introduction to mechanical drawing, geometric construction and orthographic projection of machine parts. Emphasis on use of instruments, knowledge of approved methods, applied geometry, good layout, and accuracy.

ART 135 ENGINEERING DRAWING I
Introduction to drafting techniques. Orthographic projection and isometric drawing; use of engineering standards and handbooks, dimensioning, sectional views; oblique and perspective systems, drafting, skill in freehand sketching.
Not available for credit to students majoring in Art.

ART 136 ENGINEERING DRAWING II
Principles of descriptive geometry. Systematic solutions and analysis of relationships of points, lines and planes in space; developments and intersections. Applications of graphics to various fields of engineering. Vector geometry, graphic mathematics, nomography.
Prerequisite: ART 135
Not available for credit to students majoring in Art.

ART 141 PAINTING I
Painting media and techniques; elements of composition. Properties of paints, pigments and vehicles.

ART 142 PAINTING II
Work includes landscapes, still lifes, figures, and non-objectives. Attention to physical and optical properties of various media.
Prerequisite: ART 141

ART 151 PHOTOGRAPHY
Technical and aesthetic aspects of camera operation. Exposure, negative development, printing, and enlarging. Individual ideas and lighting effects in photographing a variety of subjects. Emphasis on sound craftsmanship, personal selection, arrangement, and discovery of the forms necessary to sensitive photographic expression.
Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 161 CERAMICS
Methods of making ceramics, pottery and sculpture. Handbuilding, turning pieces on the potter's wheel, decorating, glazing, firing. Creative problems in the ceramic media.
Prerequisite: Second year standing as an Art major or permission of the instructor.
ART 163 SCULPTURE 2 credits
Basic techniques in clay modeling and in use of plaster as a modeling medium. Explores the handling of various sculptural materials such as wood, stone, wax and direct plaster. A construction, using contemporary materials, is required.
Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 165 CRAFTS 2 credits
Craft materials and techniques. Includes enameling, mosaic design, woodcarving, fabric design. Also encourages a creative approach to craft materials.
Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 221 ADVERTISING DESIGN I 4 credits
Examination of graphic design with emphasis on underlying design philosophies. The artist-designer role in advertising design and illustration. Problems in creative investigation, layout, illustration and lettering.
Prerequisite: ART 122

ART 222 ADVERTISING DESIGN II 4 credits
Significant problems in graphic design, requiring practical solutions with aesthetic integrity. Psychological and sociological factors in the mass market; their relevance to problems in advertising design.
Prerequisite: ART 221

ART 223 ARCHITECTURE 2 credits
Consideration of space, how it is used, and how it can be controlled. Exploration of problems in contemporary architecture. Approach of the architect to the design process. Relationship of architecture to other arts through analysis of related problems and visits to appropriate sites.
Prerequisite: ART 122

ART 231 LIFE DRAWING 2 credits
Drawing from the model. Emphasis on contour, action, structure, and proportion. Detailed anatomical studies from the model, charts, and skeleton.
Prerequisite: ART 132

ART 233 PRINT-MAKING 2 credits
Creative work with graphic media from drawing to finished print. Includes etching, woodblock, screen, lithography, dry point, and cardboard cuts. Graphics as an independent creative form of expression. Prints pulled in both black and white and in color.
Prerequisite: ART 132 or permission of the instructor.

ART 235 ILLUSTRATION 2 credits
Presentation of various problems to establish understanding of many facets of the illustration field. Uses a wide variety of media.
Prerequisite: ART 132 or permission of the instructor.

ART 241 LIFE PAINTING 2 credits
Drawing and painting from the model. Combines objective and subjective studies of the figure; employs a wide range of painting techniques. Unitling line, value and form with space, color and surface.
Prerequisite: ART 231
ART 243 OIL PAINTING I 3 credits
Abstract, non-objective and representational paintings with emphasis on personal expression. Spontaneous work from imagination and observation. Work of old and contemporary masters analyzed.
Prerequisite: ART 142

ART 244 OIL PAINTING II 3 credits
Emphasis on development of an individual style in painting. Work interpreted from direct observation, compiled drawings, imagination, memory and sound. Consideration of good taste in framing and presentation. Analysis of work of noted painters, with emphasis on contemporary artists.
Prerequisite: ART 243

ART 245 WATER COLOR I 1 credit
Consideration of a variety of techniques and methods in water color. Studies in the interpretation of textures. Concern for development of personal expression.
Prerequisite: ART 142

ART 246 WATER COLOR II 1 credit
Growth in the medium of water color fostered through variety of experiments leading to development of a personal style. Attention to use of water color in combination with other media.
Prerequisite: ART 245

ENG 001 ELEMENTARY ENGLISH No credit
For students having deficiencies in English. Review of grammar, spelling, punctuation, the sentence, the paragraph, the theme. Intensive practice in writing.

ENG 002 READING AND STUDY SKILLS No credit
For students deficient in reading and study habits, and for others who desire to strengthen these skills. Vocabulary, comprehension, accuracy, and speed in reading; study techniques including note-taking, use of library facilities, and adjustment of reading approach to type of material.

ENG 101 ENGLISH COMPOSITION I 3 credits
Reading, analysis and writing of expository, descriptive and argumentative prose. Attention to vocabulary building and grammatical correctness.
Required of all students.

ENG 102 ENGLISH COMPOSITION II 3 credits
Reading and critical analysis of the major literary forms—fiction, drama and poetry. Continued writing, with attention to the documented paper.
Required of all students.
Prerequisite: ENG 101

ENG 113 INTRODUCTION TO JOURNALISM 3 credits
Journalism in print, radio, television. History, major trends, communications theory, ethics. Laboratory practice includes gathering and writing news, editing, copy reading, headlining; work on the College newspaper required.
Prerequisite: ENG 101 and permission of the instructor.

ENG 115 TECHNICAL WRITING 3 credits
Technical report preparation. Selection of data; organization; report style and format.
Engineering and industrial reporting; advertising and promotional literature; graphic techniques.
Prerequisite: ENG 101

ENG 201 WESTERN LITERATURE I 3 credits
Reading and critical analysis of selected literary masterpieces from Homer to Shakespeare.
Prerequisite: ENG 102

ENG 202 WESTERN LITERATURE II 3 credits
Reading and critical analysis of selected literary masterpieces from Shakespeare to Frost.
Prerequisite: ENG 102

ENG 203 AMERICAN LITERATURE I 3 credits
Literary aims and achievements in America from the Colonial period to the late nineteenth century. Some attention to English literary influences.
Prerequisite: ENG 102

ENG 204 AMERICAN LITERATURE II 3 credits
Literary aims and achievements in America from the late nineteenth century to the present.
Prerequisite: ENG 203 or permission of the instructor.

ENG 205 ENGLISH LITERATURE I 3 credits
Readings in English literature from the Anglo-Saxon period to the late seventeenth century. Major emphasis on Chaucer and Shakespeare.
Prerequisite: ENG 102

ENG 206 ENGLISH LITERATURE II 3 credits
Readings in English literature from the late seventeenth century to the present.
Prerequisite: ENG 205 or permission of the instructor.

ENG 209 MODERN DRAMA 3 credits
Selected works by major playwrights since Ibsen.
Prerequisite: ENG 102 and permission of the Instructor.

ENG 211 MODERN NOVEL 3 credits
Themes and methods of novelists of the modern western world. Includes selected works of Dostoevsky, Lawrence, Hemingway, Koestler, Orwell, Warren, Sartre, Camus and Bellow.
Prerequisite: ENG 102

FRE 101 ELEMENTARY FRENCH I 3 credits
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation.
For beginners and those whose placement test results indicate non-readiness for more advanced work.

FRE 102 ELEMENTARY FRENCH II 3 credits
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings.
Prerequisite: FRE 101 or equivalent.
FRE 201 INTERMEDIATE FRENCH I 3 credits
Refinement of conversational skills and intensive study of grammar. Introduction to French culture through literature, history, geography and current affairs.
Prerequisite: FRE 102 or equivalent.

FRE 202 INTERMEDIATE FRENCH II 3 credits
Further development of conversational and technical fluency. Continued consideration of French literature, history, geography and current affairs to provide increased awareness of French culture.
Prerequisite: FRE 201 or equivalent.

FRE 295 DIRECTED STUDY IN FRENCH 1-3 credits
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
Prerequisite: FRE 202

GER 101 ELEMENTARY GERMAN I 3 credits
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation. For beginners and those whose placement test results indicate non-readiness for more advanced work.

GER 102 ELEMENTARY GERMAN II 3 credits
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings.
Prerequisite: GER 101 or equivalent.

GER 201 INTERMEDIATE GERMAN I 3 credits
Refinement of conversational skills and intensive study of grammar. Introduction to German culture through literature, history, geography and current affairs.
Prerequisite: GER 102 or equivalent.

GER 202 INTERMEDIATE GERMAN II 3 credits
Further development of conversational and technical fluency. Continued consideration of German literature, history, geography and current affairs to provide increased awareness of German culture.
Prerequisite: GER 201 or equivalent.

GER 295 DIRECTED STUDY IN GERMAN 1-3 credits
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
Prerequisite: GER 202

HIS 101 WESTERN CIVILIZATION I 3 credits
Events, ideas and institutions in the West from prehistoric man to the Renaissance.

HIS 102 WESTERN CIVILIZATION II 3 credits
Events, ideas and institutions in the West from the Renaissance to the present.
HIS 103  AMERICAN HISTORY I
The development of America and of the United States to the Civil War. 3 credits

HIS 104  AMERICAN HISTORY II
The development of the United States from the Civil War to the present. Prerequisite: HIS 103 3 credits

MUS 101  MUSIC APPRECIATION
Examination of the major forms of music including the folk song, the symphony, and the opera. 3 credits

MUS 103  FUNDAMENTALS OF MUSIC
Elementary theory for the student with little or no musical background. Music structure and the handling of musical materials. Includes notation, scales, melody construction, elementary theoretical concepts. 3 credits

MUS 111  CHORUS
Open to all qualified students, faculty and staff. Provides a variety of choral experiences for those who enjoy singing. Includes study of the voice and of vocal literature with emphasis on the fundamentals of correct voice production and choral ensemble singing. Four credits maximum; two credits minimum. No credit for one semester’s participation; no credit for two separate semesters in different academic years. May not be counted in computing credits for graduation. Chorus may be taken as a co-curricular activity without credit. 1 credit per semester

PHI 101  INTRODUCTION TO PHILOSOPHY
The meaning and method of philosophy; problems of knowledge and belief; the mind-body problem; values. Selected readings of classical and contemporary philosophers. 3 credits

PHI 103  ETHICS
The good life in various perspectives; basic problems in theory; principles of ethical choice. Prerequisite: PHI 101 3 credits

PHI 211  PHILOSOPHY OF EDUCATION
The philosophical principles of education and the educational theories and agencies involved in the work of the schools. Prerequisite: PHI 101 or permission of the instructor. 3 credits

RUS 101  ELEMENTARY RUSSIAN I
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation. For beginners and those whose placement test results indicate non-readiness for more advanced work. 3 credits

RUS 102  ELEMENTARY RUSSIAN II
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Prerequisite: RUS 101 or equivalent. 3 credits
SPA 101 ELEMENTARY SPANISH I
Introduction of the language through conversation followed by a systematic study of practical grammar and phonetics. Readings correlated with what is learned through conversation.
For beginners and those whose placement test results indicate non-readiness for more advanced work.

SPA 102 ELEMENTARY SPANISH II
Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings.
Prerequisite: SPA 101 or equivalent.

SPA 201 INTERMEDIATE SPANISH I
Refinement of conversational skills and intensive study of grammar. Introduction to Spanish culture through literature, history, geography and current affairs.
Prerequisite: SPA 102 or equivalent.

SPA 202 INTERMEDIATE SPANISH II
Further development of conversational and technical fluency. Continued consideration of Spanish literature, history, geography and current affairs to provide increased awareness of Spanish culture.
Prerequisite: SPA 201 or equivalent.

SPA 295 DIRECTED STUDY IN SPANISH
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
Prerequisite: SPA 202

SPE 101 ORAL COMMUNICATION
Principles and practice, stressing the concept of speaker-listener interaction. Participation in a variety of speech situations. Includes informative and persuasive speaking; discussion and group leadership.

SPE 103 INTRODUCTION TO THE THEATER
The theater as an art medium. Play analysis, acting and directing, basic practices in technical theater. Work in some connection with regular College theatrical presentations required.

SPE 111 COLLEGE THEATER WORKSHOP
Participation in major College Theater productions.
Four credits maximum; two credits minimum. No credit for one semester's participation; no credit for two separate semesters in different academic years. May not be counted in computing credits for graduation. Enrollment open only during regular College registration periods. College Theater Workshop may be taken as a co-curricular activity without credit.

SPE 115 SUMMER THEATER WORKSHOP
Intensive training in theatrical production, rehearsal and performance. Registration in advance required.
Prerequisite: Permission of the instructor.
Division of Behavioral Sciences

ECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 credits
Purposes of early childhood education and the role of the teacher. Considers the development of young children and how they learn. Implications for planning and conducting the early childhood curriculum.

ECE 102 EARLY CHILDHOOD CURRICULUM AND ORGANIZATION 3 credits
Curriculum planning in early childhood education, with emphasis on the developmental needs of young children. Attention to physical environment, recording and reporting progress, and administration.
Prerequisite: ECE 101 or permission of the instructor.

ECE 201 CREATIVE EXPERIENCES IN EARLY CHILDHOOD EDUCATION 3 credits
The materials of early childhood education and their relationship to aspects of the curriculum. Planning activities to stimulate creative expression.
Prerequisite: ECE 102 or permission of the instructor.

ECE 203—SCHOOL, FAMILY, AND COMMUNITY RELATIONS IN EARLY CHILDHOOD EDUCATION 3 credits
Characteristics and interrelationships of the school, family, and community; their influence upon the young child. Emphasis on the school's ability to relate to the family and to community values in ways which serve the young child's growth.
Prerequisite: ECE 102 or permission of the instructor.

ECO Courses in Economics may be used as general electives or to fulfill requirements in the Behavioral Sciences. See listings under Division of Business Administration.
GEO 101  WORLD GEOGRAPHY  3 credits
Physiography, climate, mineral resources, and man's use of his natural environment.

POL 101  AMERICAN GOVERNMENT  3 credits
American governmental and political systems; Federal-State relations; the Supreme Court and the Constitution; the role of the President; functions of Congress; contemporary problems.

POL 103  GOVERNMENT AND POLITICS OF THE SOVIET UNION  3 credits
Emergence and development of the Soviet system; pre-communist Russian History; Marxism-Leninism; the Soviet system under leaders from Lenin to the present; Soviet foreign policy.

POL 201  COMPARATIVE GOVERNMENT  3 credits
The political and governmental structures of England, France, West Germany, and the Soviet Union. The Common Market, NATO, and other attempts at unification.
Prerequisite: POL 101

POL 203  AMERICAN CIVIL LIBERTIES  3 credits
Religion and the public schools; freedom of expression and the unpopular cause; obscenity and the courts; civil liberties and internal security. Role of the Supreme Court. The Civil Rights revolt.
Prerequisite: POL 101

PSY 101  PRINCIPLES OF PSYCHOLOGY  3 credits
Introduction to the general field of psychology. Maturation and development; motivation and adjustment; learning and measurement; group processes.

PSY 103—APPLIED PSYCHOLOGY  3 credits
Aptitudes and vocations; testing; personnel problems; industrial relations; advertising and selling; psychology in the professions; personal problems.

PSY 201  PSYCHOLOGY OF ADJUSTMENT  3 credits
Motivation, frustration and conflict, varieties of adjustable behavior, and community facilities for mental health and counseling. Emphasis on the dynamics of the healthy personality.
Prerequisite: PSY 101

PSY 203  CHILD AND ADOLESCENT PSYCHOLOGY  3 credits
Understanding maturation stages, socialization, and personality development in children and adolescents; special attention to the influencing and modification of behavior.
Prerequisite: PSY 101

PSY 205  SOCIAL PSYCHOLOGY  3 credits
The individual as a member of the social group; group processes and the development of attitudes and beliefs. The dynamics of prejudice; leadership forms; factors in persuasion; the complexities of social change.
Prerequisite: PSY 101
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<td>PSY 211</td>
<td>PSYCHOLOGY OF EDUCATION</td>
<td>3</td>
<td>Psychological facts and principles of development; learning and measurement as applied to educational situations. Prerequisite: PSY 101 or permission of the instructor.</td>
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<tr>
<td>PSY 295</td>
<td>DIRECTED STUDY IN PSYCHOLOGY</td>
<td>1-3</td>
<td>Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.</td>
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<td>REC 101</td>
<td>INTRODUCTION TO RECREATION</td>
<td>3</td>
<td>Considers the entire growing field of recreation including its history, philosophy, and principles as related to the use of leisure; recreation as a social force. Especially designed to create an awareness of career opportunities in the field of recreation.</td>
</tr>
<tr>
<td>REC 103</td>
<td>SOCIAL RECREATION</td>
<td>3</td>
<td>Prepares students to conduct social play. Organization, leadership techniques and activity skills for planning and directing recreation and leisure activities. Pre-party games; ice breakers; mixers, active, quiet, and nonsense games; stunts; tricks; musical and dance activities. Emphasis on program planning as related to seasonal activities. Prerequisite: REC 101</td>
</tr>
<tr>
<td>REC 105</td>
<td>SWIMMING AND LIFE SAVING I</td>
<td>2</td>
<td>Prepares students for employment as teachers in the aquatic programs of camps, schools, beaches, recreation departments, and service organizations. Includes skills, knowledge and teaching methods. Prerequisite: Aquatic skills test.</td>
</tr>
<tr>
<td>REC 106</td>
<td>SWIMMING AND LIFE SAVING II</td>
<td>2</td>
<td>Continuation of skills, knowledge and methods for teaching in aquatic programs. Leads to American Red Cross certification. Prerequisite: REC 105 or permission of the instructor.</td>
</tr>
<tr>
<td>REC 107</td>
<td>RECREATION SPORTS AND GAMES</td>
<td>3</td>
<td>Sports and games applicable to a recreation setting. Emphasis on organizing and conducting a community sports program. Includes teaching and officiating techniques utilized in recreational sports. Prerequisite: REC 101</td>
</tr>
<tr>
<td>REC 109</td>
<td>PLAYGROUND LEADERSHIP</td>
<td>3</td>
<td>Principles, techniques and activities of playground leadership. Special emphasis on laboratory experience in arts and crafts, dramatics, music and special events. Prerequisite: REC 101</td>
</tr>
<tr>
<td>REC 111</td>
<td>OUTDOOR RECREATION</td>
<td>3</td>
<td>History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities; emphasis on appreciation of wildlife and other natural resources. Camping techniques, camp-crafts, canoeing and boating also included. Prerequisite: REC 101</td>
</tr>
</tbody>
</table>
REC 200 SUMMER FIELD EXPERIENCE IN RECREATION  6 credits
Field experience with an approved recreation agency. Two seminars included: (1) orientation seminar; and (2) seminar on experiences and problems encountered by recreation executives from various agencies. A summer program open only to students majoring in Recreation Leadership. Placement by staff. Prerequisite: Completion of one academic year in the Recreation Leadership curriculum.

REC 201 ADMINISTRATION OF MUNICIPAL RECREATION SERVICES  3 credits
Analysis of recreation from the standpoint of organization. Emphasis on internal organization including administration, finances, budget, records, reports, personnel policies, legislation, program planning, leadership and training, publicity and public relations, and coordination of community resources. Prerequisite: REC 101

REC 203 FACILITIES PLANNING  3 credits
History of recreation facility development and trends in facility planning. Emphasis on planning principles involved in the design and layout of recreation areas and recreation buildings. Field trips to various types of facilities. Prerequisite: REC 101

REC 205 GROUP LEADERSHIP IN RECREATION  3 credits
Leadership theory and practice in planning, organizing and conducting program activities in a recreation setting. Prerequisite: REC 101

REC 207 SAFETY AND FIRST AID  2 credits
First aid techniques and skills. Emphasis on procedures to develop desirable safety practices in recreation activities. Leads to American Red Cross certification. Prerequisite: REC 101

REC 295 DIRECTED STUDY IN RECREATION  1-3 credits
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

SOC 101 PRINCIPLES OF SOCIOLOGY  3 credits
Aspects of American society. Kinds of groups and institutions; the socialization process and interactive processes within groups; contemporary trends and problems such as urbanization, delinquency, and changing family patterns.

SOC 201 SOCIAL PROBLEMS  3 credits
Origins, incidence, and major types of social problems in American society; theories of causation. Costs and casualties in our society; patterns of individual reactions to stress; exploration of the causes of social problems. Case studies. Field project. Prerequisite: SOC 101

SOC 203 THE AMERICAN FAMILY  3 credits
Background cultural influences, present trends, function in our society, problems faced by the family and by the individual; psychological and sociological dynamics relevant to family functioning and the socialization process. Prerequisite: SOC 101

SOC 295 DIRECTED STUDY IN SOCIOLOGY  1-3 credits
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
Division of Natural Sciences

BIO 101 ZOOLOGY 4 credits
The nature and basic processes of the animal kingdom. Origin of life and evolution, cellular biology, metabolism, reproduction, genetics, and foundations of human physiology and anatomy.
Laboratory required.

BIO 102 BOTANY 4 credits
Study of plants. Spore and seed producing types, their evolution and phylogeny, classification, physiology and anatomy.
Laboratory required.

BIO 103 NATURAL SCIENCE I 3 credits
Environmental studies with emphasis on weather, climate and the ecology of forest, field and stream.
Recommended especially to those planning careers in elementary education and natural resource planning.
Laboratory and field trips required.

BIO 104 NATURAL SCIENCE II 3 credits
Environmental studies with emphasis on life zones, evolution, geology and conservation.
Recommended especially to those planning careers in elementary education and natural resource planning.
Laboratory and field trips required.
Prerequisite: BIO 103 or permission of the instructor.

BIO 106 ANATOMY AND PHYSIOLOGY 4 credits
Detailed study of mammalian anatomy and physiology. Required of students in nursing, medical secretarial and other health occupation programs.
Laboratory required.
Prerequisite: BIO 101 or permission of the instructor.

BIO 201 GENERAL AND CELLULAR PHYSIOLOGY 4 credits
Chemical and physical nature of the organism and its functional systems. Processes and controls of the organism, human and non-human.
Laboratory required.
Prerequisite: BIO 101; BIO 102 or 106. CHE 101 and 102 recommended.
BIO 203  GENETICS  3 credits
Fundamental principles of genetics including the nature and action of genes. Experimental genetics, bacterial genetics, genetic aspects of evolution, application of genetics. Prerequisite: BIO 101; BIO 102 or 106; CHE 101 and 102 recommended.

BIO 205  MICROBIOLOGY  4 credits
Introduction to the biology of microorganisms with emphasis on the properties of bacteria. Laboratory required. Prerequisite: BIO 101 or 106; CHE 101 or 103

BIO 207  HISTOLOGY  4 credits
Study of animal tissues and their preparation for microscopic examination. Emphasis on the structure of the cell, tissues, and organs as related to their function. Laboratory required. Prerequisite: BIO 101

BIO 295  DIRECTED STUDY IN BIOLOGY  1-3 credits
Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

CHE 101  GENERAL CHEMISTRY I  4 credits
Theoretical aspects of chemistry including atomic theory and structure, chemical bonding, stoichiometry, kinetic theory, gas laws, nature and change of states, solutions and colloids, chemical kinetics, equilibrium, electrochemistry. Laboratory required. Prerequisite: Strong mathematical background recommended.

CHE 102  GENERAL CHEMISTRY II  4 credits
Descriptive aspects of chemistry: alkali and alkaline earth metals; other important cations; the elements of Groups VA, VIA, and VIIA; carbon and silicon. Other material from the fields of colloids, nuclear chemistry, organic chemistry, biochemistry; some special topics in applied chemistry. Includes qualitative analysis. Laboratory required. Prerequisite: CHE 101 or 103

CHE 103  INTRODUCTION TO CHEMISTRY  4 credits
Basic theoretical aspects of inorganic chemistry, organic chemistry, biochemistry. Includes atomic theory and structure, chemical bonding, changes in matter, stoichiometry, solutions and colloids, equilibrium, electrochemistry, nuclear chemistry. Laboratory required. Required of students in the Nursing curriculum. Available as an elective to other students who do not plan to take CHE 101.

CIV 101  SURVEYING I  3 credits
Theory, function, care, and use of instruments. Elements of plane surveying, taping, and computing.

CIV 102  SURVEYING II  3 credits
Traverse computation, topographic surveying and mapping; property surveying. Prerequisite: CIV 101
CIV 103 ENGINEERING MATERIALS
Materials used in construction with respect to source, characteristics, adaptability, and processing.

CIV 107 CONTRACTS AND SPECIFICATIONS
Land deed and clearance procedure; boundary jurisdiction; laws governing eminent domain, right-of-way, water rights, and search; estimating.

CIV 200 FIELD EXPERIENCE IN CIVIL ENGINEERING TECHNOLOGY
A required summer placement program. Work experience supervised by the Civil Engineering Technology faculty in cooperation with appropriate firms in the field. Prerequisite: Completion of one academic year in the Civil Engineering Technology curriculum.

CIV 201 SURVEYING III
Route surveys; base line, taking profile and cross sections, grade and slope work, vertical curves, earth computation. Prerequisite: CIV 102

CIV 203 SOIL MECHANICS
Uses and properties of soils as applied to engineering, with emphasis on embankment stability and consolidation. Laboratory required. Prerequisite: EAS 103

CIV 205 STATICS
Resultants and components of forces; concurrent and nonconcurrent force systems; couples and moments. Laboratory required. Prerequisite: PHY 101

CIV 206 MECHANICS OF MATERIALS
Axial and shear stress and strain; torsion, bending, deflections, columns, and connections. Laboratory required. Prerequisite: CIV 205

CIV 207 STREET AND HIGHWAY DESIGN
Highway curves, including location and calculation work; maximum and minimum grades; sight distances. Prerequisite: CIV 102 and 103

CIV 209 STRUCTURAL DESIGN
Steel and concrete design theory, formulas, and data. Typical problems analyzed and designs executed. Prerequisite: CIV 102 and 103

EAS 101 PHYSICAL GEOLOGY
Nature and origin of the landscape features of the earth's surface; common rocks and minerals; agents of erosion; role of earthquakes, volcanoes and the mountain building process. Particular attention to regional geology. Laboratory and field trips required.
EAS 102 HISTORICAL GEOLOGY 3 credits
Origin and age of the earth; evolution of life as revealed through the fossil record; development of the continents and ocean basins.
Laboratory and field trips required.

EAS 103 ENGINEERING GEOLOGY 3 credits
Engineering aspect of geology with reference to materials and surface features of the earth. Weathering and erosion, mass wasting, soil circulation, clastics; the stream table, erosion abatement, earthquakes, photogrammetry.
Laboratory required.

EAS 201 LIFE THROUGH THE AGES I 3 credits
Invertebrate fossils and animal microfossils as revealed through the geological record. Evolutionary, morphological and environmental trends and stratigraphic considerations.
Laboratory and field trips required.
Prerequisite: EAS 101 and 102 or permission of the instructor.

EAS 202 LIFE THROUGH THE AGES II 3 credits
Fossil plants, plant microfossils, and in some detail the vertebrate fossil record. Evolutionary, morphological and environmental trends and stratigraphic considerations.
Laboratory and field trips required.
Prerequisite: EAS 201 or permission of the instructor.

MAT 001 ELEMENTARY MATHEMATICS No credit
For students having deficiencies in mathematics. Modern approach to arithmetic, algebra, geometry, and trigonometry.

MAT 101 FUNDAMENTAL CONCEPTS OF MATHEMATICS I 3 credits
Sets, relations and functions, propositional logic and truth tables, linear functions and equations, quadratic functions and equations.
Recommended especially to liberal arts and pre-teaching students not planning to major in mathematics or science.

MAT 102 FUNDAMENTAL CONCEPTS OF MATHEMATICS II 3 credits
Polynomial functions, trigonometric functions, logarithmic functions, coordinate geometry, polynomial calculus, probability and frequency distributions.
Recommended especially to liberal arts and pre-teaching students not planning to major in mathematics or science.
Prerequisite: MAT 101

MAT 103 TECHNICAL MATHEMATICS I 3 credits
Applied mathematics for the industrial and engineering technologies. Fundamental algebraic operations; elementary trigonometry; graphs; equations; radicals; metric system; slide rule.

MAT 104 TECHNICAL MATHEMATICS II 3 credits
Applied mathematics for the industrial and engineering technologies. Logarithms; theory of equations; inequalities; applications of trigonometric functions; slide rule.
Prerequisite: MAT 103
MAT 107 COMPUTER SCIENCE
Introduction to automatic computation; programming digital computers; compiler languages.
Prerequisite: Permission of the instructor.

MAT 201 INTRODUCTORY CALCULUS I
Calculus with an abstract linear algebra approach. Algebra of sets; groups; field of real numbers; field of complex numbers. Points and lines in a plane; neighborhoods; points and lines in space; introduction to vectors; conic sections. Limits and continuity introduce derivatives of algebraic functions followed by applications.

MAT 202 INTRODUCTORY CALCULUS II
Transcendental functions and their derivatives with applications. Integration of algebraic and transcendental functions with simple applications such as areas, volumes, and centroids.
Prerequisite: MAT 201

MAT 203 INTERMEDIATE CALCULUS I
Topics in two dimensional coordinate geometry including conic sections in rectangular and polar coordinates. Matrices, determinants, and linear transformations. Topics in three dimensional coordinate geometry including vectors, curved surfaces, and curves in three dimensional space. Partial derivatives including derivatives of second and higher order.
Prerequisite: MAT 202

MAT 204 INTERMEDIATE CALCULUS II
Application of partial derivatives including the tangent plane, the normal line, transformations, and mappings. Multiple integrals with applications to areas, volumes, centroids, moments of inertia, and fluid pressure. Infinite series, power series, and expansion of functions. Solution of simple differential equations and linear differential equations.
Prerequisite: MAT 203

NUR 101 FUNDAMENTALS OF NURSING
Fundamental needs of people with major emphasis on how illness affects these needs. Historical development and social impact of the profession of nursing. Clinical laboratory required.

NUR 102 FAMILY CENTERED NURSING
The family group. Emphasis on health needs of the mother during the maternity cycle, care of the newborn, and the sick child. Health problems common to infants, children, and adolescents. Clinical laboratory required.
Prerequisite: NUR 101

NUR 201 PHYSICAL & MENTAL ILLNESS I
Major contemporary health problems in the United States. Pharmacology, dietherapy, interpersonal relations, and mental health concepts. Learning experiences selected from all age groups. Clinical laboratory required.
Prerequisite: NUR 101
NUR 202 PHYSICAL AND MENTAL ILLNESS II
7 credits
Nursing care needs of patients with one or more of the major health problems. Effects of physical and mental illness on the health and nursing needs of selected individuals in all age groups. Experiences planned for development of skill in rendering nursing care to patients having multiple and/or more complex nursing needs. Clinical laboratory required.
Prerequisite: NUR 201

NUR 203 PSYCHIATRIC NURSING
3 credits
Patients with emotional illness, nursing problems they present, and appropriate nursing intervention. Clinical experience planned in an institution for long-term care, a day-care center, and the general hospital. Clinical laboratory required.
Prerequisite: NUR 201; PSY 201 previously or concurrently.

NUR 205 PROFESSIONAL TRENDS IN NURSING
1 credit
Current problems and trends in nursing service and nursing education. Social legislation affecting health; professional organization; licensure; positions available to the associate degree graduate. Taken in the final semester of the student's program.
Prerequisite: Permission of the Coordinator of the Nursing Curriculum.

PHY 101 GENERAL PHYSICS I
4 credits
Non-calculus treatment of mechanics and heat. Vectors, velocity and acceleration, force and motion, work, power, energy, torque, rotation of rigid bodies, momentum, uniform circular motion, vibratory motion, hydrostatics, fluids in motion, temperature, heat phenomena, heat transfer, molecular kinetic theory, thermodynamics. Laboratory required.
Prerequisite: Previous or concurrent mathematics, preferably at the calculus level.

PHY 102 GENERAL PHYSICS II
4 credits
Sound, light, electricity, magnetism. Wave motion, sound waves and acoustics, electromagnetic waves, light and illumination, reflection, refraction, thin lenses, optical instruments, dispersion, spectra, color, interference, diffraction, polarization; electric charges and fields, electric potential, capacitance, electric current, D.C. circuits, magnetic fields, force and torques in magnetic fields, magnetism, induced emf, inductance, capacitance, transients, A.C. series circuits, conduction in gases, introduction to electronics. Laboratory required.
Prerequisite: PHY 101

PHY 201 MODERN PHYSICS
4 credits
20th century physics. The electron, emission of electrons, relativity, atomic spectra and the Bohr-Rutherford atom, quantum mechanics, X-ray, molecular structure and spectra, low temperature phenomena, nuclear physics. Laboratory required.
Prerequisite: PHY 102 or permission of the instructor.

PHY 203 INTRODUCTION TO ELECTRONICS
4 credits
Electron theory, circuit elements, series and parallel circuits, series-parallel combinations, power sources, measuring devices, magnetism and electromagnetism, alternating current, inductance, capacitance, A.C. circuits, resonance, vacuum tubes, transistors, power supplies, amplifiers, oscillator circuits, modulation and demodulation, receiver principles, transmission lines and antennas, special circuits, test equipment. Laboratory required.
Prerequisite: PHY 102 or permission of the instructor.
### Division of Business Administration

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>INTRODUCTION TO ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business transactions and their relationship to financial statements. Procedures and techniques of recording business transactions; preparation of financial statements; payrolls; taxes.</td>
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</tr>
<tr>
<td>ACC 102</td>
<td>INTRODUCTION TO ACCOUNTING II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accounting for partnerships and corporations; introduction to cost accounting; budget preparation; personal and corporate income taxes; analysis of financial statements. Prerequisite: ACC 101</td>
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<tr>
<td>ACC 201</td>
<td>INTERMEDIATE ACCOUNTING I</td>
<td>3</td>
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<tr>
<td></td>
<td>Development of accounting theory and its application to asset valuation and income determination. Corporations, sources and applications of funds, and the interpretation of financial statements. Prerequisite: ACC 102</td>
<td></td>
</tr>
</tbody>
</table>
ACC 202 INTERMEDIATE ACCOUNTING II  
Measurement of liabilities and equities. Use of financial data for management decision-making. Other selected topics. 
Prerequisite: ACC 201

ACC 203 MANAGERIAL ACCOUNTING  
The use of quantitative data for management decision-making. Course designed for individuals contemplating careers in business or industry at the managerial or executive level. 
Prerequisite: ACC 102 or permission of the instructor.

BUS 101 PRINCIPLES OF MANAGEMENT  
Principles and procedures in the operation of business and industrial enterprises. Essentials of management; decision-making; organization; product development and production; personnel policies.

BUS 103 INTRODUCTION TO MARKETING  
The distribution of commodities from producer to consumer. Types of marketing institutions; price policies; consumer and industrial markets and surveys; legislation affecting marketing.

BUS 105 DATA PROCESSING  
Theoretical and practical applications of electronic data processing in the operation of businesses. Historical development; structure of computers; data processing applications; latest developments and future uses.

BUS 115 LABOR-MANAGEMENT RELATIONS  
History and growth of the American labor movement; union policies and practices; collective bargaining and union security; state and Federal labor legislation.

BUS 117 INVESTMENT PRINCIPLES  
Designed to meet the needs of the individual investor. Various forms of securities, including "mutual funds"; yields, risks, and the behavior of the security markets.

BUS 119 PRINCIPLES OF REAL ESTATE  
Comprehensive survey of real estate practices. Legal and economic factors which influence market values. Special attention to topics which will assist the student planning to take the examination required for licensing as a real estate broker or salesman.

BUS 153 SURVEY OF BUSINESS LAW  
Contracts; sales; bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business offices.

BUS 155 BUSINESS LAW I  
Operation of the law in the business and commercial field with emphasis on the day-to-day problems of the business manager. Laws of contracts, agency, and commercial paper.

BUS 156 BUSINESS LAW II  
Operation of the law in the business and commercial field with emphasis on the day-to-day problems of the business manager. Laws of partnerships, corporations, insurance, and personal property. 
Prerequisite: BUS 155 or permission of the instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201</td>
<td>INTRODUCTION TO FINANCE</td>
<td>3</td>
<td>Functions, principles, institutions, practices, procedures, and problems in the field of finance.</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: BUS 101 and ACC 101</td>
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<tr>
<td>BUS 203</td>
<td>PERSONNEL MANAGEMENT</td>
<td>3</td>
<td>Philosophy and policy considerations basic to sound personnel programs.</td>
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<td>Prerequisite: BUS 101</td>
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<tr>
<td>BUS 205</td>
<td>FEDERAL INCOME TAX PROCEDURES</td>
<td>3</td>
<td>Designed to have personal and professional value. Preparation of tax returns for individuals, partnerships, and corporations.</td>
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<tr>
<td></td>
<td>Prerequisite: ACC 102 or permission of the instructor</td>
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<tr>
<td>BUS 291</td>
<td>MANAGEMENT SEMINAR</td>
<td>3</td>
<td>A capstone course for Business Administration majors. Functions of business studied and applied by organizing and operating business organizations through simulation.</td>
</tr>
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<td></td>
<td>Prerequisite: Permission of the instructor</td>
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<tr>
<td>BUS 295</td>
<td>DIRECTED STUDY IN BUSINESS ADMINISTRATION</td>
<td>1-3</td>
<td>Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.</td>
</tr>
<tr>
<td>ECO 101</td>
<td>PRINCIPLES OF ECONOMICS I</td>
<td>3</td>
<td>Economic processes in the United States. Emphasis on the vital problems of our economy and the technical tools of economic analysis. Unemployment; business cycles; economic growth; monetary and fiscal policies; the banking system.</td>
</tr>
<tr>
<td>ECO 102</td>
<td>PRINCIPLES OF ECONOMICS II</td>
<td>3</td>
<td>Economics of the firm and resource allocation. Current domestic and foreign economic problems. Monopolies; agriculture; labor unions and collective bargaining; international trade; underdeveloped countries.</td>
</tr>
<tr>
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<td>Prerequisite: ECO 101</td>
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<tr>
<td>ECO 103</td>
<td>CONTEMPORARY ECONOMIC PRINCIPLES</td>
<td>3</td>
<td>Domestic and foreign trade; nature of development of business; forms of ownership; financial institutions; insurance; labor relations; human relations; relations with government.</td>
</tr>
<tr>
<td>SEC 001</td>
<td>ELEMENTARY SHORTHAND SKILLS</td>
<td>No credit</td>
<td>Required of students with at least two years of high school shorthand who do not pass the shorthand placement test. Gregg Shorthand theory, Diamond Jubilee Series, with stress on brief forms, phrasing, pre-transcription training.</td>
</tr>
<tr>
<td>SEC 101</td>
<td>SHORTHAND I</td>
<td>3</td>
<td>Gregg Shorthand, Diamond Jubilee Series. Daily drill for mastery of outlines, brief forms, phrasing, other abbreviating principles; pre-transcription training including attention to spelling, grammar, and punctuation.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
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<tr>
<td>SEC 102</td>
<td>SHORTHAND II</td>
<td>3</td>
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<tr>
<td></td>
<td>Review of Gregg Shorthand, Diamond Jubilee Series, with emphasis on vocabulary building and speed building through dictation. Minimal standards set at 60 wpm for three minutes. Prerequisite: SEC 101 or equivalent as demonstrated by a placement test.</td>
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<tr>
<td>SEC 103</td>
<td>SECRETARIAL ACCOUNTING I</td>
<td>3</td>
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<tr>
<td>SEC 104</td>
<td>SECRETARIAL ACCOUNTING II</td>
<td>3</td>
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<tr>
<td></td>
<td>Preparing and interpreting financial reports; keeping records; forms and documents common to business; social security and income tax procedures. Prerequisite: SEC 103</td>
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<tr>
<td>SEC 111</td>
<td>BEGINNING TYPEWRITING</td>
<td>3</td>
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<td></td>
<td>The keyboard; accuracy and speed; parts of the machine and preventive maintenance; centering horizontal and vertical typing; business letters.</td>
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<tr>
<td>SEC 113</td>
<td>INTERMEDIATE TYPEWRITING</td>
<td>3</td>
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<td></td>
<td>Skill building through daily accuracy and speed drills; timed writings. Business letters and forms; tabulation; manuscripts; rough drafts. Prerequisite: SEC 111 or permission of the instructor.</td>
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<tr>
<td>SEC 115</td>
<td>ADVANCED TYPEWRITING</td>
<td>3</td>
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<tr>
<td></td>
<td>Daily accuracy and speed drills; timed writings. Production problems; legal typing; statistical typing. Prerequisite: SEC 113 or permission of the instructor.</td>
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<tr>
<td>SEC 117</td>
<td>BUSINESS CORRESPONDENCE</td>
<td>3</td>
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<td></td>
<td>Writing business letters. Principles of effective writing; words and sentences as tools in letter construction; papers, design, style.</td>
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<tr>
<td>SEC 201</td>
<td>STENOGRAPHY I</td>
<td>3</td>
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<tr>
<td></td>
<td>A combination of advanced shorthand and advanced typing. Dictation for speed building; transcription training for mailable with minimal standards set at 80 wpm for five minutes. Prerequisite: SEC 102 and 113</td>
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<tr>
<td>SEC 202</td>
<td>STENOGRAPHY II</td>
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<tr>
<td></td>
<td>Advanced stenography. Minimal standards set at 100 wpm for five minutes, transcribed mailable. Prerequisite: SEC 201</td>
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<tr>
<td>SEC 203</td>
<td>OFFICE PROCEDURES</td>
<td>4</td>
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<td></td>
<td>Operations and functions of business machines and filing systems. Ten key adding machine; key-driven calculator; rotary calculator; full-keyboard adding machine; spirit</td>
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</tbody>
</table>
and ink duplicators; transcribing machines; automated data processing equipment. Prerequisite: SEC 113

SEC 205 SPEED BUILDING 1 credit
Dictation for shorthand speed using previewed material, new material, and difficult material. Supplementary dictation through use of dictation laboratory. Prerequisite: SEC 102

SEC 209 SECRETARIAL PROCEDURES 6 credits
Integration of secretarial skills. Human relations; ethics; communications; records management; business reports. Career development and professional status. Laboratory required—a work-experience program in which qualified students spend two afternoons per week in selected offices in the community to observe and work. Prerequisite: SEC 201 and 203; available only to students in the Executive Secretarial program.

SEC 211 PRODUCTION TYPEWRITING 3 credits
Improvement of office typing ability by simulating some of the challenges presented in an actual office setting. Prerequisite: SEC 113 or permission of the instructor.

SEC 221 MEDICAL TERMINOLOGY AND TRANSCRIPTION I 3 credits
Roots, prefixes and suffixes used in medicine. Shorthand outlines, spelling, pronunciation, and definitions of most-used medical words. Dictation for transcription from case histories, medical correspondence, hospital records and medical journals. Prerequisite: SEC 102 and 113; BIO 106 or permission of the instructor.

SEC 222 MEDICAL TERMINOLOGY AND TRANSCRIPTION II 3 credits
Continuation of roots, prefixes and suffixes used in medicine. Extension of medical vocabulary and shorthand outlines. Continued dictation for transcription from appropriate medically-related materials. Prerequisite: SEC 221

SEC 223 MEDICAL SECRETARIAL PROCEDURES I 3 credits
A professional medical secretarial understanding of conduct, ethics, and human relations; medical records and communications; specialized financial records and insurance; medical specialization. Prerequisite: SEC 102 and 113; BIO 106 or permission of the instructor.

SEC 224 MEDICAL SECRETARIAL PROCEDURES II 6 credits
Medical societies and journals; hospital affiliations and research materials; legal implications; office management; laboratory techniques. Laboratory required—a work-experience program in which qualified students spend two afternoons per week in selected medical, dental and other medically-related offices in the community to observe and work. Prerequisite: SEC 223

The College reserves the right to change provisions or requirements and to delete or add courses without notice.
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ACADEMIC CALENDAR

1967-68

Orientation  Wed., Thur., Sept. 6, 7
Registration  Fri., Mon., Tues., Sept. 8, 11, 12
Classes begin  Wed., Sept. 13
Holiday  Thur., Oct. 12
Thanksgiving recess begins  Wed., Nov. 22
Classes resume  Mon., Nov. 27
Christmas recess begins  Wed., Dec. 20
Classes resume  Wed., Jan. 3
First semester ends  Fri., Jan. 12
Examination period  Mon.-Fri., Jan. 15-19
Registration  Thur., Fri., Jan. 25, 26
Classes begin  Mon., Jan. 29
Holiday  Thur., Feb. 22
Spring recess begins  Mon., Apr. 8
Classes resume  Mon., Apr. 15
Holiday  Fri., Apr. 19
Classes end  Fri., May 17
Examination period  Mon.-Fri., May 20-24
Commencement  Mon., June 3

1968-69

Orientation  Wed., Thur., Sept. 4, 5
Registration  Fri., Mon., Tues., Sept. 6, 9, 10
Classes begin  Wed., Sept. 11
Holiday  Mon., Nov. 11
Thanksgiving recess begins  Wed., Nov. 27
Classes resume  Mon., Dec. 2
Christmas recess begins  Mon., Dec. 23
Classes resume  Mon., Jan. 6
First semester ends  Fri., Jan. 10
Examination period  Mon.-Fri., Jan. 13-17
Registration  Thur., Fri., Jan. 23, 24
Classes begin  Mon., Jan. 27
Spring recess begins  Mon., Mar. 31
Classes resume  Mon., Apr. 7
Classes end  Fri., May 16
Examination period  Mon.-Fri., May 19-23
Commencement  Mon., June 2