Greenfield Community College

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

125 FEDERAL STREET, GREENFIELD, MASSACHUSETTS

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Background

Greenfield Community College is one of thirteen public junior colleges controlled by The Massachusetts Board of Regional Community Colleges and supported by the Commonwealth of Massachusetts. It is served by an advisory board made up of residents of the region served by the college, appointed by the governor. It receives additional financial assistance and community support from the Greenfield Community College Foundation, Inc.

The College serves, for the most part, a commuting clientele from Franklin County, northern Hampshire County, and nearby 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.

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

Established in 1962, the college has had a history of rapid growth and development of its services to the surrounding community.
In September, 1962, the Day Division opened with 125 students in a remodeled public school building.

By September, 1967, the Day Division had grown to 650 students, and the College expanded into an annex building near the original quarters.

In the academic year 1968-69, the presence of 750 Day Division students made additional space urgently necessary; The Greenfield Community College Foundation, established in August, 1968, purchased a large former factory to be remodeled and leased to the College, and classes expanded into this building in September, 1968.

The College expects to serve 850 Day Division students and 1000 others in the Evening and Summer Divisions in 1969-70, providing a wide range of transfer and occupational programs as needed by the community.

**Purposes**

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.”

The College seeks to serve the educational, occupational, and cultural needs of the commu-
nity around it, by providing high-quality educational opportunities at low cost, designed for high school graduates and adults of all ages.

The College attempts—in practical ways—to implement its purposes and philosophy by:

- Providing many kinds of educational opportunities, including both transfer and occupational programs leading to the degree of Associate in Arts (A.A.) or Associate in Science (A.S.).
- Requiring of students in degree programs a significant amount of study in the liberal arts in order to provide education rather than merely training.
- Fostering a program of continuing education—with or without college credit—primarily through the Evening Division.
- Making use of the human and physical resources of the region and offering its own resources in service to the region.
- Offering a variety of co-curricular activities for students and cultural events for students and for the community.
- Involving students directly along with faculty and administration in planning the present operation and future improvement of its activities and program.
- Attracting 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.
Facilities

The College currently occupies three buildings which it is constantly remodeling and modifying for its growing needs:

An extensively remodeled school building on Federal Street in Greenfield, 500 yards north of Main Street and the Town Common, houses administrative offices, classrooms, laboratories, and the college library.

The South Building, a small remodeled warehouse building nearby, provides additional classrooms and faculty offices.

The West Building, a former tool and die plant on Arch Street, 500 yards west of the main building, was occupied by the College in September, 1968. Here are provided more classrooms and offices, a greatly expanded area for art studios, and additional space for the growing programs of study in the technologies.

In its temporary quarters the College has modern and well equipped facilities for learning.

The Library, subscribing to the belief in the freedom of people to think and to explore, strives to develop a spirit of inquiry among the students, rather than placing primary emphasis upon their acquisition of information. Based on this rationale of the difference between inquiry and acquiry, the collection
has been built upon a foundation of good, basic landmark works, but its scope is limited only by the ingenuity of the faculty, staff and students in requesting material.

Physically, the Library occupies two rooms on the second floor of the Federal Street building. The General Reading Room houses the main collection of well over 12,000 volumes, 20 motion picture films, 120 filmstrips, 388 phonograph records and in addition 7 filmstrip viewers and two transcribers. The Reference Room contains about 500 non-circulating books, 242 periodicals in the form of current issues, bound back issues, and a retrospective collection on microfilm, as well as 7 newspapers and 3 microfilm readers.

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.

The newly established Division of Audiovisual Services provides equipment and technical assistance so that instruction may make use of a variety of audio and projection devices, including closed-circuit television.

The College has detailed architectural designs ready for a new campus to be located on a picturesque tract of meadow and woodland nestled against the Mohawk Trail at the western edge of Greenfield. Preliminary site development will begin in spring 1969, and the College hopes to move to its completed new buildings by 1971. Here will be space for greatly expanded programs and approximately 1500 Day Division students.
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.
• Schedule a personal interview with the Admissions Office.

Following the personal interview, the applicant's 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 postgraduate 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 Director of Admissions.
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 Director of Continuing Education.
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. (See exception under Tuition for Full-Time Students.)

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>125.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$477.50</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$200.00</td>
</tr>
<tr>
<td>Room Rent—approximate</td>
<td></td>
</tr>
<tr>
<td>(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</td>
<td></td>
</tr>
<tr>
<td>supplies (estimate)</td>
<td>125.00</td>
</tr>
<tr>
<td>Student Accident Insurance</td>
<td>2.50</td>
</tr>
</tbody>
</table>

**Total: $1202.50**

Add $300 additional tuition charge to reflect total approximate expenses for out-of-state students. (See exception under Tuition for Full-Time 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.

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.
Non-residents—$500.00/year.

Exception: Beginning with the 1968-69 academic year, each New England state agreed to admit a quota of out-of-state New England residents for study at its public, degree granting, two-year colleges and institutes at in-state tuition rates.

The out-of-state student may be eligible for this program if:

1. His chosen field of study is not offered at an institution in his state.
2. His chosen field of study is offered at an institution in his state, but his residence is located closer to Greenfield Community College than to the institution in his own state.

**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 and magazine, 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**

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.

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**Other Fees and Payments**
Evening and Summer Division Students

Registration Fee (non-refundable) per semester  $ 3.00
Tuition—per semester hour  18.00

Miscellaneous Fees

Liability Insurance (Nursing Program) annual  $ 5.00
Graduation Fee, including cap and gown rental  15.00
Transcripts of Record (first transcript free) each  1.00
Field Trips are frequently student-managed at minimal costs to be paid by the student.
Bookstore is operated on a cash-and-carry basis and sells necessary text books, 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 for 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.
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>During 1st week of classes</td>
<td>90%</td>
</tr>
<tr>
<td>During 2nd-3rd weeks of classes</td>
<td>70%</td>
</tr>
<tr>
<td>During 4th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After four weeks of classes</td>
<td>none</td>
</tr>
</tbody>
</table>

Late Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registrations</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Change-of-Course</td>
<td>3.00</td>
</tr>
<tr>
<td>Make-Up Examinations</td>
<td>3.00</td>
</tr>
</tbody>
</table>
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.

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.

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.

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 Government—elected by the student body—supervises and has jurisdiction over all campus student organizations. The Government, with the consent of the President of the College, approves student organization budgets and supervises expenditures.
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 credits 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 student must earn a minimum of thirty semester hours of credit at the College. All other degree requirements must also be met (see page 24). The Committee on Academic Standards evaluates applications for transfer of credit from other collegiate institutions.

Class attendance is required; 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 The Dean of Faculty and may require withdrawal from courses or result in other academic penalties.
Students presently on the Dean's List have the privilege of attending classes according to their own discretion.

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 the 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.

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.

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>Value</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>

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. 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.
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. 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, audiovisual media, recreation leadership, early childhood education, and law enforcement. The Division of Natural Sciences includes biology, chemistry, earth science, physics, mathematics, nursing, civil engineering technology, and fire science 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 to do so.
The community college mission includes the provision of educational programs for students desiring transfer to the upper division of a baccalaureate degree program. Equally 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. Programs are offered in Liberal Arts, Business Administration, Secretarial Science, Recreation Leadership, Nursing, Art, Civil Engineering Technology, Law Enforcement, and Fire Science 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.

Required Core Program:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>12 Credits</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>6 Credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 Credits</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics</td>
<td>6-8 Credits</td>
</tr>
</tbody>
</table>

**Total** 30-32 Credits

A total of at least sixty credits is required for graduation. No more than 18 credits beyond the core requirements should be taken in any specific subject (e.g., English, chemistry, art, psychology, economics, etc.); certain technical and occupational courses offered by the college are
not acceptable for credit toward the Associate in Arts degree, except that a student may present up to a total of 6 credits in any subject or subjects. Students should select courses beyond the core requirements in consultation with their academic advisors.

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.

**Nursing**

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.

Students may be required to take ENG 102 (English Composition II) and PSY 201 (Psychology of Adjustment) in the intervening summer session if it seems advisable to lighten the course
load during the academic year, still making it possible to complete a degree program in two years. In some cases it may be advisable for a student to plan for completion of the program in a three-year period.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>BIO 101 Zoology</td>
<td>BIO 106 Anatomy &amp; Physiology</td>
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<tr>
<td>BIO 205 Microbiology</td>
<td>ENG 101 English Composition I</td>
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<tr>
<td>NUR 101 Fundamentals of Nursing</td>
<td>NUR 103 Physical &amp; Mental Illness I</td>
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<tr>
<td>PSY 101 Principles of Psychology</td>
<td>PSY 203 Child &amp; Adolescent Psychology</td>
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**SECOND YEAR**

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<thead>
<tr>
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<tr>
<td>ENG 102 English Composition II</td>
<td>NUR 204 Physical &amp; Mental Illness III</td>
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<tr>
<td>NUR 203 Physical &amp; Mental Illness II</td>
<td>NUR 209 Maternal and Infant Care</td>
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<tr>
<td>NUR 207 Psychiatric Nursing</td>
<td>NUR 205 History &amp; Professional Trends in Nursing</td>
</tr>
<tr>
<td>PSY 201 Psychology of Adjustment</td>
<td>SOC 101 Principles of Sociology</td>
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</table>

<p>| | |</p>
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<tbody>
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<td>16</td>
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</tbody>
</table>
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.

Students may choose to take PSY 101 (Introduction to Psychology) and SOC 101 (Introduction to Sociology) in the intervening Summer Session if it seems desirable to lighten course load during the first year, still making it possible to complete a degree program in two years. In some cases, it may be advisable for a student to plan his program for a three-year period. Liberal Arts electives should be chosen from the Humanities and/or Behavioral Sciences.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>ENG 102 English Composition II</td>
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<tr>
<td>PSY 101 Principles of Psychology</td>
<td>SOC 101 Principles of Sociology</td>
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<tr>
<td>ART 103 Art History I</td>
<td>ART 104 Art History II</td>
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<tr>
<td>ART 121 Design I</td>
<td>ART 122 Design II</td>
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<tr>
<td>ART 131 Drawing I</td>
<td>ART 132 Drawing II</td>
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<tr>
<td>ART 141 Painting I</td>
<td>ART 142 Painting II</td>
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18 18
### SECOND YEAR

#### ADVERTISING DESIGN OPTION

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<tr>
<td>• SPE 101 Oral Communication</td>
<td>• ART 152 Photography II 3</td>
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<td>• ART 151 Photography I</td>
<td>• ART 222 Advertising Design II  4</td>
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<tr>
<td>• ART 221 Advertising Design I</td>
<td>• ART 234 Printmaking II 3</td>
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<td>• ART 233 Printmaking I</td>
<td>• ART 236 Illustration II 2</td>
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<td>• ART 235 Illustration I</td>
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#### GENERAL ART OPTION

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<tbody>
<tr>
<td>• SPE 101 Oral Communication</td>
<td>• ART 152 Photography II 3</td>
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<tr>
<td>• ART 151 Photography I</td>
<td>• ART 164 Sculpture II 2</td>
</tr>
<tr>
<td>• ART 163 Sculpture I</td>
<td>• ART 232 Life Painting 2</td>
</tr>
<tr>
<td>• ART 231 Life Drawing</td>
<td>• ART 234 Printmaking II 3</td>
</tr>
<tr>
<td>• ART 233 Printmaking I</td>
<td>• ART 242 Painting IV 3</td>
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<td>• ART 241 Painting III</td>
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<td></td>
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</tbody>
</table>
The Business Administration curriculum, with options in accounting, management, and marketing, 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 management, retail and wholesale business, accounting departments of industrial and commercial organizations, and as junior accountants in public accounting firms.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I 3</td>
<td>ENG 102 English Composition II 3</td>
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<tr>
<td>SPE 101 Oral Communication 3</td>
<td>Behavioral Sciences or Humanities Elective 3</td>
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<tr>
<td>ACC 101 Introduction to Accounting I 3</td>
<td>ACC 102 Introduction to Accounting II 3</td>
</tr>
<tr>
<td>BUS 101 Principles of Management 3</td>
<td>BUS 103 Introduction to Marketing 3</td>
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<tr>
<td>PSY 101 Principles of Psychology 3</td>
<td>Business Administration Elective 3</td>
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</table>
## SECOND YEAR

### 1st Semester
- **ECO 101** Principles of Economics I  3
- **BUS 155** Business Law I  3
- **BUS 201** Introduction to Finance  3
- **COM 101** Computer Science  3
- Business Administration Elective  3

15

### 2nd Semester
- **ECO 102** Principles of Economics II  3
- **BUS 156** Business Law II  3
- **SOC 101** Principles of Sociology  3
- Business Administration Electives  6

15

### MANAGEMENT OPTION

### 2nd Semester
- **ECO 102** Principles of Economics II  3
- **BUS 156** Business Law II  3
- **SOC 101** Principles of Sociology  3
- Business Administration Electives  6

15

### ACCOUNTING OPTION

### 2nd Semester
- **ECO 102** Principles of Economics II  3
- **ACC 202** Intermediate Accounting II  3
- **SOC 101** Principles of Sociology  3
- **BUS 156** Business Law II  3
- Business Administration Elective  3

15

### MARKETING OPTION

### 1st Semester
- **ENG 101** English Composition I  3
- **SPE 101** Oral Communication  3

3

### 2nd Semester
- **ENG 102** English Composition II  3
- **PSY 101** Principles of Psychology  3

3

### FIRST YEAR

### 1st Semester
- **ENG 101** English Composition I  3
- **SPE 101** Oral Communication  3

3
SECRETARIAL SCIENCE

The Secretarial Science curriculum is primarily an occupational program with executive secretarial, medical secretarial, and legal 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.
### FIRST YEAR

**1st Semester**
- ENG 101 English Composition I 3
- Typewriting 3
- SEC 103 Secretarial Accounting I 3
- Shorthand 0-3
- † Liberal Arts Electives 3-6

**2nd Semester**
- ENG 102 English Composition II 3
- * Typewriting 3
- SEC 104 Secretarial Accounting II 3
- Shorthand 3
- † Liberal Arts Electives 3-6

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15-18

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15-18

* Level determined by placement test.

† SPE 101—Oral Communication required, second semester. SEC 231—Medical Terminology and Transcription I required of Medical Secretarial students in the second semester.

### SECOND YEAR

**EXECUTIVE SECRETARIAL**

**1st Semester**
- SEC 201 Stenography 3
- SEC 203 Office Procedures 4
- SEC 211 Production Typewriting 2
- SEC 205 Speed Building 1
- Behavioral Sciences Elective 3
- Liberal Arts Elective 3

**2nd Semester**
- SEC 202 Stenography II 2
- SEC 117 Business Correspondence 5
- SEC 209 Secretarial Procedures 6
- BUS 153 Survey of Business Law 3

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16
### Medical Secretarial

**1st Semester**
- SEC 201 Stenography I 3
- SEC 203 Office Procedures 4
- SEC 232 Medical Terminology and Transcription II 3
- PSY 101 Principles of Psychology 3
- Liberal Arts Elective 3

**2nd Semester**
- SEC 202 Stenography II 2
- SEC 117 Business Correspondence 3
- SEC 233 Medical Terminology and Transcription III 3
- SEC 224 Medical Secretarial Procedures 6
- Liberal Arts Elective 3

**Total Credits:** 16

### Legal Secretarial

**1st Semester**
- SEC 201 Stenography 3
- SEC 203 Office Procedures 4
- SEC 211 Production Typing 2
- SEC 205 Speed Building 1
- POL 101 American Government 3
- Liberal Arts Elective 3

**2nd Semester**
- SEC 202 Stenography 2
- SEC 117 Business Correspondence 3
- SEC 241 Legal Secretarial Procedures 6
- BUS 153 Survey of Business Law 3

**Total Credits:** 14
Civil Engineering Technology

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.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>ENG 102 English Composition II</td>
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<tr>
<td>PHY 103 Technical Physics I</td>
<td>PHY 104 Technical Physics II</td>
</tr>
<tr>
<td>MAT 103 Technical Mathematics I</td>
<td>MAT 104 Technical Mathematics II</td>
</tr>
<tr>
<td>GRA 101 Engineering Drawing</td>
<td>GRA 102 Descriptive Geometry</td>
</tr>
<tr>
<td>CIV 101 Surveying I</td>
<td>CIV 102 Surveying II</td>
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<tr>
<td>CIV 103 Methods and Materials</td>
<td>COM 101 Computer Science</td>
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**SUMMER**

CIV 200 Field Experience in Civil Engineering Technology 0

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35
SECOND YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>SPE 101 Oral Communications</td>
<td>ENG 115 Technical Writing</td>
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<tr>
<td>EAS 103 Engineering Geology</td>
<td>CIV 203 Soil Mechanics</td>
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<td>3</td>
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<tr>
<td>CIV 205 Statics</td>
<td>CIV 107 Contracts &amp; Specifications</td>
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<td>Technology Elective</td>
<td>CIV 206 Mechanics of Materials</td>
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<td>Liberal Arts Elective</td>
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</tbody>
</table>

Liberal Arts Electives must include at least 3 credits in the Humanities (literature, languages, the arts, history or philosophy) and at least 6 credits in the Behavioral Sciences (PRINCIPLES OF ECONOMICS I and PSYCHOLOGY recommended).

Technology Electives as follows:

SURVEYING OPTION—SURVEYING III and STREET AND HIGHWAY DESIGN
GENERAL CIVIL TECHNOLOGY OPTION—STRUCTURAL DESIGN AND SURVEYING III or STREET AND HIGHWAY DESIGN
With approval of academic advisor and Division Chairman, all three courses may be elected.

Mathematics requirement—In place of Technical Mathematics I and II, qualified students may take Introductory Calculus I and II (MAT 201 and 202).
In some cases, it may be advisable for a student to plan his program for a three-year period.
Recreation Leadership

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.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>REC 101 Introduction to Recreation</td>
<td>REC 107 Sports and Games</td>
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<tr>
<td>REC 103 Social Recreation</td>
<td>REC 109 Playground Leadership</td>
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<tr>
<td>REC 105 Aquatic Sports</td>
<td>REC 121 Arts and Crafts</td>
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<tr>
<td>REC 115 Field Work I</td>
<td>REC 123 Music</td>
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<td>REC 125 Creative Drama</td>
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<td>REC 116 Field Work II</td>
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*First-year students will complete SOC 101, Principles of Sociology, and PSY 101, Principles of Psychology.

**SUMMER**

<p>| REC 200 Summer Field Experience—6 credits |
| (Placement by Faculty—required)            |</p>
<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>• † Speech or Psychology</td>
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</tr>
<tr>
<td>• ENG 115 Technical Writing or Humanities Elective</td>
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<tr>
<td>• Natural Science Elective</td>
<td>3</td>
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<tr>
<td>• REC 111 Outdoor Recreation</td>
<td>3</td>
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<tr>
<td>• † REC 127 Dance</td>
<td>1</td>
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<tr>
<td>• REC 205 Group Leadership</td>
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<td>• REC 215 Field Work III</td>
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<table>
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<tr>
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<td>• Humanities Elective</td>
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<td>• Elective</td>
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<td>• REC 201 Supervision of Recreation Services</td>
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<td>• REC 203 Program Planning</td>
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<td>• REC 216 Field Work IV</td>
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† Second-year students will complete SPE 101, Oral Communication, and PSY 201, Psychology of Adjustments, or PSY 203, Child and Adolescent Psychology.
‡ REC 127, Dance, may be offered in alternate years for a combined class of first- and second-year students. All students are required to obtain American Red Cross certificates in first aid and life saving.

**Law Enforcement**

The curriculum in Law Enforcement leads to the degree of Associate in Science. It is designed to prepare high school graduates for careers in law enforcement, and to provide officers in service the opportunity for professional development and advancement. Graduates of this program are prepared for a number of careers in local and state police agencies, as well as law enforcement work in private industry. While students in this program may take liberal arts electives in either the day or evening division, law enforcement courses are offered only in the evening division for 1969-70.
### FIRST YEAR

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>ENG 115 Technical Writing 3</td>
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<td>SOC 101 Principles of Sociology</td>
<td>PSY 101 Principles of Psychology 3</td>
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<td>LAW 105 Criminal Evidence 3</td>
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<td>LAW 101 Introduction to Law Enforcement</td>
<td>LAW 107 Patrol Procedures 3</td>
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<td>LAW 103 Criminal Law</td>
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**SUMMER**

LAW 200 Field Experience in Law Enforcement 6

### SECOND YEAR

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<tr>
<td>SPE 101 Oral Communication 3</td>
<td>LAW 208 Administration of Justice 3</td>
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<td>LAW 109 Criminal Investigation 3</td>
<td>LAW 113 Juvenile Procedures 3</td>
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<td>LAW 111 Traffic Procedures 3</td>
<td>LAW 115 Firearms 1</td>
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<td>LAW 201 Police Organization and Administration 3</td>
<td>LAW 117 Defensive Tactics 1</td>
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<td>LAW 205 Professional Trends 1</td>
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<td>Liberal Arts Elective 3-4</td>
<td>LAW 207 Criminalistics 3</td>
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All students are required to obtain American Red Cross Certificates in first aid and life saving. Liberal Arts electives must include 6 credits chosen from the natural sciences and/or the humanities.
Fire Science Technology

The Fire Science Technology curriculum provides technical and legal training in various aspects of fire prevention and fire protection. Graduates of this program receive the degree of Associate in Science and may look forward to careers with local fire departments, in insurance and building inspection, and in fire protection work with private firms. The program is designed for high school graduates interested in fire protection as a career, and to provide opportunities for professional advancement for firemen in service. Fire Science Technology courses are available only in the evening division for 1969-70, though students in this program may take liberal arts courses in either the day or evening division.

FIRST YEAR

1st Semester

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<thead>
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<th>Title</th>
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<td>Technical Mathematics I</td>
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<td>CHE 103</td>
<td>Introduction to Chemistry</td>
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<td>FST 101</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
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<tr>
<td>FST 103</td>
<td>Fundamentals of Fire Prevention</td>
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2nd Semester

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<td>PSY 103</td>
<td>Applied Psychology</td>
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<td>FST 105</td>
<td>Organization and Management of Fire Departments</td>
<td>3</td>
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<td>FST 107</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
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<td>FST 109</td>
<td>Hazardous Materials</td>
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SUMMER

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<tbody>
<tr>
<td>FST 200</td>
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### SECOND YEAR

#### 1st Semester

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<tbody>
<tr>
<td>SPE 101</td>
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<tr>
<td>FST 201</td>
<td>Fire Protection Systems and Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>FST 203</td>
<td>Fire Fighting Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FST 205</td>
<td>Legal Aspects of Fire Administration</td>
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* Liberal Arts Elective 3

#### 2nd Semester

<table>
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<th>Title</th>
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<tr>
<td>SOC 101</td>
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<tr>
<td>ENG 115</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>FST 202</td>
<td>Fire Protection Systems and Equipment II</td>
<td>3</td>
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<tr>
<td>FST 207</td>
<td>Fire Codes and Ordinances</td>
<td>3</td>
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</tbody>
</table>

* Liberal Arts Elective 3

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* Liberal Arts electives must include at least 3 credits in the Humanities (literature, the arts, or history).

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**COURSE DESCRIPTIONS**

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.

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. If two courses are normally to be taken as a two-semester sequence, they are numbered consecutively, with the second semester portion given an even number (e.g., ENG 101, ENG 102). Courses which are normally complete one-semester units are given odd numbers (e.g., SEC 113).

The following list gives the subject codes for general areas covered:

- Accounting: ACC
- Art: ART
- Audiovisual Media: AVM
- Biology: BIO
- Business and Management: BUS
- Chemistry: CHE
- Civil Engineering Technology: CIV
- Computer Science: COM
- Earth Science: EAS
- Early Childhood Education: ECE
- Economics: ECO
- English: ENG
- Environmental Design: ENV
- French: FRE
- Fire Science Technology: FST
- Geography: GEO
- German: GER
- Graphics: GRA
- History: HIS
- Law Enforcement: LAW
- Mathematics: MAT
- Music: MUS
- Nursing: NUR
- Philosophy: PHI
- Physics: PHY
- Political Science: POL
- Psychology: PSY
- Recreation Leadership: REC
- Secretarial Science: SEC
- Sociology: SOC
- Spanish: SPA
- Speech and Theater: SPE
Note: 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; a few may be offered less frequently.

ART 101 INTRODUCTION TO ART 3 credits

Examination of the visual arts as shown particularly through painting and sculpture. Emphasis on modern development and sources. 
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 and reasons for the creation of art.

ART 104 ART HISTORY II 3 credits

History of Western art from the early Renaissance to the present.
Prerequisite: ART 103 or permission of the instructor.
ART 111 INTRODUCTION TO STUDIO I  3 credits

Drawing and painting in a variety of media, developing basic understanding of physical and aesthetic properties. Individual choice of media emphasizing development of personal style of expression. 
Not available for credit to students majoring in Art.

ART 112 INTRODUCTION TO STUDIO II  3 credits

Continuation of principles and practices introduced in ART 111. Experience with printmaking, sculpture and varieties of mixed media 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  3 credits

Integrated study of design principles and the articulation of structure, space and form. Development of visual ideas relating to contemporary technology and thought. 
Prerequisite: ART 121 or permission of the instructor.

ART 131 DRAWING I  3 credits

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

ART 132 DRAWING II  3 credits

Continued work from studio models, setups, and landscapes. Drawing of the human figure. Relationship of drawing to other artistic disciplines. 
Prerequisite: ART 131 or permission of the instructor.

ART 141 PAINTING I  3 credits


ART 142 PAINTING II  3 credits

Exploration of a variety of subjects; still life, figure, non-objective. Attention to physical and optical properties of various media. 
Prerequisite: ART 141 or permission of the instructor.
ART 151 PHOTOGRAPHY I 3 credits

Technical and aesthetic aspects of camera operation, exposure, negative development, printing, and enlarging. Emphasis on sound craftsmanship, personal selection, arrangement, and discovery of forms necessary to sensitive photographic expression.

ART 152 PHOTOGRAPHY II 3 credits

Further exploration of the camera as an aesthetic and utilitarian instrument. Includes individual expression and particular problems in photojournalism, advertising, illustration, technical illustration, portraiture, and a variety of photographic experiments.
Prerequisite: ART 151 or permission of the instructor.

ART 163 SCULPTURE I 2 credits

Introduction to theories and considerations of creation in three dimensions. Basic techniques in clay modeling and in use of plaster as a modeling medium.
Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 164 SCULPTURE II 2 credits

Explores the handling of various sculptural materials such as wood, wax, and direct plaster.
Prerequisite: ART 163

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: Second year standing as an Art major or permission of the instructor.

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 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: Second year standing as an Art major or permission of the instructor.

ART 232 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. Uniting line, value, and form with space, color, and surface.

Prerequisite: ART 231

ART 233 PRINTMAKING I 3 credits

Creative work with graphic media from drawing to finished print. Includes cardboard cut, woodcut, serigraphy, and an introduction to etching, drypoint, aquatint, engraving, and lithography. Graphics as an independent creative form of expression. Prints pulled in both black and white and color.

Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 234 PRINTMAKING II 3 credits

Exploration and perfection of the print as an aesthetic form. Emphasis on etching and lithography. Possibilities of the multi-media print are explored.

Prerequisite: ART 233

ART 235 ILLUSTRATION I 2 credits

Presentation of various problems to establish understanding of many facets of the illustration field. Uses a wide variety of media.

Prerequisite: Second year standing as an Art major or permission of the instructor.

ART 236 ILLUSTRATION II 2 credits

Further exploration of media. Emphasis on speed of production, use of variety of materials, and excellence of communication. Professional quality is stressed.

Prerequisite: ART 235

ART 241 PAINTING III 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 242 PAINTING IV 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 241

ART 295 DIRECTED STUDY IN ART 1-3 credits

Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

Prerequisite: Second year standing as an Art major.
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 or 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 201 or permission of the instructor.
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 207 CREATIVE WRITING  3 credits

Study of techniques and approaches in narrative, lyric, and other forms of writing other than exposition. Intensive practice in various literary forms.
Prerequisite: ENG 102 or permission of the instructor.

ENG 209 MODERN DRAMA  3 credits

Selected works by major playwrights since Ibsen.
Prerequisite: ENG 102 or permission of the instructor.

ENG 211 MODERN NOVEL  3 credits

Themes and methods of novelists of the modern western world. Exploration of such typically modern themes as alienation and the failure of communication. Attention given to modern experiments in point of view, structure, and style.
Prerequisite: ENG 205 or permission of the instructor.

ENG 213 COMPARATIVE LITERATURE AND MODERN MAN  3 credits

Twentieth-century man's ideas about his own nature illustrated by important contributions to American, English, and Continental literature.
Prerequisite: ENG 102 or permission of the instructor.

ENG 215 COMPARATIVE LITERATURE AND THE MODERN WORLD  3 credits

The nature of the modern world as viewed by important twentieth-century contributors to American, English, and Continental literature.
Prerequisite: ENG 102 or permission of the instructor.
FRE 101 ELEMENTARY FRENCH I 3 credits
Introduction to the language by means of intensive oral work and systematic study of grammar and phonetics. Laboratory required. For beginners and students who have not successfully completed one year of High School French.

FRE 102 ELEMENTARY FRENCH II 3 credits
Introduction to the language by means of intensive oral work and systematic study of grammar and phonetics. For students who have not successfully completed two years of High School French. Laboratory required.
Prerequisite: FRE 101 or equivalent.

FRE 201 INTERMEDIATE FRENCH I 3 credits
Refinement of written and conversational skills through selected readings in literature.
Prerequisite: FRE 102 or permission of the instructor.

FRE 202 INTERMEDIATE FRENCH II 3 credits
Study of chosen representative literary works from French literature. Outside readings and reports required.
Prerequisite: FRE 201 or permission of the instructor.

FRE 251 FRENCH COMPOSITION AND CONVERSATION 3 credits
Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly.
Prerequisite: FRE 202 or equivalent and permission of the instructor.

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 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: Successful completion of two years of high school German 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 or equivalent.

HIS 101  WESTERN CIVILIZATION I  3 credits
An examination of the political, economic, and social development of Western man from the era of the Greek city-states to the Peace of Westphalia.

HIS 102  WESTERN CIVILIZATION II  3 credits
An examination of the political, economic, and social development of Western man from the Age of Absolutism to recent times.

HIS 103  AMERICAN HISTORY I  3 credits
Growth of the United States from Colonial times to the end of the War between the States: British colonial policy; the Revolution; the Constitution; Federalism; the Jeffersonian revolution; westward expansion; sectionalism; slavery and war. Background in Western Civilization desirable.

HIS 104  AMERICAN HISTORY II  3 credits
Growth of the United States from the Reconstruction period to the present. Reconstruction; economic expansion, business, agriculture, labor, and finance; Populist movement; place of the United States among the nations; reform legislation; the United States in the First World War; the Twenties; the New Deal; the Second World War and after. Background in Western Civilization desirable.

HIS 105  THE MODERN ORIENT  3 credits
An examination of the political, diplomatic and cultural developments of China, Japan, India and Southeast Asia, from the Opium Wars to recent times. Emphasis will be given to the portion of these states in the westernized world of the 19th and 20th centuries.

HIS 201  HISTORY OF EUROPE, 1815-1914  3 credits
Political, social, and ideological developments in the principal countries of Europe from the Congress of Vienna to the outbreak of the First World War.
Prerequisite: HIS 101 and HIS 102.

HIS 202  HISTORY OF EUROPE, 1914 to the Present  3 credits
Political, social, and ideological developments in the great continental powers—Germany, the Soviet Union, France, Italy, Spain—since the First World War.
Prerequisite: HIS 101 and HIS 102.
HIS 295 DIRECTED STUDY IN HISTORY  
1-3 credits

Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

MUS 101 INTRODUCTION TO MUSIC  
3 credits

Examination of the major forms of music including the folk song, the symphony, and the opera. Concentration on contemporary forms with tracing of historical foundations.

MUS 103 FUNDAMENTALS OF MUSIC  
3 credits

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.

MUS 111 CHORUS  
2 credits

Open to all qualified students. Provides a variety of choral experiences. Includes study of the voice and of vocal literature with emphasis on the fundamentals of correct voice production and choral ensemble singing. Chorus may be taken by qualified students, faculty, and staff as a co-curricular activity without credit.

MUS 119 BAND  
2 credits

Open to all qualified students. Provides a variety of experiences with instrumental music. Includes study of band instruments and band music with emphasis on fundamentals of sight reading, tone production, and instrumental ensemble work. Band may be taken by qualified students, faculty, and staff as a co-curricular activity without credit.

PHI 101 INTRODUCTION TO PHILOSOPHY  
3 credits

The meaning and method of philosophy; problems of knowledge and belief; the mind-body problem; values. Selected readings of classical and contemporary philosophers.

SPA 101 ELEMENTARY SPANISH 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 students who have not successfully completed one year of High School Spanish. Laboratory required.

SPA 102 ELEMENTARY SPANISH II  
3 credits

Continued development of basic language skills through conversation, study of grammar and phonetics, and correlated readings. Laboratory required.  
Prerequisite: SPA 101 or equivalent.
SPA 201 INTERMEDIATE SPANISH I 3 credits
Refinement of written and conversational skills, through selected readings in literature.
Prerequisite: SPA 102 or permission of the instructor.

SPA 202 INTERMEDIATE SPANISH II 3 credits
Further development of conversational and technical fluency. Continued consideration of Spanish literature to provide increased awareness of Spanish culture.
Prerequisite: SPA 201 or permission of the instructor.

SPA 251 SPANISH COMPOSITION AND CONVERSATION 3 credits
Refinement of writing and speaking skills on an advanced level. Written and oral assignments required weekly.
Prerequisite: Spanish 202 or equivalent and permission of instructor.

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

SPE 101 ORAL COMMUNICATION 3 credits
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 THEATRE 3 credits
Play reading and analysis, drama criticism, theatre history, forms of drama, and the process of play production studied with the aim of increasing appreciation of the theatre and enjoyment of the dramatic experience. Field trips to plays and theatres.

SPE 111 COLLEGE THEATRE WORKSHOP 2 credits
A workshop in acting and directing. Major participation in college theatre productions or direction of a one-act play required of all participants. May be taken by qualified students, faculty, and staff as a co-curricular activity without credit.

SPE 115 SUMMER THEATRE WORKSHOP 3 credits
Intensive training in theatrical production, rehearsal and performance. Registration in advance required.
Prerequisite: Permission of the instructor.
Note: 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; a few may be offered less frequently.

AVM 101 INTRODUCTION TO AUDIOVISUAL MEDIA 3 credits

Characteristics, applications, and implications of media. Emphasis upon operation of equipment and use of related materials. Laboratory required.

AVM 103 PRODUCTION OF AUDIOVISUAL MATERIALS 3 credits

Production of graphic materials, still pictures, transparencies, audio tapes, motion pictures, and video tapes. Laboratory required.
Prerequisite: AVM 101 or permission of the instructor.

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.

DIVISION OF BEHAVIORAL SCIENCES
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 111  ARTS AND CRAFTS WORKSHOP  1 credit
Basic skills and teaching techniques that enable the early childhood educator to provide creative craft experiences for preschool children.

ECE 113  MUSIC WORKSHOP  1 credit
Prepares the early childhood educator to direct music activities including song leading. Includes learning effective ways of organizing and conducting music projects for preschool children.

ECE 115  FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION I  3 credits
Work experience supervised by the Early Childhood Education faculty in cooperation with the appropriate institutions in the field.

ECE 116  FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II  3 credits
Field work. 
Prerequisite: ECE 115

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.

ECE 215  FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION III  3 credits
Field work. 
Prerequisite: ECE 116
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ECE 216</td>
<td>FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION IV</td>
<td>3 credits</td>
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<td>Field work.</td>
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<td>Prerequisite: ECE 215</td>
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<tr>
<td>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.</td>
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<tr>
<td>LAW 101</td>
<td>INTRODUCTION TO LAW ENFORCEMENT</td>
<td>3 credits</td>
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<td></td>
<td>History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation.</td>
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<td>LAW 103</td>
<td>CRIMINAL LAW</td>
<td>3 credits</td>
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<td>Local, state and federal laws; their development, application, and enforcement.</td>
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<tr>
<td>LAW 105</td>
<td>CRIMINAL EVIDENCE</td>
<td>3 credits</td>
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<td>Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search, and seizure; collection of evidence; discretion and related topics.</td>
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<td>Prerequisite: LAW 101</td>
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<tr>
<td>LAW 107</td>
<td>PATROL PROCEDURES</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>Responsibilities, techniques, and methods of police patrol.</td>
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<td></td>
<td>Prerequisite: LAW 101</td>
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<tr>
<td>LAW 109</td>
<td>CRIMINAL INVESTIGATION</td>
<td>3 credits</td>
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<td>Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes.</td>
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<td>Prerequisite: LAW 101</td>
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<tr>
<td>LAW 111</td>
<td>TRAFFIC PROCEDURES</td>
<td>3 credits</td>
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<td>History, development, economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.</td>
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<td>Prerequisite: LAW 101</td>
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<tr>
<td>LAW 113</td>
<td>JUVENILE PROCEDURES</td>
<td>3 credits</td>
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<td>Organization, functions, and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.</td>
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<td>Prerequisite: LAW 101</td>
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</table>
LAW 115  **FIREARMS**  1 credit

Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms; firing of the side-arm and shotgun.

LAW 117  **DEFENSIVE TACTICS**  1 credit

Protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds and come alongs; restraint of prisoners and the mentally ill; fundamental use of the baton.

LAW 200  **FIELD EXPERIENCE IN LAW ENFORCEMENT**  6 credits

Supervised field experience with an approved law enforcement agency. (May be waived for students with professional law enforcement experience.)

Prerequisite: completion of one academic year in the Law Enforcement curriculum.

LAW 201  **POLICE ORGANIZATION AND ADMINISTRATION**  3 credits

Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior.

Prerequisite: LAW 101 and 103.

LAW 203  **ADMINISTRATION OF JUSTICE**  3 credits

Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

Prerequisite: LAW 101 and 103.

LAW 205  **PROFESSIONAL TRENDS AND RESPONSIBILITIES IN LAW ENFORCEMENT**  1 credit

Ethical standards; current police problems; public information; human relations.

Prerequisite: LAW 201

LAW 207  **CRIMINALISTICS**  3 credits

Physical evidence: collection, identification, preservation and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator, and demonstration of laboratory criminalistics to the extent supported by existing or available facilities.

Prerequisite: LAW 105 and 109.

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 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 principles and study of behavior. Considers such topics as perception, motivation, learning, personality study and appraisal and the dynamics of maladaptive behavior.

PSY 201  PSYCHOLOGY OF ADJUSTMENT  3 credits

Motivation, frustration and conflict, varieties of adjutive 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

PSY 207  THE PSYCHOLOGY OF THE EXCEPTIONAL CHILD  3 credits

A broad overview of patterns of exceptionality and/or psychopathology in childhood. Topics to be considered include: intellectual exceptionality, educational and school problems, socio-cultural exceptionality, emotional disturbances in childhood.

Prerequisite: PSY 101 or permission of the instructor.
PSY 211  PSYCHOLOGY OF EDUCATION  3 credits

Psychological facts and principles of development; learning and measurement as applied to educational situations. Prerequisite: PSY 101 or permission of the instructor.

PSY 295  DIRECTED STUDY IN PSYCHOLOGY  1-3 credits

Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

REC 101  INTRODUCTION TO RECREATION  3 credits

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.

REC 103  SOCIAL RECREATION  3 credits

Prepares students to conduct social play. Organization, leadership techniques and activity skills for planning and directing social recreation activities. Includes pre-party games; ice breakers; mixers; active, quiet, and nonsense games; stunts; and tricks. Emphasis on program planning as related to seasonal activities.

REC 105  AQUATIC SPORTS  2 credits

Basic skills, knowledge and teaching techniques for a variety of aquatic sports applicable to a recreation program. Includes aquatic games, competitive swimming, skin and scuba diving, fly and bait casting, canoeing and sailing. Prerequisite: swimming proficiency test.

REC 107  SPORTS AND GAMES  3 credits

Participation, demonstration and lectures acquaint students with a variety of sports and games applicable to a recreation setting. Emphasis on organizing and conducting a community sports program. Includes teaching techniques utilized in recreational sports.

REC 109  PLAYGROUND LEADERSHIP  2 credits

Principles, techniques, and activities of playground leadership. Emphasis on developing an understanding of the comprehensive playground program, including the compilation of a playground manual.

REC 111  OUTDOOR RECREATION  3 credits

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 natural resources.

**REC 115 FIELD WORK I**  
1 credit

Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

**REC 116 FIELD WORK II**  
1 credit

Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

**REC 121 ARTS AND CRAFTS**  
1 credit

Basic skills and teaching techniques that enable the recreation leader to provide creative craft experiences for participants in camps, playgrounds, clubs and other recreation settings.

**REC 123 MUSIC**  
1 credit

Prepares recreation leaders to direct music activities including song leading and rhythm bands. Includes learning effective ways of organizing and conducting music projects in the recreation program.

**REC 125 CREATIVE DRAMA**  
1 credit

Prepares recreation leaders to direct informal creative dramatics, chiefly for children. Includes improvisation, pantomime, story-telling, charades, dramatic games, and acting, combined with other art forms.

**REC 127 DANCE**  
1 credit

Basic skills, teaching techniques, materials and program organization of dance activities in recreation settings including folk, square, and social dancing.

**REC 200 SUMMER FIELD EXPERIENCE**  
6 credits

Field experience with an approved municipal recreation agency; open only to students majoring in Recreation Leadership. A pre-service training workshop is held for a week prior to employment. Placement by faculty.

**REC 201 SUPERVISION OF RECREATION SERVICES**  
3 credits

The investigation, analysis, and application of both theoretical and practical research in the field of employee supervision with emphasis on recreation services.
REC 203 PROGRAM PLANNING 3 credits
Analysis of recreation from the standpoint of programming. Emphasis on seasonal programming for all age groups including a thorough analysis of past and present programs as related to basic objectives, facilities, leadership and funds. Seminar.

REC 205 GROUP LEADERSHIP 3 credits
An analysis of group dynamics and leadership processes with application to leadership techniques.

REC 215 FIELD WORK III 1 credit
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

REC 216 FIELD WORK IV 1 credit
Experience in planning, organizing, conducting, and evaluating recreation programs in a local agency. Settings change each semester.

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
An introduction to the study of society through the basic concepts—culture, social system, institution, status, role, norms, interaction, and deviance.

SOC 201 SOCIAL PROBLEMS 3 credits
Major types of deviant behavior in American Society: description, theories of causation, and ramifications for the future. Term Project. Prerequisite: SOC 101

SOC 203 SOCIOLOGY OF THE FAMILY 3 credits
Historical background and cross-cultural factors. Attention to the cycle of courtship, marriage, child raising, and marital dissolution. Contemporary trends and the future of the family in society. Prerequisite: SOC 101

SOC 295 DIRECTED STUDY IN SOCIOLOGY 1-3 credits
Projects in a specific area for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.
Note: 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; a few may be offered less frequently.

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 and other health occupation programs. Laboratory required.
Prerequisite: BIO 101 or permission of the instructor.

BIO 203  GENETICS  3 credits

Fundamental principles of genetics including the nature 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 micro-organisms with emphasis on the properties of bacteria. Laboratory required.
Prerequisite: BIO 101 or 106

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 for their function. Laboratory required.
Prerequisite: BIO 101 and BIO 106

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

CIV 101 SURVEYING I 3 credits

Elements of plane surveying. Taping, theory and use of instruments. Leveling. Traversing and computations. Laboratory required.

Prerequisite: MAT 103 concurrently, or equivalent.

CIV 102 SURVEYING II 3 credits

Stadia, topographic surveying, mapping, instrument adjustment, photogrammetry, simple curves. Laboratory required.

Prerequisite: MAT 104 concurrently, or equivalent.

CIV 103 METHODS AND MATERIALS 2 credits

An introduction to the field of civil engineering. The work of the technician; his relationship to the engineer. Typical engineering projects. Methods of construction and materials used therein.

CIV 107 CONTRACTS AND SPECIFICATIONS 3 credits


CIV 200 FIELD EXPERIENCE IN CIVIL ENGINEERING TECHNOLOGY No credit

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 3 credits

Route surveys; base line, taking profile and cross sections, grade and slope work, vertical curves, earth computation. Laboratory required.

Prerequisite: CIV 102

CIV 203 SOIL MECHANICS 3 credits


Prerequisite: EAS 103, and CIV 206 concurrently.
CIV 205 Statics 3 credits

Prerequisite: PHY 101 or PHY 103, and MAT 104 or equivalent.

CIV 206 Mechanics of Materials 3 credits

Axial and shear stress and strain. Torsion, bending, shear and moment diagrams. Deflection, columns, connections. 
Prerequisite: CIV 205

CIV 207 Street and Highway Design 3 credits

Highway economics, location, curves, earthwork. Sight distances. Drainage, pavements. Airports and railroads. Laboratory required. 
Prerequisite: CIV 102 and 103

CIV 209 Structural Design 3 credits

Analysis and design of determinate and indeterminate structures. Steel and concrete design theory, formulas, codes. 
Prerequisite: CIV 206 or concurrently.

COM 101 Computer Science 3 credits

Prerequisite: A sound background in basic algebra is recommended.

EAS 101 Physical Geology 3 credits

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. 
Prerequisite: EAS 101 or permission of the instructor.

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, solifluction, 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.

ENV 101 INTRODUCTION TO ENVIRONMENTAL DESIGN  3 credits

Conditions leading to our contemporary environmental problems; discussion of the nature of these problems and of the interdisciplinary approach required to solve them: introduction to and application of the design process to achieve a humane environment.

FST 101 INTRODUCTION TO FIRE PROTECTION  3 credits

Philosophy and history of fire protection; history of loss of life and property by fire. Municipal fire defenses; organization and function of Federal, State, County and private fire protection agencies. Professional fire protection career opportunities.

FST 103 FUNDAMENTALS OF FIRE PREVENTION  3 credits

Organization and function of fire prevention. Organization; inspections; surveying and mapping procedures; recognition of fire hazards; engineering a solution of the hazard; enforcement of the solution. Public relations, as affected by fire prevention.

FST 105 ORGANIZATION AND MANAGEMENT OF FIRE DEPARTMENTS  3 credits

The fire administrator's responsibility for the total community fire problem. Insurance and fire defenses; personnel and equipment; water supply; departmental functions; administrative problems.

FST 107 FIRE HYDRAULICS  3 credits

Basic mathematics pertaining to hydraulic laws and formulas as applied to fire science. Application of formulas and mental calculations to hydraulic problems; water supply problems; underwriters requirements for pumps.
FST 109  **HAZARDOUS MATERIALS**  
3 credits

Review of basic chemistry. Storage and handling of hazardous materials. Laws, standards and fire fighting practices within extreme fire hazard areas.

*Prerequisite: FST 101 and 103 or equivalent.*

FST 200  **FIELD EXPERIENCE IN FIRE SCIENCE TECHNOLOGY**  
6 credits

A required placement program, normally during the summer. Work experience supervised by the Fire Science Technology faculty in cooperation with appropriate agencies in the field. Credit may be granted for approved work experience, subject to approval by the Dean of Faculty.

*Prerequisite: Completion of one academic year in the Fire Science Technology curriculum.*

FST 201  **FIRE PROTECTION SYSTEMS AND EQUIPMENT I**  
3 credits

Basic plant organization for fire safety and inspection in domestic, industrial and public enterprises; introduction to protection systems.

*Prerequisite: FST 109*

FST 202  **FIRE PROTECTION SYSTEMS AND EQUIPMENT II**  
3 credits

Advanced considerations in plant organization for fire safety and inspection; standard and specialized protection systems. Case studies and problems.

*Prerequisite: FST 201*

FST 203  **FIRE FIGHTING TACTICS AND STRATEGY**  
3 credits

Review of fire chemistry, equipment and manpower. Basic fire fighting tactics and strategy; methods of attack; pre-planning fire problems. Fire situations for analysis and study.

*Prerequisite: FST 101, FST 103, and FST 107.*

FST 205  **LEGAL ASPECTS OF FIRE ADMINISTRATION**  
3 credits

Fire and arson laws and origin of fires. Locating witnesses, conducting investigations, libel and slander, arson motives, interviewing witnesses, interrogating suspects, criminal confessions, searching the fire scene, evidence and photography; methods of establishing the *corpus delicti* in an arson fire.

*Prerequisite: FST 101 and FST 103.*

FST 207  **FIRE CODES AND ORDINANCES**  
3 credits

National, State and local laws and ordinances which influence the field of fire protection. Emphasis on local situations.

*Prerequisite: FST 101 and FST 103.*
GRA 101 ENGINEERING DRAWING I 3 credits

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.

GRA 102 ENGINEERING DRAWING II 2 credits

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: GRA 101

MAT 001 ELEMENTARY MATHEMATICS I

No credit

For students having deficiencies in mathematics. Modern approach to the notation and language of algebra; numerical and algebraic operations, area and volume formulas; introduction to equations, factoring, fractions, and radicals; techniques of problem solving.

MAT 002 ELEMENTARY MATHEMATICS II

No credit

For students having deficiencies in mathematics. An introduction to functions and their graphs, logarithms, quadratic equations, and linear systems; trigonometry with elementary applications, topics from geometry.

MAT 101 FUNDAMENTAL CONCEPTS OF MATHEMATICS I 3 credits

The number system of mathematics, including integers, rational numbers, real numbers, and complex numbers. An introduction to sets. The logic of algebra including exponents, linear equations and quadratic equations. The coordinate geometry of linear functions.

MAT 101 is a prerequisite to MAT 102, MAT 106, and MAT 112.

MAT 102 FUNDAMENTAL CONCEPTS OF MATHEMATICS II 3 credits

Coordinate geometry, polynomial functions, exponential and logarithmic functions, and trigonometric functions. Introduction to matrices and vectors.

Prerequisite: MAT 101

MAT 103 TECHNICAL MATHEMATICS I 3 credits

Applied mathematics for the industrial and engineering technologies. Basic algebraic operations, functions, graphs, and trigonometry; quadratic equations, solutions of linear systems, exponents, roots, and logarithms. Slide rule.
MAT 104 TECHNICAL MATHEMATICS II  
3 credits

Applied mathematics for the industrial and engineering technologies. Oblique triangles and vectors, graphs of the trigonometric functions, complex numbers and polar forms, graphical and algebraic solutions of equations and inequalities; series and sequences, topics from analytic geometry. Slide rule.
Prerequisite: MAT 103

MAT 106 FINITE MATHEMATICS  
3 credits

Mathematical logic, truth tables, set theory and Venn diagrams. Permutations, combinations, the binomial theorem, the polynomial theorem and partitions. Mathematical induction, tree diagrams, and switching circuits. An introduction to probability.
Prerequisite: MAT 101

MAT 112 PROBABILITY  
3 credits

The organization and presentation of data, measures of central tendency and dispersion, index numbers and weighting; and introduction to probability theory, random sampling, the testing of hypotheses, and correlation.
Prerequisite: MAT 101 and permission of the instructor.

MAT 201 INTRODUCTORY CALCULUS I  
3 credits

Coordinate geometry of linear and quadratic functions. Theory of limits and differentiation of algebraic functions with applications. Integration of algebraic polynomial functions with applications in areas and volumes.
Prerequisite: MAT 102 or a strong background in secondary school mathematics.

MAT 202 INTRODUCTORY CALCULUS II  
3 credits

Algebraic and transcendental functions with their derivatives and integrals. Applications such as areas, volumes, centroids, and moments of inertia. Parametric equations. Polar coordinates.
Prerequisite: MAT 201

MAT 203 INTERMEDIATE CALCULUS I  
3 credits

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  
3 credits

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 6 credits

Fundamental needs of people with major emphasis on how illness affects these needs. Basic nutrition and pharmacology are an integral part of this course. Guided experience affords opportunities for learning and developing manual, communication and evaluation skills. Clinical Laboratory required.

NUR 103 PHYSICAL AND MENTAL ILLNESS I 8 credits

Major contemporary health problems in the United States. Pharmacology, diet therapy, interpersonal relations, and mental health concepts. Learning experiences selected from all age groups. Clinical Laboratory required.
Prerequisite: NUR 101

NUR 203 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 103

NUR 204 PHYSICAL AND MENTAL ILLNESS III 2 credits

Care of the patient with long term illness including patients having major surgical intervention. Opportunity for follow-up on these patients is offered in the outpatient clinical experience and Social Service Department. Clinical Laboratory required.
Prerequisite: NUR 203

NUR 205 HISTORY AND PROFESSIONAL TRENDS IN NURSING 2 credits

Historical development and social impact of the profession of Nursing. Current problems and trends in nursing service and nursing education. Social legislation affecting health; professional organizations licensure; positions available to the associate degree graduate.

NUR 207 PSYCHIATRIC NURSING 3 credits

Emphasis on concepts. Prevention through recognition of and early intervention into precipitating factors of mental illness and rehabilitation by direct patient care. Tools utilized; one-to-one interaction, study group processes, and environmental manipulation.
Prerequisite: PSY 201 and NUR 103.
NUR 209  MATERNAL AND INFANT CARE  
6 credits

Problems concerning patients in the maternal cycle, parents and infant. Impact of the maternal experience and the newborn on the family. Clinical experience includes patient with normal delivery; well infant; and patients with health complications. Clinical Laboratory required.  
Prerequisite: NUR 203

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: MAT 102 or equivalent.

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, 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 103  TECHNICAL PHYSICS I  
4 credits

Similar to, but less theoretical than, PHY 101. Intended primarily for students in Civil Engineering Technology, stressing applications of methods and principles to engineering and technology. Laboratory required.  
Prerequisite: High School mathematics through Algebra II or equivalent, and MAT 103 concurrently.

PHY 104  TECHNICAL PHYSICS II  
4 credits

Similar to, but less theoretical than, PHY 102. Intended primarily for students in Civil Engineering Technology.  
Prerequisite: PHY 103, and MAT 104 concurrently.
Note: 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; a few may be offered less frequently.

ACC 101 INTRODUCTION TO ACCOUNTING I
3 credits

Business transactions and their relationship to financial statements; procedures and techniques of recording business transactions; consideration of end-of-period adjustments; determination of periodic income and of basic elements of the balance sheet. Completion of practical exercise on a single proprietorship.

ACC 102 INTRODUCTION TO ACCOUNTING II
3 credits

Accounting for partnerships and corporations; introduction to cost accounting—the manufacturing concern; budget preparation; corporate income and property taxes; analysis of financial statements. Completion of practical exercise on a corporation.
Prerequisite: ACC 101
ACC 201 INTERMEDIATE ACCOUNTING I 3 credits

Introduction to accounting postulates, principles, and contemporary financial statements practices; valuation problems of working capital elements; income tax allocation procedures; noncurrent assets and liabilities valuation.
Prerequisite: ACC 102

ACC 202 INTERMEDIATE ACCOUNTING II 3 credits

Measurement of stockholders' equities, legal factors governing accounting for the corporation receiving special emphasis; treasury stock transactions; stock options; retained earnings appropriations and earnings distribution. Use of financial data for management decision-making; other selected topics.
Prerequisite: ACC 201

ACC 203 MANAGERIAL ACCOUNTING 3 credits

The use of quantitative data for management decision-making; analysis and interpretation of financial data; accounting and managerial control and planning.
Prerequisite: ACC 202 and permission of instructor.

BUS 101 PRINCIPLES OF MANAGEMENT 3 credits

Principles and procedures in the operation of commercial and industrial enterprises. Essentials of management. Organization; labor relations theory and practice; introduction to quantitative decision-making.

BUS 103 INTRODUCTION TO MARKETING 3 credits

The distribution of goods and services from producer to consumer. Structure of marketing institutions; price-determination and policies; consumer and industrial marketing; market research; legislation affecting marketing.

BUS 115 LABOR-MANAGEMENT RELATIONS 3 credits

History and growth of the American labor movement; union policies and practices; collective bargaining and union security; state and Federal labor legislation.

BUS 119 PRINCIPLES OF REAL ESTATE 3 credits

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 3 credits

Contracts; sales; bailments; negotiable instruments; agency; partnerships and corporations; insurance. Emphasizes day-to-day problems of business offices.
BUS 155  BUSINESS LAW I  3 credits
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  3 credits
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.

BUS 201  INTRODUCTION TO FINANCE  3 credits
Survey course in the broad area of business finance. Integrated with the over-all administration of the firm and viewed from the place of the financial manager of a going concern. Financial problems of planning and directing the use of capital; evaluating management's use of capital, and taking remedial action in managing the capital.
Prerequisite: BUS 101 and 102 or permission of the instructor.

BUS 203  PERSONNEL MANAGEMENT  3 credits
Philosophy and policy considerations basic to sound personnel programs.
Prerequisite: BUS 101

BUS 205  FEDERAL INCOME TAX PROCEDURES  3 credits
Designed to have personal and professional value. Preparation of Federal Income tax returns for individuals, partnerships, and corporations.
Prerequisite: ACC 102 or permission of the instructor.

BUS 211  RETAIL MERCHANDISING I  2 credits
Fundamentals of merchandising; markup and markdown, stock turnover, stock-sale ratio, inventory method, stock control, the merchandise plan.

BUS 212  RETAIL MERCHANDISING II  2 credits
Buying, display techniques, price lines, analysis of financial statements.

BUS 221  ADVERTISING AND PROMOTION  3 credits
Planning and execution of sales promotion; selection of media, budgeting and preparation of advertisements.
BUS 225  MARKETING RESEARCH  3 credits

Techniques of marketing research and their application to practical marketing problems; data-gathering methods, questionnaire construction, sampling and report writing.

BUS 250  COOPERATIVE WORK  3 credits

Assignment of students to supervised positions in area businesses to gain on-the-job experience. A written report is submitted.

BUS 293  MARKETING SEMINAR  3 credits

The fields of marketing and retailing are studied in depth by integrating classroom instruction and field experiences.

BUS 295  DIRECTED STUDY IN BUSINESS ADMINISTRATION  1-3 credits

Projects for advanced individual study by special arrangement with the instructor and approval of the Dean of Faculty.

ECO 101  PRINCIPLES OF ECONOMICS I  3 credits

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 at home and in under-developed countries; the banking system; monetary and fiscal policies.

ECO 102  PRINCIPLES OF ECONOMICS II  3 credits

Economics of the firm and resource allocation. Monopolies; agricultural problems; labor unions; social control of industry; international trade; economic system of the USSR.

Prerequisite: ECO 101 or permission of the instructor.

SEC 001  ELEMENTARY SHORTHAND SKILLS  No credit

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.

SEC 101  SHORTHAND I  3 credits

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.
SEC 102  SHORTHAND II  3 credits
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.

SEC 103  SECRETARIAL ACCOUNTING I  3 credits

SEC 104  SECRETARIAL ACCOUNTING II  3 credits
Preparing and interpreting financial reports; keeping records; forms and documents common to business; social security and income tax procedures. 
Prerequisite: SEC 103

SEC 105 BEGINNING TYPEWRITING  3 credits
The keyboard; accuracy and speed; parts of the machine and preventive maintenance; centering horizontal and vertical typing; business letters.

SEC 113  INTERMEDIATE TYPEWRITING  3 credits
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.

SEC 115  ADVANCED TYPEWRITING  3 credits
Daily accuracy and speed drills; timed writings. Production problems; legal typing; statistical typing. 
Prerequisite: SEC 113 or permission of the instructor.

SEC 117  BUSINESS CORRESPONDENCE  3 credits
Writing business letters and reports. Principles of effective writing; words and sentences as tools in letter construction; papers, design style.

SEC 201  STENOGRAPHY I  3 credits
A combination of advanced shorthand and advanced typing. Dictation for speed building; transcription training for mailability with minimal standards set at 80 wpm for five minutes. 
Prerequisite: SEC 102 and 113.
SEC 202 STENOGRAPHY II 2 credits

Advanced stenography. Minimal standards set at 100 wpm for five minutes, transcribed mailably.
Prerequisite: SEC 201

SEC 203 OFFICE PROCEDURES 4 credits

Operations and functions of business machines and filing systems. Ten-key adding machine; key-driven calculator; rotary calculator; full-keyboard adding machine; spirit and ink duplicators; transcribing machines; automated data processing equipment.
Prerequisite: SEC 113

SEC 205 SPEED BUILDING 1 credit

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 2 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 224 MEDICAL SECRETARIAL PROCEDURES 6 credits

An understanding of professional conduct, ethics, and human relations; office management; legal implications; medical, financial and insurance records as they apply to the duties of the medical secretary. Laboratory required—a work-experience program two afternoons per week in selected medical, dental, and other medically-related offices in the community.

SEC 231 MEDICAL TERMINOLOGY AND TRANSCRIPTION I 3 credits

An introduction to the study of the human body, related medical terminology and its shorthand equivalent. Structure, function, and integration of the parts of the entire organism approached from the systems breakdown. Laboratory work in practical methods of microscopic and chemical testing processes of particular importance to the medical secretary.
SEC 232 MEDICAL TERMINOLOGY AND TRANSCRIPTION II  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 231

SEC 233 MEDICAL TERMINOLOGY AND TRANSCRIPTION III  3 credits

Continuation of roots, prefixes and suffixes used in medicine. Extension of medical vocabulary and shorthand outlines. Continues dictation for transcription from appropriate, medical-related materials.
Prerequisite: SEC 232

SEC 241 LEGAL SECRETARIAL PROCEDURES  6 credits

Preparation of legal correspondence, testimony, case reports and documents used in business and formal court procedure and related fundamental law and legal terminology. Laboratory required—a work-experience program two afternoons per week in selected legal offices in the community.
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PAUL H. FITTZ                           New Salem
RAMON FOLTA                             Greenfield
PAUL T. FORD                            Amherst
HOWARD W. GRIMES                        Athol
JOHN HAIGIS, JR.                        Greenfield
<table>
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<tr>
<th>Name</th>
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<tr>
<td>ROBERT A. HARPER</td>
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<td>MRS. ROBERT HARVEY</td>
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<td>ROBERT H. HEIDRICH</td>
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<td>BURTON WINER</td>
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<tr>
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<td>President</td>
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<td>JACOB B. PADGUG</td>
<td>Dean of Faculty</td>
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<td>ROBERT B. KEIR</td>
<td>Dean of Students</td>
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<tr>
<td>ROBERT W. GAILEY</td>
<td>Assistant to the President</td>
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<td>ETHEL M. CASE</td>
<td>Director of Continuing Education</td>
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<td>Librarian</td>
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<td>WILFRED J. THIBEAULT</td>
<td>Director of Audio-Visual Services</td>
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<td>FRANK MIRABELLO</td>
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French

English

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<th>Name</th>
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<td>RICHARD D. BALDWIN</td>
<td>B.A., Dartmouth College</td>
<td>Art</td>
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<td>M.F.A., Indiana University</td>
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<td>MARGA F. COLER, R.N.</td>
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<td>THOMAS J. CROWLEY</td>
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<td>JEAN B. CUMMINGS</td>
<td>B.A., Pembroke College</td>
<td>Zoology</td>
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<td>M.A., Northwestern University</td>
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<td>KENT W. FREDERICKSON</td>
<td>B.A., M.A., Ph.D., Harvard University</td>
<td>English</td>
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<td>ELEANOR J. GOODMAN</td>
<td>B.S., University of Utah</td>
<td>Psychology</td>
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<td>GEORGE R. JONELUNAS</td>
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<td>PAUL H. LEVY</td>
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<td>Political Science</td>
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<td>RALPH J. LEVY, JR.</td>
<td>B.A., Iowa State University</td>
<td>Speech</td>
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<td>JOAN M. MERRIGAN, R.N.</td>
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<td>EDGARDO ROTHKEGEL-ORTUZAR</td>
<td>B.A.S.Th., Catholic University, Santiago</td>
<td>Spanish</td>
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<td>ELIZABETH G. RUSSELL</td>
<td>B.A., M.A., University of Massachusetts</td>
<td>Philosophy</td>
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<td>ARTHUR W. SHAW</td>
<td>A.A., B.S., S.T.B., Boston University</td>
<td>English</td>
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<td>CLIFTON A. SYMONDS</td>
<td>B.S., Lowell State College</td>
<td>Music</td>
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<td>M.M.E., North Texas State University</td>
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<td>CYNTHIA P. TERZARIOL, R.N.</td>
<td>B.S., University of Vermont</td>
<td>Nursing</td>
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<td>B. JOHN WRIGHT</td>
<td>B.S., M.Ed., Boston University</td>
<td>Secretarial Science</td>
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<td>JOHN WRIGHT</td>
<td>B.S., M.Ed., Boston University</td>
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ELIZABETH T. BALLOU
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Secretary to the Director of Continuing Education

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JAMES WILLIAMS
Custodian

Lists of College personnel and members of boards are for September 1969, based upon information available at date of publication.
1969 Fall Semester
Tue., Sept. 2: Orientation and registration begin
Fri., Sept. 5: Orientation and registration end
Mon., Sept. 8: Classes begin
Mon., Oct. 13: Holiday—no classes
Tue., Nov. 11: Holiday—no classes
Wed., Nov. 26: Thanksgiving recess begins after last class
Mon., Dec. 1: Classes resume
Wed., Dec. 10: No classes—pre-registration day for spring semester
Fri., Dec. 19: Christmas recess begins after last class
Mon., Jan. 5: Reading period begins
Thur., Jan. 8: Final examinations begin
Thur., Jan. 15: Final examinations end

1970 Spring Semester
Thur., Jan. 22: Final registration begins
Fri., Jan. 23: Final registration ends
Mon., Jan. 26: Classes begin
Mon., Feb. 16: Holiday—no classes
Thur., Mar. 26: Spring recess begins after last class
Mon., Apr. 6: Classes resume
Mon., Apr. 20: Holiday—no classes
Thur., May 14: Reading period begins
Fri., May 15: Reading period ends
Mon., May 18: Final examinations begin
Mon., May 25: Holiday
Tue., May 26: Final examinations end
Sun., May 31: Commencement
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